

# Fees Policy

## 2025/26

Owner: Director of MIS & Funding	May 2025
Reviewer: Chief Operating Officer and Deputy CEO	June 2025
Approved: Corporation	9 <sup>th</sup> July 2025
To be reviewed	May 2026

*Putting Students First*

## Table of Contents

1. Introduction .....	3
2. Policy Statement .....	3
3. Scope .....	3
4. Legal and Regulatory Framework .....	3
5. Definitions .....	3
6. Policy Objectives.....	4
7. Responsibilities .....	4
8. Policy Detail and Procedures .....	4
8.1 Fee Structure.....	4
8.2 General.....	5
8.3 Advanced Learning Loans .....	5
8.4 Standard Tuition Fees 2025/26.....	6
8.5 Non-Standard Fees.....	8
8.6 Fee Remission .....	11
8.7 Fee Collection.....	11
8.8 Refunds .....	12
8.9 Subcontractor Fees .....	13
8.10 Fee Waiver .....	13
9. Training and Awareness .....	13
10. Monitoring and Review.....	13
11. Confidentiality .....	13
12. Record-Keeping .....	14
13. Communication .....	14
14. Evaluation and Reporting .....	14
15. Review and Amendment History .....	14
16. Appendices .....	15
Appendix A – Tuition fee bands .....	15
Appendix B - Fee Remission/Discounts for new starts in 2025/26 <sup>1</sup> .....	16
Appendix C –Supply-chain fees and charges applicable to subcontractors .....	18
17. Approval .....	21

## 1. Introduction

The Fees Policy is reviewed and approved by the Corporation prior to the start of the new academic year.

Fees are set and charged to ensure that when the availability of public funding is taken into account, the College is able to at least cover the full costs of each programme of study. This document identifies the fee policy and rates as approved by the College together with operational detail and procedures to be administered by college staff.

## 2. Policy Statement

The College is committed to a transparent fee structure that informs individuals and companies about the costs of study and examinations and also any exemptions/waiver to payment of fees.

## 3. Scope

The College charges fees in the following categories:

- Department for Education (DfE) co-funded courses
- Courses for learners under 16 (fee charged to institution responsible for learner)
- Apprenticeships (fee charged to employers)
- Full cost/commercial courses
- Overseas/International learners

## 4. Legal and Regulatory Framework

In accordance with the College's Financial Regulations and Articles of Government, the Governing Body is required to approve the tuition fee policy for each academic year.

Fees, charges and exemptions for Further Education provision are set and applied with reference to the terms of the College's contractual agreement with the DfE.

## 5. Definitions

"Fees" - can consist of separate elements:

- Tuition fees
- Examination, registration and/or certification fees
- Charges for trips / off site learning / material essential to the course.

"DfE" – Department for Education

"4Cast" – Third party curriculum planning tool.

"FALA" – 'Find a Learning aim' database containing details of the funding status of qualifications.

For ease of reference, definition of other terminology is noted within the relevant Policy section.

## **6. Policy Objectives**

To realise a balance of fee income and public funding (where provision and/or learner is eligible) to support the financial viability of college provision, by ensuring the College is able to at least cover the full costs of each programme of study.

To operate at all times fees, charges and exemptions procedures that are compliant with contractual requirements and guidance supplied by the DfE.

To ensure a transparent fee structure that informs individuals and companies about the costs of study and examinations and also any exemptions to payment of fees.

## **7. Responsibilities**

In accordance with the College's Financial Regulations and Articles of Government, the Governing Body is required to approve the tuition fee policy for each academic year.

The Academic Panel is responsible for approving the fee values proposed in 4Cast.

The Director of MIS and Funding is responsible for ensuring fee values are processed within the College MIS in readiness for communications, admission and enrolment and charging.

The Director of Finance and Resources is responsible for ensuring fees charged are collected.

## **8. Policy Detail and Procedures**

### **8.1 Fee Structure**

Tuition fees are calculated in-line with recommended co-funded fee rates specified nationally. In 2025/26, this is calculated as 50% of the base funding value of a qualification as specified on the government's 'Find a learning aim' (FALA) database. Learners, who meet residency rules are determined as either full or co-funded based upon a set of criteria detailed in Appendix B.

Tuition fees for qualifications at Level 3 or above which are eligible for Advanced Learning Loans funding will continue to be based upon the maximum loan value set in FALA.

Where a qualification does not hold a value in FALA, a guide amount of £8.40 per GLH will be applied to the calculation of course fees as detailed in Appendix A.

In some circumstances the rate will differ for individual courses to reflect market forces and Heads of Learning have the option to provide a case for an adjusted fee, based on the calculation above, where market circumstances allow for an increase or reduced fee. This is requested for, moderated and approved using 4Cast.

## 8.2 General

College fees are made up of several elements: tuition fees, awarding body registration fees, examination or certification fees and other course related costs. In addition, certain courses require learners to purchase special equipment, materials, uniforms, etc., or to pay for educational trips, or residential elements of their course. This equipment, material, uniform, etc. when paid for by the learner becomes their property at the end of the course.

College fees are payable on enrolment and are payable for the duration of the qualification either directly or by instalments. College fees and examination fees are normally collected at enrolment, except where a learner is being sponsored (when an invoice is sent to the sponsor on enrolment which requires written confirmation from the sponsor) and for certain examination fees where the decision on which examination is to be sat is taken after some weeks of tuition.

Certification fees due to be paid by the learner should be paid before the learner is entered for examination/assessment. However, the College will not withhold certification where fees are not paid.

## 8.3 Advanced Learning Loans

All learners aged 19 or over on August 1<sup>st</sup> and wishing to study a level 3 (outside of the Full Level 3 legal entitlement or the Level 3 Free Courses for Jobs offer), level 4, 5 or 6 Further Education (FE) qualification will either have to pay for the course / programme in full or apply for an Advanced Learning Loan from the government via the Student Loans Company.

The loans are constructed in such a way that the maximum value the college will receive from the loan will be the fully funded value that is specified in the FALA for the qualification. If the college wishes to charge more than the qualification value, then this will be a charge made directly to the learner.

It is worth noting that a learner could be funded for a programme of study by different means e.g. a level 3 qualification via a loan, a GCSE via public funding and a full cost qualification.

The college will set the fee for these learners based on the FALA value but there are a small number of loan values on the FALA that are “priced” very high due to a high weighting factor. Heads of Learning can request an adjustment of the loan amount based on market forces as part of the curriculum planning process.

Learners who intend to commence a qualification funded via an Advanced Learning Loan will receive a Learning and Funding Information Letter prior to enrolling on their course. The college can only make learners aware of loan availability and encourage them to obtain independent advice and guidance about suitability of a loan. Learners must ensure that they make their loan application as soon as they have their Learning and Funding Information letter.

On enrolment, learners will be provided with an invoice for their course. If their loan is approved, the invoice will be apportioned to the loan funding. Where a loan is yet to be approved, the invoice will be held as a debt against the learner and they will sign an enrolment form to state that they understand that the fee is a financial liability to them until the loan is fully approved. If by 8 weeks from the enrolment start date, the learner has still not had confirmation of loan approval, the college will review the learner's place on the course and future attendance will be dependent on the agreement of an instalment plan to cover ALL fees and any bursaries previously made available.

If a learner withdraws beyond 8 weeks from their start date, they will be liable for the balance of any outstanding fees. Extenuating circumstances will be reviewed on a case-by-case basis.

## **8.4 Standard Tuition Fees 2025/26**

For FE learners, it is expected that learners who are part funded, or their employers, will contribute towards the total income for the course based on 50% of the weighted rate of the qualification in FALA.

### **8.4.1 16-18 year old Learners (including 19-24 with an EHCP)**

Learners aged 16-18 or those aged 19-24 with an EHCP, studying qualifications for which the College is claiming DfE funding are not required to pay for tuition, registration, materials essential to their course or examinations fees.

Learners who are 18 at the start of a course spanning two years are not required to pay tuition, registration, or examination fees in the second year of their programme. An additional material fee may be charged.

### **8.4.2 19+ Learners**

Course fees for learners aged 19 or over on 31 August prior to the commencement of the course who are not fully funded are payable in full or through agreement of an instalment plan.

Any learners required to pay a fee in the first year of studying an additional level 3 qualification within a programme of study may be eligible for an Advanced Learning Loan to cover the cost of the level 3 qualification (if the qualification does not feature on the Level 3 Free Courses for Jobs Offer). They will be charged individually for the remainder of the qualifications within their programme of study, where government funding is unavailable. This could be qualifications such as industry-specific short courses or courses designed to meet regulatory requirements.

The fee for any course for a learner aged 19 in 2025/26 will be determined by 50% of the weighted rate in FALA and individual eligibility for fee discounts detailed in Appendix B. This covers access to services such as tutorial.

### **8.4.3 Additionality**

Any additionality which is relevant to the main programme of study, as pre-defined and approved by the Head of Learning, in conjunction with the Senior Leadership Team, will not attract additional administration fees. These courses are recorded on the College course schedule as an "Additional Module" to main programme.

Any additional course which is not relevant to the main programme of study is fully charged. Learners aged 19+ and not fully funded would have to pay for an additional module.

#### **8.4.4 Materials Fees**

For fully funded learners, there will be no charge made for materials directly related to completing their course but a fee will be charged for optional enrichment activities, uniforms and materials that can be taken away by the learner when they leave or complete their study programme<sup>1</sup>.

#### **8.4.5 Part-time/professional Courses**

Part-time courses refers to qualification aims that are planned and delivered outside of full-time/substantial programmes of study. Fees are payable by the individual at the time of enrolment either in full or via an agreed instalment plan or, in the case of learners sponsored by an employer or other organisation, by written confirmation from the sponsor at the time of enrolment.

There are some professional courses for which the College sets fees at the market rate. The College proposes to continue to use the fees implied by the College Policy as a minimum and to allow individual curriculum areas some additional flexibility in charging higher fees where market conditions allow, and/or where not doing so would prejudice the course being offered. This would apply to courses such as CMI.

#### **8.4.6 Elected home-educated (EHE) Learners and School Link Provision**

EHE learners, i.e. learners NOT on school roll elsewhere; are funded by the DfE 16 to 19 funding methodology.

Learners accessing this provision may still be subject to material fees as certain courses require learners to purchase special equipment, materials, uniforms, etc., or to pay for educational trips, or residential elements of their course. This equipment, material, uniform, etc. when paid for by the learner becomes their property at the end of the course.

For all provision offered to individuals from a school roll, the college currently aims to base fees for under 16s on a rate of £12.50 per learner per hour, this takes account of the full-time equivalent funding that would be received for structured learning if the learner had been eligible for funding and requirements of interview and assessment needed to tailor a personalised programme appropriately. This policy is both logical and fair in that it reflects the DfE's expectation of cost of delivery, and compensates for the resources being diverted from a learner funded via the DfE. The same policy will be adopted for post 16 learners who are enrolled at other educational establishments, but pursuing part of their studies at the College.

For cohorts of learners referred from schools for a bespoke programme, the rate agreed will be £12.50 per learner per hour with a minimum value of £112.50 per hour.

---

<sup>1</sup> Material fees are charged for uniforms, materials and equipment that the learners take away with them after the course. Bursaries may be available to financially support learners with a contribution towards material fees and uniforms. Essential materials and equipment will be available on site to enable the learner to study the qualification.

In the case for non-DfE funded delivery, additional learning support will be individually calculated based on the learner need on a marginal basis reflecting LSA staffing costs and this will be agreed prior to enrolment.

#### **8.4.7 Higher Education Franchised Provision**

Fees for full-and part-time learners are agreed annually with the relevant Universities.

Information for financial support for full and part-time learners entering HE in 2025/26 is available through <https://www.gov.uk/student-finance>.

### **8.5 Non-Standard Fees**

#### **8.5.1 Overseas Learners**

Fees for individual learners resident in the UK (not requiring a student visa) but NOT meeting the DfE residency requirements for funding eligibility are set at the full weighted rate in FALA (see Appendix B for further information).

Fees for International learners (those who require a student visa) are set at £6,500 per year for new starts in 2025/2026. Payment in full is required prior to commencement of the course.

Trusted Agents with whom the college has an existing relationship will be charged a 10% deposit when applying for a Student Visa, prior to the provision of a CAS (Confirmation of Acceptance of Studies) application from the College to the UKBA.

For private students making a direct referral a 25% deposit will be necessary when applying for a Student Visa, prior to the provision of a CAS (Confirmation of Acceptance of Studies) application from the College to the UKBA.

The Head of Learning can also put in a request to the Principal for an adjustment of an International course fee where a specific learner has extenuating circumstances. These will be dealt with on a case-by-case basis.

#### **8.5.2 Contracted in Learners**

Contracted in (subcontracted by another provider to the college) will be underwritten by a Service Level agreement (SLA) for contracted in agreed by both parties.

#### **8.5.3 Apprenticeship Funded Learners**

Both levy and non-levy paying employers are now required to use an apprenticeship service digital account to either access apprenticeship levy or to reserve government co-investment.



For non-levy paying employers (with annual pay bills less than £3 million) 95% of the costs of training and assessment is paid by the government and 5% co-investment is payable by the employer.

For levy paying employers with insufficient funds, employers must also co-invest the relevant co-investment rate (5% or 10% for starts before 1 April 2019).

The government will fund all of the apprenticeship training costs, up to the maximum value of the funding band for the apprenticeship, for non-levy employers if, on the first day of their apprenticeship, the apprentice is aged 16-21 (or 15 years of age if the apprentice's 16th birthday is between the last Friday of June and 31 August) or, is aged 22-24 and has either an EHC plan and / or has been in the care of their local authority.

The college negotiates a price for the delivery of an apprenticeship programme with the employer, taking into account the maximum funding band and costs associated with delivering the apprenticeship standard, typical duration and any relevant prior learning that would reduce the duration of the programme and therefore price.

The price negotiated is recorded in the Apprenticeship Training Plan and the ILR triggering funding payments and where appropriate an expectation of employer co-investment.

Matching co-investment payments are regularly collected from employers, reported in the ILR and visible in the college finance system (by invoice and corresponding payment record).

Where an Apprentice undertakes End-point Assessment (EPA) and is not successful, employers may be subject to additional charges for resits where the assessment costs are higher than those first negotiated.

#### **8.5.4 Full Cost Courses / Unfunded Learners**

Fees for these courses or charges to unfunded individuals on funded courses; will be based on the full weighted rate in FALA but will continue to be determined on an individual basis based on targets related to employer engagement and taking account of the costs of delivery.

All courses will be reviewed on an individual basis using a curriculum approval process costing delivery and the local market, to ensure that pricing is competitive and achieving target contribution for the College.

#### **8.5.5 Tailored Learning**

As part of the new Adult Skills Fund, tailored learning brings together what was previously AEB (Adult Education Budget) Community Learning and formula-funded AEB non-regulated learning. The primary purpose of the College tailored learning offer is to support learners into employment and to progress further learning. It also supports wider outcomes, such as improving health and well-being, equipping parents/carers to support their child's learning and develop stronger communities.

The College is applying the same principles as other, formula funded Adult Skills provision to tailored learning courses with regard to setting fees, reviewing courses on an individual basis and using 4Cast to cost and approve delivery. Similarly, the same principles apply to collecting Government contribution and learner fee waiver to ensure that fee income is collected from learners who can afford to pay, enabling provision to be extended further to those that cannot (See Appendix B for further detail).

#### **8.5.6 Late Enrolments**

Learners joining a course late are subject to the full course fee if they satisfy entry requirements.

#### **8.5.7 GCSE Resits**

Learners requesting ONLY a resit will be required to pay the exam fee amount in full as this is not fundable whereas learners who retake the GCSE to improve the grade above grade "3" or 'D' will undertake the entire study programme within college and be fully fundable and not required to pay the exam fee.

Learners who undertake GCSE study at another institution will not be able to undertake a resit of the exam within the college and should be referred back to the institution where the study was undertaken.

#### **8.5.7 Staff Development**

Qualifications/Training identified as staff development are defined as those required by staff to enable them to develop within their current or future roles. These courses are subject to approval via the staff development budget by the Head of Human Resources, People, and Culture. They will be agreed upon by the staff member and their line manager as essential requirement for the role, with an application for approval made via an SD1 form. This form will state the title, duration, and cost of tuition, registration, examination (if applicable), and certification fees for the course. For courses relevant to a large number of staff, it may be agreed that the cost be limited to registration, certification, and examination fees (if applicable). Such ring-fenced courses will be agreed upon by the Head of Human Resources, People, and Culture, along with the Senior Leadership team.

Staff can undertake a course as an 'infill' under staff development if a class is running with available space, is already financially viable, and has no learner waiting list. These courses will be agreed upon by the staff member and their line manager, with an application for approval made via an SD1 form. This form should state the title and duration of the course and request a space as an infill. Only the cost of registration, examination (if applicable), and certification fees will be charged to the staff development budget, subject to approval as an infill by the Head of Human Resources, People, and Culture.

Additionally, if a staff member leaves the College within two years or during the completion of their qualification/training which costs over £500, an individual will be required to repay the full costs to the College, through an agreed repayment plan with the Head of Human Resources, People and Culture. This is outlined in the College's SD1 terms and conditions and in the learners, agreement issued to the staff member when agreeing the training/qualification by the Human Resources team, staff are required to sign and return this

document to the Human Resources team, and the training/qualification would then be approved.

## 8.6 Fee Remission

A summary of fee remission policies for 2025/26, including DfE remission categories, is included as Appendix B. Learners following courses where there are no concession arrangements will be expected to pay the full fee advertised for the course.

## 8.7 Fee Collection

Payment of learner fees is due on enrolment and should be made on receipt of an invoice. The college intends to go cashless and has a series of preferred methods of payment which are detailed here:

By on line transfer through your bank using our details: IOW College – sort code 20-60-89 and account 40520055. Please quote your student reference or invoice number  
Pay online by debit/credit card by clicking on the following link  
<https://uga.la/LKgTe7Cx> which can be copied to your browser or by scanning the QR Code below – please quote your student reference or invoice number:



Pay through your PayPal account using our email [accounts@iwcollege.ac.uk](mailto:accounts@iwcollege.ac.uk) – please ensure that under ‘add a note’ you quote your student reference or invoice number  
Payments by card may be taken over the telephone – please contact Finance on (01983) 550621 or (01983) 550629

Payment by instalment will only be considered where the total amount exceeds £280 (this could be a combination of tuition, examination or material fees) and the course is longer than two terms. The initial payment will be 25% followed by three equal payments for the balance. There is a small additional fee chargeable of £10 with the first payment. Queries regarding payment by instalments should be directed to the Finance Office. In cases of hardship, the Finance team may accept instalments for debt less than £280 – this will be decided on an individual case basis.

Payment of employer fees by instalment will only be considered in exceptional circumstances and where the total amount exceeds £500. The employer will need to make an initial payment of 25% followed by three equal payments for the balance. There is a small administrative fee chargeable of £10 with the first payment to cover administration costs. All instalment agreements must be agreed with the Sales Team in the Finance Office. Any queries regarding payment by instalments should be directed to the Sales Team in the Finance Office.

Apprenticeship employer fees will be documented on a Statement of Commitment. This documentation will be signed by the employer before the learner is enrolled and will clearly outline overall employer contribution (5% of the negotiated rate if not eligible for full funded provision) and fee schedule. This document will form part of the employer, learner and provider contract required by the Education and Skills Funding Agency.

The College will use appropriate debt recovery procedures where learners breach the terms of payment and may exclude such learners from the College.

The College reserves the right to charge a fee of £20 for any failed card payments.

As a last resort, the College will use a debt recovery agency. The costs incurred from their use will be added to the learner's liability and interest will also be charged.

## 8.8 Refunds

### 8.8.1 Refunds for classroom-based courses

Refunding of fees will generally only occur when a course does not recruit viable numbers, or closes as a result of a decision by the College. Where a learner is unable to continue their studies due to ill-health, refunds will only be considered on receipt of independent medical evidence explaining the learner's inability to continue attending. The Principal can authorise refunds where there have been legitimate concerns raised about a course and its operation. Refunds will be pro rata to the period of the course attended subject to approval by the Principal.

On courses where learner numbers are low one of three options will be implemented with the approval of the Senior Leadership Team:

- The course may be closed with full refund of fees (where paid).
- A reduced programme and fee may be implemented.
- Two or more courses may be taught together.

### 8.8.2 Apprenticeship Refunds

Employers will be asked to pay a holding fee of 20% of their 5% employer contribution, as they organise the recruitment of an Apprentice. If after paying the initial 20% of the employer contribution (holding fee) an Apprentice is not enrolled with the employer, a full refund will occur.

If the employer contribution is £1000 or less the remainder of the contribution will be required on the start date of the learner.

If the employer contribution is over £1000 the remainder of the contribution will be required within 2 months of the start date of the learner.

If a learner is enrolled onto an apprenticeship and is on programme for less than 6 weeks, the employer contribution (less the holding fee) will be refunded.

If a learner is enrolled onto an apprenticeship and is on programme for up to 3 months, 50% of the employer contribution (less the holding fee) will be refunded.

If a learner is enrolled onto an apprenticeship and remains on programme for 4 months or over, there will be no refund.

## 8.9 Subcontractor Fees

Some specialised provision that is not delivered by the college is catered for with the use of carefully selected specialist providers in a subcontract arrangement.

A proportion of the fee is retained by the college to manage subcontractors and in some circumstances support the partner in partial delivery of qualification units / elements. This amount is determined by the level of management and therefore cost the subcontractor requires. This currently ranges from 10% retained from a partner that delivers the full qualification with minimal support required to 20% where more support is delivered by the college.

The details of each contract are available from the Principal's Office and the College approach is in Appendix C and published on the college website

Providers in partnership with the college are expected to adhere to the college fees policy. Any variation to this will need to be documented within the contract between the college and the subcontractors.

## 8.10 Fee Waiver

The waiver of chargeable fees is only allowed in agreement with the Principal or by a member of SLT to whom the authority has been delegated.

## 9. Training and Awareness

Training and support is available to all managers in the implementation and application of this policy and procedure through the course of the curriculum planning and admission processes.

This policy is publicly available to employees, prospective students and other stakeholders via the College website.

## 10. Monitoring and Review

Policy to be reviewed annually and approved by the Senior Leadership Team prior to approval by Corporation.

Fee rates to be revised annually in the Spring after publication of DfE Funding Guidance for the forthcoming year.

Fee rates to be compared with comparable institutions on an annual basis.

## 11. Confidentiality

The College approach to setting fees is not subject to specific adherence to rules on confidentiality, however prior to publication (through the College website, prospectus or other marketing medium), College staff should be mindful that fee rates set can be considered commercially sensitive.

## 12. Record-Keeping

The College CIS (College Information Systems) and Finance department are responsible for collecting, processing and maintaining records pertaining to fees charged and collected.

## 13. Communication

This policy is publicly available to employees, prospective students and other stakeholders via the College website.

## 14. Evaluation and Reporting

Collection of fee income, learner recruitment and audit assurance provide evaluation and reporting of the efficacy of this Policy.

## 15. Review and Amendment History

### May 2024

Entire	Full Policy re-configuration to map into revised Policy template. Subsequent amendments cite actual Policy content amendments only.
Section 8.5.1 – Overseas Learners	Distinction made between fee charges to UK residents not eligible under DfE residency requirements and “International Learners” who require a student visa. Introduction of a £6,500 annual fee for the latter, in line with standard practice across the sector and to improve/expedite advice provided to prospective applicants.
Section 8.5.3 – Apprenticeship Funded Learners	Extension of Government fully-funded Apprenticeships from 16-18 year olds for small employers (< 50 employees) to 16-21 for non-levy employers (and those aged 22-24 with an EHC plan and/or care leaver).
Section 8.5.5 – Tailored Learning	Insertion of new section covering College fees policy in relation to Tailored Learning.
Appendix B	Complete rewrite reflecting new contributions and fee remission in relation to the new Adult Skills Fund.

### May 2025

Entire	The Education and Skills Funding Agency (ESFA) closed on 31 March 2025. All activity has moved to the Department for Education (DfE). Where the policy previously referenced the ESFA, it is now the DfE.
Section 8.4.6 – EHE/School link section	£10 per learner, per hour rate increased to £12.50.
Section 8.5.7 – Staff Development	Section rewrite in line with updated College Staff Development terms and conditions

## 16. Appendices

### Appendix A – Tuition fee bands

**Tuition Fee bands 2025/26 for qualifications and courses NOT featured in FALA based on a charge of £8.40 per guided learning hour**

GLH	Tuition Fee £		GLH	Tuition Fee £
10 to 19	84		310 to 319	2604
20 to 29	168		320 to 329	2688
30 to 39	252		330 to 339	2772
40 to 49	336		340 to 349	2856
50 to 59	420		350 to 359	2940
60 to 69	504		360 to 369	3024
70 to 79	588		370 to 379	3108
80 to 89	672		380 to 389	3192
90 to 99	756		390 to 399	3276
100 to 109	840		400 to 409	3360
110 to 119	924		410 to 419	3444
120 to 129	1008		420 to 429	3528
130 to 139	1092		430 to 439	3612
140 to 149	1176		440 to 449	3696
150 to 159	1260		450 to 459	3780
160 to 169	1344		460 to 469	3864
170 to 179	1428		470 to 479	3948
180 to 189	1512		480 to 489	4032
190 to 199	1596		490 to 499	4116
200 to 209	1680		500 to 509	4200
210 to 219	1764		510 to 519	4284
220 to 229	1848		520 to 529	4368
230 to 239	1932		530 to 539	4452
240 to 249	2016		540 to 549	4536
250 to 259	2100		550 to 559	4620
260 to 269	2184		560 to 569	4704
270 to 279	2268		570 to 579	4788
280 to 289	2352		580 to 589	4872
290 to 299	2436		590 to 599	4956
300 to 309	2520		600 to 609	5040

## Appendix B - Fee Remission/Discounts for new starts in 2025/26 <sup>1</sup>

DfE Remission	Discount % of Tuition & Exam Fees
<b>Fully-funded Provision</b>	
Learners aged 16 - 18 - full-time and part-time (Inc. workplace NVQs, supported internships and traineeships) <sup>2</sup>	100%
Learners aged 16 – 25 who have an Education, Health and Care Plan (EHCP)) and are under 25 as at Aug 31 2025	100%
All ages - Maths & English GCSE/Functional Skills/Basic Skills (eligible qualifications up to Level 2, designated as stepping stone qualifications nationally) who have not attained GCSE grade 4 – 9 or A* - C	100%
ESOL qualifications up to and including Level 2 for learners defined as meeting the earnings threshold <sup>3</sup> criteria	100%
Learners aged 19 and over on their first day of learning, defined as meeting the earnings threshold criteria, undertaking entry or Level 1 under local flexibility <sup>4</sup>	100%
Learners aged 19 and over on their first day of learning, defined as meeting the earnings threshold criteria, undertaking a course within the Tailored Learning <sup>5</sup> offer	100%
Learners aged 19 to 23 on their first day of a Level 2 qualification with legal entitlement <sup>6</sup> , who do not already have a first full Level 2 qualification	100%
Learners aged 19 to 23 on their first day of a Level 3 qualification with legal entitlement, who do not already have a first Level 3 (Adults aged 19 or over on 31 <sup>st</sup> August to age 23 or under on the start date of their course)	100%
Learners aged 19 and over on their first day of learning, defined as meeting the earnings threshold criteria and accessing the Level 3 Free Courses for jobs offer <sup>7</sup> .	100%
Digital entitlement for those aged 19 or over, assessed at below Level 1, as part of their legal entitlement on the day they start an Essential Digital Skills qualification (EDSQ up to and including Level 1).	100%
Digital entitlement for those aged 19 or over, including those on a pre-entry level personalised learning programme with learning difficulties or disabilities, to undertake non-regulated learning where assessment has identified that they cannot undertake an Essential Digital Skills qualification (EDSQ up to and including Level 1).	100%
<b>Co-funded Provision – Tuition Fees based on 50% of FALA base funding rate</b>	
ESOL qualifications up to and including Level 2 for learners <b>not</b> meeting the earnings threshold criteria (see Appendix A)	50%
Learners aged 19 and over on their first day of learning, <b>not</b> meeting the earnings threshold criteria, undertaking entry or Level 1 under local flexibility	50%
Learners aged 19 and over on their first day of learning, <b>not</b> meeting the earnings threshold criteria, undertaking a course within the Tailored Learning offer	50%
<b>Other provision</b>	



All learners aged over 19 on August 1 <sup>st</sup> or turning 19 on August 31 <sup>st</sup> studying a level 3 not on the free courses for jobs offer or studying a second level 3 or studying at Level 4 and above in Further Education (FE) and are in receipt of a government loan via the Student Loans Company.	0% discount Maximum loan fee applies unless otherwise advertised (will be claimed from Government based on participation)
All learners at the start of an apprenticeship.	Employer negotiated rates apply subject to criteria – please refer to point 6.3 of this policy
Staff Training as agreed by HRD and approved with an SD1	100% - Please refer to point 6.7 of this policy and related HRD policy
Staff infill (staff are eligible to join a course only after last enrolment session if spaces are available, no waiting list)	Published exams fees may be charged.
Full cost courses – tailored to specific industry needs or community learning requirements	0% unless otherwise advertised

**Note** <sup>1</sup>: Fee waivers are valid for the duration of the qualification(s). Please note that the waivers are subject to change based on Government Policies and residency criteria, participants must have been resident in the UK, EU or EEA (holding the necessary EU Settlement Scheme documentation) for the last 3 years and for Adult Skills Funding not a permanent resident in a devolved authority. Learners claiming asylum or leave to remain will be subject to a residency check and may not be required to meet the 3-year residency criteria, subject to review of learner documentation and based on Government Policy at the time of enrolment.

**Note** <sup>2</sup>: A supported internship is a study programme specifically aimed at young people aged 16 to 24 who have an EHC plan, who want to move into employment and need extra support to do so. It is subject to the same funding rules as other 16 – 19 study programmes.

**Note** <sup>3</sup>: For funding purposes, a learner is defined as meeting the earnings threshold criteria, if they are unemployed, employed, or self-employed, up to and including level 2 and the level 3 offers and they earn below **£25,000** annual gross salary.

**Note** <sup>4</sup>: Local Flexibility is an eligible category giving providers discretion to meet local labour market needs if the qualification code is defined on the DfE's 'Find a learning aim'(FALA) as available on the start date of learning.

**Note** <sup>5</sup>: The College is applying the same principles as other, formula funded Adult Skills provision to tailored learning courses with regard Government contribution and learner fee waiver to ensure that fee income is collected from learners who can afford to pay, enabling provision to be extended further to those that cannot.

**Note** <sup>6</sup>: Legal entitlement is an eligible category if the qualification code is defined on the DfE's 'Find a learning aim' (FALA) as available for the start date of learning.

**Note** <sup>7</sup>: Qualifications must feature on the approved DfE list/categorised in FALA to be eligible for the Free Courses for Jobs offer.

## **Appendix C –Supply-chain fees and charges applicable to subcontractors**

### **Introduction**

This policy covers details of the rationale, fees and charges applicable to subcontractors and set by The Isle of Wight College for 2025/26.

### **Scope**

In line with the Subcontracting rules for DfE funded post 16 provision and Apprenticeship Subcontracting, this policy applies to all courses offered by subcontractors.

Following consultation, the DfE have set out a series of reforms in the form of a Subcontracting Standard which strengthens oversight of subcontracted provision. Subcontracting levels cannot exceed 25% of funding in any given funding stream in 25/26, unless an exemption is agreed. In accordance with the reforms, The Isle of Wight College reviews each subcontract annually, to determine if the educational rationale remains relevant and best supports students by filling gaps in niche and expert provision. An exemption case will be submitted to the DfE where subcontracted provision is deemed appropriate but will account for more than 25% of funding in any given funding stream.

The Isle of Wight College acknowledges that it holds full accountability for the delivery of the contract and this cannot be assigned to subcontractors. Both the Isle of Wight College and its subcontractors refer to the DfE documents and any future updates in all matters regarding the delivery of the contract.

Roles and responsibilities for The Isle of Wight College and the subcontractors are clearly defined from the outset of the partnership. All subcontractors are required to agree and sign a contract for the provision of training services with The Isle of Wight College.

The college acknowledges that it is required to meet the requirements of the subcontracting standard and engages internal auditors to review its subcontracting provision against established criteria. The outcome of the internal audit will be submitted to the DfE for review by the required deadlines.

The college reports subcontract arrangements to DfE as part of a Subcontract Declaration which is completed at least twice a year or if subcontracting arrangements change during a year, in accordance with DfE subcontracting guidelines.

### **Responsibility for Implementation**

The Corporation is required to agree the fees policy and sub-contract arrangements for The Isle of Wight College as part of its responsibilities for The College's educational character. The Director of MIS & Funding is responsible for providing adequate advice as the basis for the setting of fees, course costing and other related issues. The Chief Operating Officer and Deputy CEO is responsible for providing adequate advice on the rationale for subcontracting arrangements and for the performance of subcontractors. This policy and subcontracting rationale will be signed off annually by the Corporation and will be published on the college website by 31 October each year.

## **Policy Objectives**

### **Our reasoning for subcontracting**

The Isle of Wight College subcontracts for one or more of the following reasons:

- To capacity build
- To engage with new markets, enhancing opportunities available to learners
- To ensure revenue/margin protection
- To ensure greater cost efficiency
- To maintain the delivery of niche provision

The key principles of selecting a new subcontracting partner are whether they:

- Fit with the strategic objectives of the College
- Bring positive local community benefits/widening participation (attracting learners who would not normally go to a FE college)
- Add value to the work the College does
- Complement but not compete with the existing product portfolio of the College
- Are aligned to key sectors that the College or Government has prioritised
- Have a track record of high achievement and/or progression rates
- Are willing to engage in a mutually supportive relationship built on trust and respect
- Have reputation and standing in the sector/market

In carrying out due diligence the College will ensure that it complies with current procurement regulations such as Public Contracts Regulations 2015.

### **The policy's contribution to improving our and our subcontractor's quality of teaching and learning**

This policy ensures that there is openness and transparency in the fees and charges relating to subcontractors, so that when entering into a subcontracting relationship the potential partner is aware of the support services provided within the management fee. This allows the subcontractor to work with the College to improve the quality of teaching and learning.

Specific measures The College implements to ensure improving quality of teaching and learning include having sight of any quality assurance documentation, internal and external, and related action plans; lesson observations with course tutors and assessors; quality assurance monitoring visits to check course files, schemes of work etc.

### **The typical percentage range of fees retained to manage subcontractors, and how this range is calculated**

The Isle of Wight College normally charges subcontractors a management fee for a standard subcontracting agreement.

The level of support required for each subcontractor will determine the percentage management fee but will generally not exceed 20%.

The fee is calculated to cover day-to-day management of subcontracted delivery, monitoring of learner progress, collecting and updating due diligence, ensuring audit compliance, dealing with partner queries, coordinating self-assessment processes, quality and compliance monitoring, as well as other similar services as needed.

The fee also includes administration support to process the data, ILR management, Middle and Senior Leadership support (working with national agencies, funding bodies, advice

relating to policies, DfE guidance, etc.), and management of funding and finances (preparation and processing of payments).

### **The reason for any differences in fees charged for or support provided to different subcontractors**

The management fee is increased if:

- The risk rating on a particular subcontractor is 'medium' or 'high' as a result of a College Risk Assessment.
- If additional/exceptional services are provided to the subcontractor, there will be a separate fee agreed to be charged above the core management fee based on usage (such as internal verification, etc.).

### **Payment terms between the College and subcontractors**

The payment terms are set out in detail in the subcontract agreement referred to above and available for potential subcontractors to view before entering into agreement with The Isle of Wight College.

In summary, subcontractors will be paid within 30 days of receipt of a valid invoice subject to meeting contractual requirements. Alternative payment conditions may operate, following discussions with the subcontractor, depending on the contract delivery model and contract delivery time.

All subcontractors will be set up as 'suppliers' on the College's finance system. The payment will be made to the subcontractor via BACS.

### **How and when the policy is communicated to and discussed with current and potential subcontractors**

This policy is discussed with potential subcontractors as part of the curriculum planning process on an annual basis prior to subcontracts being agreed.

In line with DfE funding and performance rules, the college will ensure all costs with a subcontracting agreement are individually itemised and how each cost supports the delivery of high-quality learning.

The supporting documentation can be found on the links below.

This policy will be subject to review annually.

### **References**

College Financial Regulations

[Subcontracting Standard](#)

[Subcontracting funding rules for post-16 funding](#)

[Apprenticeship Funding Rules](#)

## **17. Approval**

Policy to be reviewed annually and approved by the Senior Leadership Team prior to approval by Corporation.