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7.1.2 Detail what happens in the event of the student failing to complete the apprenticeship in terms of payments and incentives.

7.1.3 Comply with ESFA funding rules for apprenticeships.

8. FEE RATES

8.1 All adult ESFA co-funded rate full time courses, will be charged a fee of up to £1,500.

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9. FINANCIAL

	Last Attendance Date	Percentage of Fee Liability
Term 1	Within two weeks of start date	*£50
Term 1	After the first two weeks up to the Christmas break	25%
Term 2	After the Christmas break up to the Easter break	50%
Term 3	After the Easter break up to the end of the academic year	100%

* Students who withdraw within the first two weeks of their start date will not be liable to pay any of their tuition fee but will be liable for a £50 cancellation fee. In these circumstances the term should be covered by the SFE payments.

10.4.2 Fees are calculated over the duration of the course. If a student withdraws, they are liable for the fees up to the end of the current term, less any Student Loan payments up to the point of withdrawal. As Advanced Learning Loan payments are monthly, should a student withdraw, they would be charged the remaining months to the end of the current term.

* Students who withdraw within the first two weeks of their start date will not be liable to pay any of their tuition fee but will be liable to a £50 cancellation fee.

10.5 Refunds can only be given in the following circumstance:

10.5.1 Withdrawal from a course due to ill health with inclusion of sufficient medical evidence for example, a letter from the doctor.

10.5.2 Course cancellation: If the college cancels the course, the college will refund the course fee and there will be no administration charge applied.

10.6 Once confirmation of a course cancellation has been received students can claim a full refund except in the following circumstances:

10.6.1 Where an alternative course has been offered and accepted by the student, fees paid will be transferred to the new course. Overpaid fees will be refunded at the time of course transfer or additional fees due will become payable. MCID 35/Lang (en-GB) > BDC q0.00008w367.2(f

- 10.9.1 A refund form must be completed and signed by the student.
 - 10.9.2 Refund forms must be supported by the Director of Learning in writing and submitted, along with any evidence, to the Chief Operating Officer for approval within 21 days of the last date of attendance or start date of the course. If approved the refund will be processed by the Finance Office in line with the following criteria.
 - 10.9.2.1 The college may refund a percentage or fixed sum of fees charged as part of any college incentive initiative.
 - 10.9.2.2 Any refund will take into account the length of time the student has been on their chosen programme.
 - 10.10 It is the student's responsibility to ensure that they make the teaching department aware that they have withdrawn.
 - 10.11 Employer refunds with respect to apprentices or other sponsored students:
 - 10.11.1 The college's general principle that refunds are not given continues to apply. However, it is recognised that there may be circumstances when it is appropriate to award a refund.
 - 10.11.2 The college refund form and evidence should be submitted to the Chief Operating Officer who may authorise a refund to an employer if there is an appropriate reason to do so. The Chief Operating Officer will review each claim on a case-by-case basis.
 - 10.12 Students have the right of appeal on refund nt-3()-121c(e)6(Fin479056004C3-121c(e)6(Fin4
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SCHEDULE 1 – POLICY STATEMENT

Policy Statement

Boston College is committed to ensuring that all refunds meeting the eligibility criteria are processed in a timely and compliant manner.

Boston College recognises its:

Statutory responsibilities:

- Consumer Rights Act 2015 (CRA)

- Higher Education and Research Act 2017 (HERA)

- Registration with the Office for Students (OfS)

Sector-wide responsibilities:

- OIA and/or QAA guidance

- ESFA guidelines for refunds for apprenticeships

- Student Loan Company payment profile for refunds related to student Loans and Advanced Student Loans

Institutional responsibilities:

- Ensuring consistency with institutional regulations

APPENDIX 2 – Fee Remission categories accepted by Boston College

Fee remission is available to students on some FE courses in the following circumstances:

Those aged 16-18 on 31st August of the relative academic year.

Adults aged 19+ years taking specific English and Maths qualifications or Essential Digital Skills up to Level 1.

Adults aged 19+ years Unemployed or below the Earnings Threshold on entry, level 1 and level 2 courses only (see below).

Eligible adults aged 19-23 taking their first full level 2 qualification; any such qualifications must meet legal entitlement criteria.

Eligible adults aged 19+ taking their first full level 3 qualification or level 3 qualification listed on the level 3 Free Courses for Jobs qualifications list and are Unemployed or below the Earnings Threshold.

Eligible adults aged 19+ taking their second full level 3 qualification listed on the level 3 Free Courses for Jobs qualification list and are Unemployed or below the Earnings Threshold.

Adults aged 19-24 who have a (EHCP) Education Health and Care Plan.

In addition, the college offers fee support beyond this which can be found in the Boston College Financial Support for Students: Code of Practice Policy.

For fee remission purposes a student is defined as Unemployed (as set by the Government) if one or more of the following apply:

They receive Job Seekers Allowance (JSA), including those receiving National Insurance Credits only.

They receive Employment Support Allowance (ESA).
