

## **TSP Learn Fees & Contributions Policy**

### **Purpose**

The purpose of this policy is to give details of the operation of fees for courses offered by TSP Learn.

### **Scope**

The Fees Policy will be communicated via the Finance Director to all relevant staff involved with enrolment and admissions, the policy shall be reviewed annually. The Fees Policy will be available on request from the Finance Director.

### **Responsibility**

Responsibility lies with the Senior Management Team to ensure the Fees Policy is adhered to. On a day to day basis the Finance Director will operate the policy.

### **Definitions**

Course Fee is made up of two components:

- a tuition fee that is payable for a student to participate in a course and includes resources;
- a registration and certification element that is payable for a student to register with and receive certification from an Awarding Body.

### **Course Fees**

A Course Fee will be set for each training course offered by TSP Learn.

The Course Fee will be recommended by the Finance Director and agreed by the Senior Management Team. For funded Apprenticeship provision TSP will agree with each employer the value of training, assessment and any other associated costs including any co-funded values. For apprenticeship Levy funded learners, TSP Learn will confirm if any funding reductions based on prior learning or experience will be applicable before the commencement/start date of learning. All agreements for Levy funded training provision will be compliant with the relevant funding guidance/rules for apprenticeships.

### **Employer Contribution for Apprenticeships**

If a learner is signed up from a non-Levy paying employer or a Levy paying employer who has utilised all of their levy funds an invoice for the employer contribution will be raised at learner signup. This will have to be paid within 90 days or the learner will be in breach of funding rules and will have to be suspended..

The course costing model is the responsibility of the Finance Director.

Where students enrol on courses that continue beyond the end of an academic year they will be made aware that any fees due after this date are subject to amendment as a result of external influences.

### **Registration and Certification**

Candidates on commercial courses or non-apprenticeship qualifications using other co-funded or fully funded initiatives who fail to sit an exam, may incur late entry or amendment fees without medical evidence or evidence of other mitigating circumstances may be required to reimburse TSP for examination or assessment costs incurred.

### **Concessions**

TSP reserves the right to verify the funding status of all students and their eligibility for fee remission. It is the responsibility of the student to notify TSP of any change in status that may affect their eligibility for fee remission. TSP, however, reserves the right to make checks to verify continuing eligibility for remission.

TSP will make students aware of any financial support that may be available to them to assist in meeting Course Fees.

## Means and Methods of Payment

TSP accepts payment of Course Fees by individuals through the following means:

- Cash (sterling)
- Direct debit

Individual students may pay in instalments only in the following circumstances:

- the course duration is set to take place over a 12 week period or longer; and
- the total Course Fee(s) is/are above £500; and 50% of the full Course Fee(s) is/are paid before the course commences; and The balance is to be paid in no more than 3 equal instalments to be fully paid by the end of the course; and the Course Fee is not being paid by a third party such as an employer; and the student is not in arrears with any monies owed to TSP

Instalment plans must be agreed, completed and signed at the time of enrolment and agreed by the Finance Director.

Full payment of Course Fees is due at the time of enrolment except where an instalment plan has been agreed (see earlier section) or payment is made by a third party.

For all courses, payment may be made in person at TSP Head Office, by post or by telephone. In the event of non payment of Course Fees, students may be required to withdraw from the course and/or may have any achievement certificates withheld by TSP.

Where an employer or other third party has agreed to pay a Course Fee or contribution, payment will be by invoice under the condition that a written agreement from the employer or other third party to pay the Course Fee is provided at the time of enrolment.

At the discretion of the Finance Director employer contributions for Apprenticeships may be made as part of an agreement to pay monthly for the duration of the Apprenticeship.

## Transfers

In the event of a student transferring between courses, there will be no financial penalty but if the course transferred into has a higher Course Fee the student must pay the difference.

## Refunds

In the event of a course being cancelled by TSP a full refund will be given. Other than, refunds will only be given in exceptional circumstances at the discretion of the Finance Director.

Author:	Finance Director
Approval:	SMT
Review Date:	September 2024
Publication:	TSP Learn Website
Quality Assurance:	DfE Audit & Compliance



**This policy will be reviewed yearly.**

**Next review due September 2025.**