

## 2017/18 Fees and Charges Policy

Independent Training Services Ltd (ITS) will base the fees it charges for further education courses on the qualification base rates published on the Learning Aims Hub (previously known as the Learning Aims Reference System or LARS) maintained by the Data Service.

### **Payment by Instalments**

Learners will have the option to pay their fees by instalments for any course. Learners enrolled on long courses will pay 40% of the fee on enrolment and the remaining 60% in three instalments. For courses shorter than 36 weeks then only two instalments are permitted.

### **Adult Learners who qualify for an Advanced Learning Loan**

For learners who choose to take out an Advanced Learning Loan, ITS will charge a fee equivalent to 100% of the base funding rate.

Repayments start the April after the learner completes or withdraws from their course if the learner earns more than £21,000 a year.

### **Exam Re-sits**

Re-sit examination fees will apply for all learners who are required to re-sit an examination previously sat with ITS. The re-sit fee for each exam will be the examination fee set by the relevant awarding body and will include a £5 admin fee.

### **Apprenticeship (Levy Paying Employers)**

ITS and the Employer will agree a total price for each apprenticeship, which is to include the costs of training and assessment.

If the costs of training and assessment go over the funding band maximum, the employer will be required to pay the difference with other funds from their own budget.

Once the apprenticeship training has started, monthly payments will be taken from the employer's service account and sent to the provider.

If the employer does not have enough funds in their levy account to pay for training in a particular month, ITS will ask you to share the remaining cost of training for that month with the government - this is called 'co-investment'.

With 'co-investment', the employer will pay 10% of the outstanding balance for that month, and the government will pay the remaining 90% up to the funding band maximum.

### **Apprenticeship (Non-Levy Paying Employers)**

ITS and the Employer will agree a total price for each apprenticeship, which is to include the costs of training and assessment.

Non-levy paying employers will share the cost of training and assessing their apprentices with government - this is called 'co-investment'.

The employer will pay 10% towards the cost of apprenticeship training and government will pay the rest (90%), up to the funding band maximum.

The 10% employer contribution will be charged over twelve months, 20% in month twelve and the remaining 80% split equally over months one to ten, unless otherwise agreed.

### **Adult Education Budget (AEB)**

Where a learner is 19 to 23 or 24+ and employed, they will receive full government funding where their course is part of the legal entitlement.

For learners who are 24+ and employed, the employer is required to pay 50% of the course cost and the government will fund the other 50% - this is called 'Co-Funded'.

All learners will receive full government funding for English and Maths up to and including level 2 as part of the legal entitlement.

Where co-funding is applicable, ITS will invoice the employer for two equal instalments of 50% upfront and 50% on completion.

### **Short Bespoke Courses**

Qualifications that are not funded via the Education and Skills Funding Agency (ESFA) are charged to learners / employers based on a range of criteria. A course-costing model will be completed to ensure that the fee charged covers the costs of running the course. ITS will also review what fees exist for the same or similar provision in the marketplace. ITS will then set a fee, which is fair and reasonable for the course.

All bespoke training will be paid for in advance unless set out in a Service Level Agreement.

### **Making Payments**

Payments can be made by cash, cheque, standing order, online card payments (Sage Pay) or BACS transfer. ITS terms state all payments must be made within 30 days of the invoice date; failure to comply with these terms will incur interest charges. Employers will not be able to take on additional training if they have any outstanding balances. Learners will not be able to progress onto further study until all previous fees have been paid.

ITS reserve the right to withhold any certificates who have an outstanding balance.

### **Interest Charges**

Where payment terms are not being met, ITS have a statutory right under the Late Payments of Commercial Debts Regulations 2013 to add interest of 8% above the Bank of England base rate to the sum outstanding.

### **Correspondence**

Any correspondence regarding fees and charges should be addressed to:

Finance Department  
Independent Training Services Ltd  
Park Road  
Barnsley  
South Yorkshire  
S70 1YD

Email: [finance@ind-training.co.uk](mailto:finance@ind-training.co.uk)

ITS College has a limited, means tested learner support fund, which can help with tuition fee costs in some circumstances. Please contact the above for further information.