



Version Control Statement

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If this document is required in an alternative format, please contact Futureworks on 0161 214 4600 or via email: info@futureworks.ac.uk





Tuition Fee Policy 2026/2027

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1 Undergraduate Programmes

- 1.1 Futureworks operates a consistent and transparent policy regarding tuition fees charged to students. The Futureworks Tuition Fee Policy has been produced for the benefit of potential applicants, applicants, students, and staff, and applies to all students who are enrolled at Futureworks in an academic year.
- 1.2 Futureworks believes it is in the best interest of both students and Futureworks to notify applicants and students at the earliest opportunity of the total tuition fees due for their chosen course, as well as any additional costs that may arise, and the arrangements for payment of tuition fees. Tuition fees for each undergraduate course can be found on the Futureworks website, in the prospectus, and in the material information provided to all applicants at the point of offer. Any additional costs that may arise for students in relation to their course are regularly reviewed and are included in the material information provided.
- 1.3 Futureworks complies with all applicable statutory requirements and external funding agencies in setting and charging tuition fees for its courses, including the Competition and Markets Authority (CMA), the Office for Students (OfS), and the Student Loans Company (SLC).
- 1.4 Where, for any reason beyond the control of Futureworks, there should be a need to increase or decrease tuition fees which have previously been notified to applicants and students, Futureworks will apply the principles below to minimise the impact where possible on students and ensure applicants are fully informed prior to making decisions.
- 1.5 Students are held responsible for prompt and full payment of tuition fees, and any defaults on payment are treated seriously. Futureworks maintains the right to apply sanctions to any student who defaults on tuition fee payments (including where a third party is paying on a student's behalf and the third-party defaults on fee payments), and these sanctions may affect the student's ability to continue with their studies.





- 1.6 All Futureworks undergraduate degree courses are eligible for funding from the Student Loans Company and other associated government funding bodies. Students have the option of securing funding from an official funding body to pay for their tuition fees, or they may choose to self-fund the course and pay the fees themselves. Students may also arrange for a third party such as a family member, friend, or employer to pay tuition fees on their behalf. Regardless of which arrangement has been made by the student for the payment of tuition fees, the student themselves remains liable for the fees and responsible for ensuring payments are made. (Appendix A)
- 1.7 Whilst Futureworks is a partner institution of the Open University, all agreements for the publishing, charging and payment of tuition fees are made solely between the student and Futureworks.

2 Fee status

- 2.1 Where a student requires a visa from the UK Visa and Immigration service to study in the UK they will be required to pay international fees and referred to as an international student in Futureworks' policies and procedures.
- 2.2 In all other cases home fees will apply and the term home students will apply to these students. Eligibility for UK student finance should not be inferred from this definition, and students should always seek advice from the relevant UK funding body.

3 General Principles

- 3.1 Tuition fees are published by Futureworks in advance of each academic year.
- 3.2 Tuition fees for all of Futureworks' undergraduate degree courses are set in accordance with the levels permitted by the UK government.
- 3.3 Tuition fees are reviewed annually. Increases are subject to the maximum fee limits set out in government regulations and align with increases in inflation according to the RPI-X.





- 3.4 Futureworks will not make in-year increases in tuition fees which differ from information published to potential applicants, applicants and current students. Where an increase beyond previously published information is proposed, Futureworks will seek the express consent of affected applicants or students before the change takes effect and will offer a right to terminate without penalty where a student would be adversely affected.
- 3.5 Tuition fees include:
- 3.5.1 Scheduled course tuition, including teaching and delivery of lectures, seminars, workshops, and practical sessions
 - 3.5.2 Academic, technical, administrative, and pastoral support
 - 3.5.3 Use of equipment and facilities which are required for the completion of the course
 - 3.5.4 Course-related induction and enrolment activities
 - 3.5.5 Assessment and marking of work
 - 3.5.6 Access to Futureworks' Learning Resource Centre, on-site computer facilities, on-site Wi-Fi, networked and remote access to Futureworks' virtual learning environment
 - 3.5.7 Use of Futureworks' facilities for scheduled activities, academic and pastoral support
- 3.6 Additional course-related costs are outlined on the [course pages](#) and may include essential personal items and consumables not covered by tuition fees, such as headphones, animation paper and drawing pens. Depending on your course and module choices, students may also need storage media (e.g., a portable hard drive/SD cards), replacement materials for projects, optional study visits, printing, and presentation/portfolio materials. Indicative costs are reviewed annually for guidance only and actual spend will vary by student. Students are responsible for meeting these costs and should budget; accordingly, advice is available from Student Services.





- 3.7 Students who repeat module(s) or full programmes of study will be charged pro-rata based on the full amount of tuition fees set. For clarity, students should be aware that all of Futureworks' undergraduate degree programmes are designated full-time courses, and the mode of study that should be selected when applying for Student Finance should be full-time, even when a student is repeating a smaller number of modules. Repetition of modules or programmes of study may affect entitlement to funding from Student Finance, and students should contact Student Finance in to discuss their situation at the earliest opportunity.
- 3.8 Where it is intended to increase or decrease tuition fees beyond amounts that have been previously notified to applicants and students, Futureworks will:
- 3.8.1 Notify applicants and students as early as possible of the change in fees
 - 3.8.2 Explain why it is necessary to increase or decrease tuition fees
 - 3.8.3 Consider carefully any feedback given by applicants and students as to the amount of fee increase or decrease, and to the timing of the change in fees.
 - 3.8.4 Consider any evidence of hardship submitted by applicants and students and offer assistance where it reasonably can.
 - 3.8.5 Offer the right to terminate obligations without penalty where a student would be adversely affected by the change
- 3.9 Futureworks will ensure the fair and transparent operation of the Tuition Fee Policy across the whole institution
- 3.10 Futureworks will ensure prompt invoicing and collection of tuition fees
- 3.11 Students become personally liable for the payment of tuition fees once they have fully enrolled or re-enrolled with Futureworks (see Appendix B) and remain liable for those fees for the full duration of the academic year unless they formally withdraw or interrupt from their course.





This includes where a student has obtained funding for their course and where funding has been refused under Student Finance regulations (see Appendix A).

3.12 Futureworks operates a fair, supportive, and flexible approach to the collection of tuition fees.

Where a student is having difficulty in paying tuition fees, be that as a self-funding student or due to issues arising with funding from a third party, Futureworks will work with the student to support and assist them to make payments. (For the avoidance of doubt, such assistance does not include financial support or assistance). Where appropriate this may include signposting a student to an external agency for independent debt advice (studentservices@futureworks.ac.uk).

3.13 Where Futureworks has made effort to support a student in circumstances outlined above but fees remain unpaid, and/or a student is not engaging with advice and support in regards to tuition fee payments, and in any circumstance where it is deemed appropriate and necessary, Futureworks reserves the right to apply one or more of the following sanctions to any student who defaults on the payment of their tuition fees:

3.13.1 Suspension of students' access to on-site facilities, such as the LRC, studios and computers

3.13.2 Suspension of access to course delivery, including lectures, seminars, workshops, and practical sessions

3.13.3 Termination of enrolment and withdrawal from Futureworks

3.13.4 Refusal to re-enrol student on the next year of their course

3.13.5 Withholding of final Futureworks certificate

3.13.6 Denial of access to Futureworks graduation ceremony

3.14 In addition to the above steps, Futureworks reserves the right to seek recovery of outstanding tuition fees through the courts, and/or to refer a students' unpaid fees to external debt





collection agencies. Students will be informed in writing 30 days prior to a debt being referred to a debt collection agency or the instigation of court proceeding to ensure that they have been informed of the potential impact on their credit rating.

- 3.15 Where a student has arranged for tuition fees to be paid by a third party, if the third party fails to make payments or terminates their agreement with the student the student will be held personally liable for payment of tuition fees (see Appendix A).
- 3.16 Course cancellation: In the unlikely event that Futureworks cancels a course before it begins or withdraws a course part-way through the academic year, tuition fee liability and any refunds will be managed in accordance with the [Refunds and Compensation Policy](#). Students will be notified at the earliest opportunity and offered appropriate options

4 Appendix A: Funding Arrangements

- 4.1 Any student who arranges for payment of their tuition fees via a registered funding body such as the Student Loans Company should provide evidence of their approved application for funding during enrolment. This is normally in the form of a confirmation letter from that funding body (usually titled “Notification of Entitlement Letter”, “Payment Schedule Letter” or similar). Applications for Student Finance can take a long time to be processed and may involve the student having to send identification documents and other evidence via post. Applicants and students are encouraged to submit applications for Student Finance as early as possible and to engage fully with the application process to ensure funding is in place for the beginning of their course. Where a student has not yet applied for funding or has not completed their application at the point of enrolment or re-enrolment, they should make this known to Futureworks as early as possible and continue to provide updates as to the status of their application. Where evidence of approved funding is not available at enrolment or re-enrolment, students must agree an interim payment arrangement (for example, a direct debit mandate or short-term payment plan) pending confirmation of SLC funding. A latest date for receipt of funding





confirmation will be set out in the student's invoice; if confirmation is not received by that date, the student becomes personally liable for the fees until funding is confirmed.

- 4.2 Students who have previously studied at higher education level, for any duration and regardless of how far back this study dates, should know previous study affects future entitlement to Student Finance. Any student who has previously studied for any time at higher education level should contact Student Finance and Futureworks for advice as early as possible. Students who do not qualify for a tuition fee loan will need to self-fund their course.
- 4.3 Any student who self-funds their course should declare their intention to do so during enrolment and arrange a suitable payment plan for the payment of their tuition fees. Futureworks operates a supportive approach to arranging payment plans and will work with each student to ensure they have chosen a plan which is suitable for them. Payment plans offered by Futureworks include weekly, monthly, or termly payments made via bank transfer, direct debit, standing order or debit card. No additional charges are incurred when tuition fees are paid through a payment plan. Once a payment plan has been agreed to, the student will be held to this plan and Futureworks may impose sanctions if any payments are missed.
- 4.4 Payment plan eligibility and criteria: payment plans are available to self-funding home students enrolled on Futureworks undergraduate degree programmes; international students are not eligible for payment plans (see Appendix D). No deposit is normally required for self-funding payment plans. Where a deposit is specified in an offer letter or contract, the amount and due date will be confirmed in writing before enrolment.
- 4.5 Structure and number of instalments: plans may be agreed on a monthly or termly basis and will set out the number and value of instalments in writing. For monthly Direct Debits, collections are made on a fixed date each month agreed at plan set-up; students may request a preferred collection date from the options made available by Finance, and any later changes require reasonable notice.





- 4.6 Standard plan: as a guide, the standard annual instalment plan aligns to the Student Loans Company schedule set out in Appendix C (minimum 25% in Term 1, 25% in Term 2, and 50% in Term 3). Alternative monthly schedules can be agreed provided they meet these term-by-term minimums.
- 4.7 Missed, failed or cancelled payments: where a Direct Debit or card collection is unsuccessful due to insufficient funds, Finance will notify the student and attempt to re-collect within 7 days. If a Direct Debit is cancelled by the student, the student must contact Finance within 3 working days to agree an alternative payment method or a replacement mandate; otherwise this may be treated as a missed payment. Persistent or unresolved missed payments may result in sanctions as set out in Section 3 (e.g., suspension of access to facilities or teaching, refusal to re-enrol, withholding certification or graduation).
- 4.8 Contact: for advice or to discuss options, contact Finance at finance@futureworks.ac.uk (and Student Services at studentservices@futureworks.ac.uk for wellbeing or independent debt advice signposting).
- 4.9 Self-funding students who have arranged for a third party such as an employer, family member or friend to pay tuition fees on their behalf should inform Futureworks of this during enrolment and arrange a suitable payment plan. Students will also be invited to share the contact details of this third party and consent for Futureworks to contact the third party in regard to payment of fees, however this is not compulsory. Regardless of any arrangement made with a third party, the student remains liable for the payment of tuition fees.
- 4.10 Where a student has arranged for a third party to pay tuition fees on their behalf, be this an officially recognised funding body, government agency, employer, family member, friend or any other party, the student remains liable for the total tuition fees and will be held responsible for ensuring payment of fees is made. Where a third party fails to make a payment on behalf of a student, Futureworks maintains the right to apply sanctions where it believes insufficient effort has been made by the student to address the issue. Should a third-party default on paying





tuition fees on behalf of a student or withdraw from any agreement that has been made between the student and that party, the student remains liable for the total amount of tuition fees.

- 4.11 Accepted methods of payment are bank transfer, direct debit, standing order and debit card. Bank details and instructions are provided on invoices; when making a payment students must quote their Student ID as the payment reference to ensure the payment is allocated correctly. For queries or to discuss options, contact finance@futureworks.ac.uk.

5 Appendix B: Tuition Fee Liability

- 5.1 The first 14 days after the programme start date is considered a cooling off period, and any student who formally cancels their place, withdraws, or interrupts from their course of study during that 14 days will not be held liable for tuition fees for that term. Any tuition fee payments that have been received by Futureworks prior to or during this 14-day period will be refunded.
- 5.2 The first 7 days of term 2 and term 3 are also considered cooling off periods, and any student who formally withdraws or interrupts from their course of study during that 7 days will not be held liable for tuition fees for that term. The start dates for each term can be found on the academic calendar that is published on the VLE. The student will remain liable for fees accrued during the previous term(s) and should any tuition fee payments still be outstanding they will be asked to resolve this promptly. (See also points 3.12, 3.13 and 3.14 of this policy.)
- 5.3 Full payment for the term becomes due the day after last day of the cooling off period in a given term, and the student will be held liable for this payment.
- 5.4 To end their liability for tuition fee payments students must follow the appropriate procedures to either withdraw from or interrupt their studies. Failure to formally withdraw or interrupt study will result in the student being held liable for their tuition fees for that term.





- 5.5 When a student completes the enrolment or re-enrolment process, and after any relevant cooling off period, they become liable for the payment of tuition fees. Any student who decides to withdraw from or interrupt their studies must follow the formal process for doing so to end their liability for tuition fees.
- 5.6 Failure of the student to formally withdraw or interrupt from their studies will result in the student continuing to accrue liability for tuition fees.
- 5.7 Where a student formally withdraws from their programme or is granted a formal interruption to studies, tuition fees will be charged based on their attendance on the course in accordance with the following scale:
- 5.7.1 Withdrawal/Interruption in term 1: 25% of the total annual tuition fee is charged.
- 5.7.2 Withdrawal/Interruption in term 2: 50% of the total annual tuition fee is charged.
- 5.7.3 Withdrawal/Interruption in term 3: 100% of the total annual tuition fee is charged.
- 5.8 Any student who does not formally withdraw or interrupt from their studies will continue to accrue liability for tuition fees up until such time as they do formally withdraw or interrupt.
- 5.9 Any student who formally withdraws or is granted a formal interruption to studies during a relevant cooling off period will not be held liable for the tuition fees for that term.
- 5.10 Any student who arranges for payment of their tuition fees via a registered funding body and subsequently withdraws from their programme or is granted an authorised interruption to studies should speak to their funding body for advice.

6 Appendix C: Payment Schedule of Tuition Fees

- 6.1 Where a student has arranged for the payment of their tuition fees via a registered funding body, payment will be expected on the dates set out by that body upon approval of their application. Students are expected to provide evidence of funding having been secured upon





enrolment; where applications have been made late or are incomplete, students are expected to keep Futureworks updated regularly as to the status of their application. Failure to do so will be considered to be defaulting on tuition fee payments, and Futureworks reserves the right to apply sanctions as laid out in point 3.12.

6.2 Where students need to arrange to pay their fees themselves or via a third party, Futureworks sets the payment schedule for tuition fees in line with the Student Loans Company policy for payment of Tuition Fee Loans:

6.2.1 Term 1: a minimum of 25% of the total annual tuition fee must be paid.

6.2.2 Term 2: a minimum of 25% of the total annual tuition fee must be paid.

6.2.3 Term 3: a minimum of 50% of the total annual tuition fee must be paid.

6.3 In line with Futureworks' policy of a flexible and supportive approach to the collection of tuition fee payments, any student who needs to pay their fees themselves or via a third party is invited to discuss a suitable payment plan by contacting finance@futureworks.ac.uk.

6.4 Payment plans offered by Futureworks include weekly, monthly, or termly payments made via bank transfer, direct debit, standing order or debit card.

7 Appendix D: International Students

7.1 50% of the first-year tuition fee must be paid before Futureworks will submit a Confirmation of Study (CAS) to the UKVI.

7.2 100% of the tuition fee for each year for study must be paid before the start of each academic year. Payment plans are not available for international students.

7.3 If an international student has not paid their annual tuition fees in full before the start of the academic year the student will not be enrolled onto their course. Futureworks will then inform





the UKVI that sponsorship has been withdrawn which may negatively affect the students visa status.

- 7.4 Deposits and up-front payments are not required for government-sponsored students.
- 7.5 Self-funded international applicants will be eligible for a full refund of their deposit if the applicant is issued with a visa refusal by the UKVI unless the refusal by the UKVI is for reasons of fraud or misrepresentation. A visa refusal letter issued by UKVI must be submitted with any refund request to determine if a refund is applicable.
- 7.6 Once an international student has enrolled refunds of tuitions fees paid apply as follows:
 - 7.6.1 Withdrawal/Interruption within 14 days 100% of the annual international tuition fee.
 - 7.6.2 Withdrawal/Interruption in term 1: 75% of the annual international tuition fee.
 - 7.6.3 Withdrawal/Interruption in term 2: 50% of the annual international tuition fee.
 - 7.6.4 Withdrawal/Interruption in term 3: 25% of the annual international tuition fee.
- 7.7 All refunds are subject to Futureworks receiving evidence that the student has returned to their home country such as a of a copy of a dated passport stamp or boarding pass.
- 7.8 Once a withdrawal / interruption has been confirmed Futureworks will notify the UKVI that the student has withdrawn / interrupted study. The student will then need to comply with the UKVI rules which will normally mean that they have 60 days to return to their home country.

8 Appendix E: Apprenticeship Fees

- 8.1 This section applies to all programmes delivered by Futureworks that are funded under the Apprenticeship Funding Rules. It should be read alongside the Apprenticeship Agreement, the Commitment Statement, and Futureworks' [Refunds and Compensation Policy](#).
- 8.2 Who pays. No tuition fees are charged directly to the apprentice for mandatory training. The employer is responsible for paying the agreed apprenticeship price, either through levy funds





(where available) or co-investment/other employer payments in line with the applicable funding rules. Where the apprentice changes employer, fee responsibility transfers to the new employer only when a new agreement is in place.

- 8.3 How the apprenticeship price is set. The total price (covering on-programme training and, where applicable, Assessment is agreed in writing with the employer before the apprentice starts, and is recorded in the Apprenticeship Agreement and Commitment Statement. Any subsequent change to price (e.g., due to changes in duration, scope or prior learning assessment outcomes) must be agreed in writing by all parties before it takes effect.
- 8.4 What the apprenticeship price includes. Unless stated otherwise in the Agreement, the price covers: scheduled teaching and skills development, coaching and reviews, required assessment and quality assurance of work, access to learning resources and facilities necessary to complete the apprenticeship, and routine administration and reporting.
- 8.5 What is not included (additional/optional costs). The apprenticeship price does not include optional items that are not required to meet the apprenticeship standard (e.g., elective certifications, replacement ID cards, optional trips, or personal consumables). Where course information indicates typical personal items (for example, headphones, animation paper, drawing pens) these are borne by the apprentice/employer as agreed locally and are outside levy/co-investment funding. Any such items are listed in programme materials/leaflets so employers and apprentices can budget accordingly.
- 8.6 Payment schedule and method. Futureworks invoices the employer in accordance with the Apprenticeship Agreement. Payments are normally profiled over the planned duration of the apprenticeship (e.g., quarterly in arrears) and may include a completion element where required by the funding rules. Invoices set out due dates, purchase-order references (if applicable) and accepted methods (bank transfer or other agreed channels). Employers must ensure valid purchase orders are in place where their processes require them.
- 8.7 Breaks, withdrawals and changes.





- 8.7.1 Break in learning: Charges pause for the break period and resume on return, with the payment profile adjusted accordingly.
- 8.7.2 Withdrawal: Charges apply up to the apprentice's last day in learning as recorded; no charges apply beyond that date.
- 8.7.3 Change of employer/provider or transfer: Fees and any remaining price are re-agreed with the new party before delivery continues.
- 8.8 Non-payment. If an invoice remains unpaid after the due date, Futureworks will notify the employer and seek prompt resolution. Persistent non-payment may result in the suspension of delivery to the employer's apprentices and/or termination in accordance with the Apprenticeship Agreement. Futureworks will not pursue the apprentice personally for apprenticeship fees.
- 8.9 Refunds and credits. Where overpayments occur, or where learning has not been delivered due to cancellation/termination, Futureworks will apply credits or refunds to the employer in line with the [Refunds and Compensation Policy](#) and the Apprenticeship Agreement.
- 8.10 Contacts.
- Commercial/contract queries: apprenticeships@futureworks.ac.uk
 - Invoices and payments: finance@futureworks.ac.uk
 - Learner support: studentservices@futureworks.ac.uk

