

**Futureworks Training Limited****Tuition Fee Policy 2024/2025****Undergraduate Programmes**

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.

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.

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).

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.

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.

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)

Whilst Futureworks is a partner institution of the University of Central Lancashire (UCLan), all agreements for the publishing, charging and payment of tuition fees are made solely between the student and Futureworks.

**General Principles**

1. Tuition fees are published by Futureworks in advance of the academic year.
2. Tuition fees are subject to annual review.
3. Tuition fees for all of Futureworks' undergraduate degree courses are set in accordance with the levels permitted by the UK government. Tuition fees for Channel Island and Isle of Man students are negotiated between the Island Authorities and the British Government. Tuition fees for Irish students are set in accordance with the Common Travel Area agreement.
4. Tuition fees include:
  - a. Scheduled course tuition, including teaching and delivery of lectures, seminars, workshops, and practical sessions
  - b. Academic, technical, administrative, and pastoral support
  - c. Use of equipment and facilities which are required for the completion of the course
  - d. Course-related induction and enrolment activities
  - e. Assessment and marking of work
  - f. Access to Futureworks' Learning Resource Centre, on-site computer facilities, on-site Wi-Fi, networked and remote access to Futureworks' virtual learning environment
  - g. Use of Futureworks' facilities for scheduled activities, academic and pastoral support
5. 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.
6. Any proposed increase or decrease in tuition fees beyond what has been published to potential applicants, applicants and students will require the approval of the Futureworks Board of Directors. Tuition fee increases will only be permitted in exceptional circumstances, and only to applicants who have not yet been made an offer of a place by Futureworks.
7. Where, in exceptional circumstances, it is intended to increase or decrease tuition fees beyond amounts that have been previously notified to applicants and students, Futureworks will:
  - a. Notify applicants and students as early as possible of the change in fees
  - b. Explain why it is necessary to increase or decrease tuition fees
  - c. 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.
  - d. Consider any evidence of hardship submitted by applicants and students and offer assistance where it reasonably can.
8. Futureworks will ensure the fair and transparent operation of the Tuition Fee Policy across the whole institution
9. Futureworks will ensure prompt invoicing and collection of tuition fees
10. 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).

11. 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).
12. Where Futureworks has made effort to support a student in circumstances outlined in point 11 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:
  - a. Suspension of students' access to on-site facilities, such as the LRC, studios and computers
  - b. Suspension of access to course delivery, including lectures, seminars, workshops, and practical sessions
  - c. Termination of enrolment and withdrawal from Futureworks
  - d. Refusal to re-enrol student on the next year of their course
  - e. Withholding of final Futureworks certificate
  - f. Denial of access to Futureworks graduation ceremony
13. In addition to the steps noted in point 12, 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.
14. 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).

### **Appendix A: Funding Arrangements**

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.



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.

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. Once a payment plan has been agreed to, the student will be held to this plan and Futureworks may impose sanctions as outlined in point 12 if any payments are missed.

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.

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.

### **Appendix B: Tuition Fee Liability**

The first 14 days of the first term in the academic year 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.

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 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 13, 14 and 15 of this policy.)

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.



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.

### **Appendix C: Tuition Fee Liability for Withdrawal and Authorised Interruption of Studies**

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.

Failure of the student to formally withdraw or interrupt from their studies will result in the student continuing to accrue liability for tuition fees.

Where a student formally withdraws from their programme or is granted a formal interruption to studies, tuition fees will be charged based on attendance on the course in accordance with the following scale:

Withdrawal/Interruption in term 1: 25% of the total annual tuition fee is charged.

Withdrawal/Interruption in term 2: 50% of the total annual tuition fee is charged.

Withdrawal/Interruption in term 3: 100% of the total annual tuition fee is charged.

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.

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.

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.

### **Appendix D: Payment Schedule of Tuition Fees**

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 12.

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:

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



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

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

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](mailto:finance@futureworks.ac.uk).

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

