

Fees Policy

1. Policy objectives

1.1 The purpose of this Policy is to provide information and guidance regarding the course tuition fees and other charges that learners will be expected to pay.

1.2 The Policy is consistent with MTC overall fee principles as follows:

- Tuition fees for adult learners are calculated directly from the ESFA co-funding rate i.e. the fee charged to learners the amount of the public funding income which is foregone by a learner being co-funded not fully-funded.
- Fee paying learners will have an additional charge for materials and exam fees based on the actual costs being incurred by MTC.
- Up to 3 fee instalments will be available for student on short courses.
- Fee refunds to be made only where MTC is responsible for a course closure or change, or in the event of exceptional student personal circumstances.
- The Executive Director to retain discretion on all fee matters to deal with exceptional circumstances.

1.3 The Policy outlines the arrangements for payment by instalments and refunds (see 1.2).

1.4 The Policy is applicable to all MTC students.

2. 19+ learners

The Education and Skills Funding Agency (ESFA) funds some courses for learners 19 years old and over. For learners aged 24 and over, only a limited number of courses are funded. For courses that are fundable, learners must be:

- UK nationals, have UK citizenship or a UK passport, or nationals of a European Union (EU) or European Economic Area (EEA) country and ordinarily resident in the UK or EU or EEA continuously for at least the previous 3 years on the first day of learning, or
- Have recently settled status, ie indefinite leave to remain, refugee status, discretionary leave/humanitarian protection, or
- An asylum seeker awaiting Home Office decision for more than 6 months

3. Fees for 19+ learners

Depending on the age of the learner and the type and level of course, the course may or may not be funded by the Education and Skills Funding Agency (ESFA).

Courses can be:

Fully funded – this means that the learner is eligible to receive free tuition and there will be no tuition fees. Depending on the course, the learner may incur other costs e.g. for personal kits, equipment or books. Eligibility for full funding may reflect the nature of the course or the learner’s individual circumstances as set out in the following paragraphs

Co-funded – this means that some of the tuition fees (usually about 50%) will be funded by the ESFA. Learners will be expected to pay the remainder of the tuition fees and any other charges.

Not funded – this means there is no public funding available. If learners want to enrol on a “Not funded” course, and/or if they do not meet the criteria (set out in point 2) to receive public funding, they will need to pay the full cost of the course.

Learners in receipt of JSA (Job Seekers Allowance) or ESA (Employment Support Allowance work-related) or Universal Credit (unemployed and mandated to undertake training by the Job Centre) will be able to enrol on many courses at MTC without having to pay tuition or examination fees.

Learners who are unemployed and on other “inactive” state benefits (e.g. Council Tax Benefit, Housing Benefit, Personal Independence Payment, Disabled Person Tax Credit, Income Support, Working Tax Credit, Pension Credit, Unwaged Dependent of Benefit Claimant, ESA (non-work related)) may also be entitled to free tuition if taking a course with the aim of moving into employment and other courses leading to employment.