



Fees Policy for Higher Education (Sub-Contract Delivery)

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This policy document outlines the different methods by which course fees for Engineers Academy sub-contracted Higher Education (HE) programmes can be paid. In each instance conditions apply, firstly to reflect that these are full-cost distance learning programmes, and secondly to reflect that these are delivered on behalf of partner Colleges.

In addition, this document outlines the expectation of Engineers Academy and their partner Colleges, around the ongoing engagement of learners. This includes clear minimum expectations of progress and the consequences that may arise if these minimum expectations are not met, which may include the loss of fees paid.

This document also outlines the process of the **withdrawal** of a student from a study programme (if deemed necessary), and the resulting consequences that may arise.

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1. Payment Methods

1.1 Employer Invoice

Where an employer agrees to sponsor a student (or students), the employer will be liable for payment of the course fees. The following conditions apply:

- 1.1.1 Upon enrolment, students will be required to provide a sponsor letter from their employer, to the partner College. The sponsor letter must include a statement that the fees will be paid for the named individual(s), along with details on where an invoice should be sent.
- 1.1.2 Upon receipt of an invoice, employers are required to pay the programme fees in full, adhering to the partner College's payment terms. If timely payment is not made, the following consequences may arise:
 - 1.1.2.1 Suspension of access to the Study Platform for the student(s).
 - 1.1.2.2 Student(s) contacted by the partner College to make alternative arrangement for payment of fees.
 - 1.1.2.3 Student(s) registration with the awarding body may be delayed.
- 1.1.3 If a student is withdrawn (See 2.2) for whatever reason during the course of their study programme (including those outlined in 2.1), the employer will not be entitled to recover any of the programme fees from the partner College, except for any statutory rights.
- 1.1.4 Full, specific payment terms and conditions can be found within partner Colleges' Fees Policies and Student Conduct Policies (available on request).

1.2 Single Payment

Students who are paying their own fees will have the option to pay the full programme fee upon enrolment, at the start of the programme. In this instance, the following conditions apply:

- 1.2.1 Programme fees should be paid by card payment, or BACS / Bank Transfer directly to the partner College, at the time of enrolment. Upon confirmation that arrangements have been made to pay the fees to the partner College, Engineers Academy will activate the student's profile on the Study Platform.
- 1.2.2 If the student decides to withdraw (See 2.2) or is withdrawn for any reason (including those outlined in 2.1), they will not be entitled to recover any of the programme fees from the partner College, except for any statutory rights.

1.3 Payment by Instalments

Students who are paying their own fees will have the option to pay the programme fees by monthly instalments. In this instance, the following conditions apply:

- 1.3.1 The total of all programme fees must be paid to the partner College within the first 12 months of the programme.
- 1.3.2 The fees must be paid on a monthly basis, directly to the partner College and a Direct Debit mandate should be completed at the time of enrolment.
- 1.3.3 The first payment must be received prior to activation of the student's profile on the Study Platform.
- 1.3.4 If a payment is missed, the following consequences may arise:
 - 1.3.4.1 Student contacted by the partner College to make alternative arrangement for payment.
 - 1.3.4.2 Suspension of the student's access to the Study Platform.

- 1.3.4.3 Withdrawal from the programme (See 2.2), if all arrears are not settled within 12 months of enrolment and other arrangements have not been agreed.
- 1.3.5 Should a student choose to withdraw from their study programme, or are withdrawn for whatever reason (including those outlined in 2.1), the student will not be entitled to recover any programme fees, except for any statutory rights, and will still be required to complete any outstanding payments to the partner College.
- 1.3.6 Engineers Academy reserves the right to withhold certification from those students who have successfully completed their study programme, but have not yet paid their fees in full.

1.4 Student Finance

Students can apply for Student Finance to cover the cost of programme fees. Note the following conditions apply:

- 1.4.1 The option to pay by Student Finance (or "*Student Loan*") is only available to those students who are studying on an Engineers Academy study programme, as part of a sub-contract agreement with a partner College.
- 1.4.2 The Student Loans Company releases programme fees to the College in 3 instalments (25% at the start of the programme, 25% after 6 months, 50% after 12 months).
- 1.4.3 If a student is withdrawn (See 2.2) for whatever reason during the course of their study programme (including those outlined in 2.1), the student will be required to repay the Student Loans Company any fees that have already been paid to the College, at the time of withdrawal. Repayments will be made in accordance with the Student Loans Company terms.

2. Conditions of Study

Engineers Academy and their partner Colleges maintain expectations around the ongoing engagement of students on their study programmes. Failure to meet these expectations may result in student withdrawal from their study programme, and a loss of fees incurred.

This section outlines these expectations in more detail, as well as consequences that may arise from students failing to fulfil these expectations.

2.1 Academic Progress and Engagement

Upon enrolment, students are provided with a personalised **assessment schedule**, which serves as a guideline as to the progress that students are expected to make with their assessment work, allowing them to complete their study programme in around 20 months.

On a Level 4 Higher National Certificate Programme (HNC), a student would usually be required to study 4 to 5 hours per week to achieve this. On a Higher National Diploma Programme (HND) a student would usually be required to study 7 to 10 hours per week, due to the additional demand for research and self-guided study at level 5.

Engineers Academy understands that students' circumstances vary widely and will aim to ensure that flexibility within the assessment schedule is offered, where reasonably possible. However, in order to participate in a sub-contracted Engineers Academy study programme, the following conditions apply, in line with partner Colleges' student expectations:

- 2.1.1 Students should **inform their assessor(s)** of any instance where they may not be able to meet deadlines provided on the assessment schedule, or any ongoing circumstance which may affect their progress.
- 2.1.2 Whilst flexibility (such as an extension of deadlines) is something that may be granted, students are required, **as a minimum**, to complete **each unit within 20 weeks** on their study programme. If a student is not able to meet this minimum expectation, partner Colleges reserve the right to **withdraw** the student from the study programme, or one of the alternative approaches outlined in 2.1.6 may be recommended.
- 2.1.3 Students are expected to demonstrate **weekly** engagement with the study programme. Student log-on history, video views, and progress through interactive practice questions are used to monitor this engagement.
- 2.1.4 Engineers Academy reserves the right to contact students who have not demonstrably engaged in their study programme for a period of **two weeks**, to make initial enquiries, to understand any issues or problems and to recommend a plan of action.
- 2.1.5 For students who have not demonstrably engaged with their study programme for **four weeks**, without satisfactory mitigating circumstances, partner Colleges reserve the right to **withdraw** students from their programme of study.
- 2.1.6 Alternatively, Engineers Academy may recommend an alternative solution, such as a **deferral**, or a **break in learning**, if deemed appropriate by the student, Engineers Academy, and the partner College alike.

2.2 Withdrawal from Study Programme

Students may request to be **withdrawn** from their study programme at any time, or they may be withdrawn by the partner College for failing to meet the requirements around **academic progress and engagement**, as outlined in this document (See 2.1). Students may also be withdrawn due to failure to adhere to other Engineers Academy and / or partner College policies, including the Engineers Academy **Academic Conduct Policy** (available separately).

- 2.2.1 A student can be withdrawn from their study programme for a range of reasons, as outlined previously in this policy document.
- 2.2.2 When a student is **withdrawn** from their study programme (for whatever reason), this will result in the following:
 - 2.2.2.1 Access to the materials pertaining to the study programme in question are suspended for that student's account on the Study Platform.

- 2.2.2.2 The student's registration information with the awarding body (Pearson Edexcel) is updated to reflect that the student has been withdrawn.
- 2.2.2.3 Engineers Academy retains data relating to withdrawn students in line with its **Data Management Policy** (available separately).
- 2.2.3 Students who are **withdrawn** from their programme are not entitled to reclaim any fees from the partner College or Engineers Academy, except for any statutory rights.
- 2.2.4 Employers or sponsors of **withdrawn** students are not entitled to reclaim any fees from the partner College or Engineers Academy, except for any statutory rights. They may have a separate arrangement with their employee to recover fees, but this is an arrangement that must be agreed between the employer and their employee.
- 2.2.5 Students who have completed whole units of their study programme at the time of withdrawal are eligible to receive an **interim certificate**, which reflects the units achieved, but is not a whole qualification. Engineers Academy will claim such a certificate from the awarding body on behalf of the student in the event of withdrawal.