



**FEES POLICY**

**FOR THE**

**ACADEMIC YEAR 2026/2027**

(Subject to DFE and LCRCA Funding rule changes)

(Approved by the Board of Governors March 2026)

For Higher Education Programmes see separate Higher Education Fees Policy  
For Apprenticeship Programmes see separate Apprenticeship fees and Charges Policy

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### 1 INTRODUCTION

1.1. The Fees Policy will be accessible to prospective learners on the College website via the following link [Riverside College - Widnes & Runcorn - Further Education](#) which will be included on learner agreements in order that it can be reviewed by the learner prior to signature.

1.2. The policy applies to new learner agreements commencing in the 2026-27 academic year (1st August 2026 to 31st July 2027). Learners with existing learner agreements will not be subject to any changes contained in this Fee Policy unless they commence a new programme of study in the 2026-27 academic year.

1.3. Actual fees to be levied will be published in the College Prospectus, where possible and on the website before the start of the academic year and will be available to any learner enquiring about a course.

### 2. LEARNERS ENTITLED TO FEE REMISSION

2.1. In line with DfE funding rules or LCRCA funding rules for some adult learning, the College will not charge tuition fees to 16-18 year old learners or adult learners who are entitled to 'full funding'. The level of government funding available to learners will be notified prior to enrolment. Appendix A contains a table showing the latest available level of government funding available and fee remission eligibility for 2026-27 under DfE national funding rules; these may vary for Liverpool City Region residents in accordance with the devolved authority policies and initiatives.

2.2. The College may make charges for 'optional extras'. Learners will be made aware of any such optional costs prior to enrolment on their programme. Examples include:

- trips & visits.
- in certain areas students will be encouraged to purchase their own kit, which they can take with them when they leave.
- where learners wish to keep materials produced in a learning activity for home use (for example: artwork or food).

### 3. LEARNERS CO-FUNDED BY THE DEPARTMENT FOR EDUCATION (DfE) or the LIVERPOOL CITY REGION COMBINED AUTHORITY (LCRCA)

3.1. Some courses are partly funded by the DfE / LCRCA, and the usual assumption is that the learner or employer will contribute 50% of the DfE / LCRCA determined value of the qualification (specifically the unweighted 'listed' value of the qualification detailed on the DfE Hub) [Find a learning aim](#)  
Appendix A contains a table showing when this part funding ('co-funding') is available.

3.2. As in recent years, the College tuition fee will normally be based on the assumption that adult learners will contribute 50% of the 'listed' value for the relevant programme of study.

3.3. For some courses, a higher fee than the DfE / LCRCA assumed contribution may be charged where the cost base requires and the market conditions allow. These will be agreed with the relevant curriculum area.

3.4. There may also be occasional circumstances where lower fees are set where due to particular circumstances a specific individual or group would be disadvantaged, although this will require the approval of the Senior Management Team.

3.5. The College will cover the cost of examination re-sits if this is essential to meet the minimum pass requirements of the course.

3.6. Learners are able to access the standard payment options available (see 'Payment of Fees' section 6 of this Policy).

#### **4. ADVANCED LEARNER LOANS**

4.1. Learners aged 19 or older enrolling onto level 3 or above courses, which do not attract LCRCA/DfE funding, may be eligible for an Advanced Learner Loan. These loans are part of a government scheme and information about Advanced Learner Loans can be found at the following link <https://www.gov.uk/advanced-learning-loans>.

The loan is arranged through the Student Loans Company (SLC), and the payments are made directly to the College by the SLC.

4.2. It is the responsibility of the Learner to complete and submit the SLC application form and ensure all evidence and supporting documents are submitted to the SLC.

4.3. Whether learners are eligible for or chose to apply for an Advanced Learner Loan or not the liability for the fees is with the learner.

4.4. The College tuition fees will normally be based on 100% of the 'listed' value for the relevant programme of study. The fee charged will be for the whole course irrespective of its duration, although where the learner is taking out a loan this will be paid to the College by the Student Loan Company (SLC) in instalments.

4.5. Learners will be given a maximum of 4 weeks to ensure their loan application is approved before they become liable to make direct payments for their course. Any payments made directly by the learner would be fully refundable should subsequently loan approval be secured.

4.6. If, for any reason, the loan payments cease before full payment for the programme is received, the learner will be liable to make direct payments for their course for any balance remaining.

4.7. Learners who choose to or become liable to pay fees directly can access the standard payment options available (see 'Payment of Fees' section 6 of this Policy).

#### **5. FULL COST RECOVERY**

5.1. All course fees that are not supported by any government funding or loans will be determined with consideration of the direct costs of delivering the course and after taking into account market conditions.

5.2. Fees charges are available in marketing material, on the College website or upon enquiry prior to enrolment.

5.3. Learners can access the standard payment options available (see 'Payment Options' section 6 of this Policy).

#### **6. PAYMENT OF FEES**

6.1. Fees are payable in full on enrolment by cash, debit and credit cards (excluding American Express) or by instalments.

- 6.2. Full cost learning aims must be paid for in full at enrolment
- 6.3. Instalments, for all other learning aims, where the fees due are above £365 (and the learning aim lasts at least one term) payment may be accepted in three monthly instalments.
- 6.4. Note that instalments are a method of paying the fee, which is due, not of prolonging the trial period of the learning aim. All instalments must be paid even if the student leaves the learning aim early.
- 6.5. Students eligible to pay by instalments must pay as follows:
- One third ( $\frac{1}{3}$ ) of the tuition fee on enrolment,
  - Then one third ( $\frac{1}{3}$ ) in each subsequent month, e.g., for a September start, October and November.
- 6.6. Instalments may be paid by standing order, credit or debit card, or cash.
- 6.7. No other arrangements may be made except with prior approval from a member of the Senior Management Team.
- 6.8. If a learner has not paid on account or made arrangements to pay that are satisfactory to the College then the learner shall not be allowed to sit any final examination, or receive any final assessment mark, diploma, certificate or other qualification from the College, until the outstanding payment has been settled.
- 6.9. Invoices are issued to employers and sponsors on receipt of a letter of authorisation. The student is liable for the fees until the College receives this letter.
- 6.10. Learners who consider themselves to be in financial hardship can appeal in writing to a member of the Senior Management Team.

## **7. REFUNDS**

- 7.1. A full refund will be issued automatically should the course not run. The appropriate College Manager will arrange this.
- 7.2. Learners who decide that the course on which they have enrolled is not appropriate for them will qualify for a full refund within the first two weeks, although every effort will be made support the learner to stay on the existing course or alternative provision.
- 7.3. After the first two weeks following commencement of the course, there will be no automatic entitlement to a refund, and the full fee for the course will be payable. Individual circumstances will be considered at the discretion of the Senior Management Team.
- 7.4. Where a refund is requested as part of a complaint submitted to the College, the matter will be dealt with under the College's Complaints Policy. The Complaints Policy can be accessed via the following link <https://www.riversidecollege.ac.uk/about/information-policies/>
- 7.5. In all cases, the student must apply for the refund on the College's official refund form.
- 7.6. There will be no refunds for full cost recovery courses if the course is running.

## **8. LEARNER SUPPORT FUNDS**

- 8.1. Learner Support Funding is available to support learners who meet relevant criteria with some course fees and other costs associated with their course.
- 8.2. Information regarding the Learner Support Funds and the application process can be found through on the College website through the following link <https://www.riversidecollege.ac.uk/student-bursary/>

## **9. HIGHER EDUCATION COURSES AND APPRENTICESHIPS**

- 9.1. Fees for Higher Education courses supported by the Office for Students (OfS) are covered in the Higher Education Fees Policy
- 9.2. Fees for Apprenticeships are covered in the Apprenticeships Fees and Charges Policy

Appendix A:

LCRCA Adult Skills Contribution Table 1: Learners aged 19 to 23 year

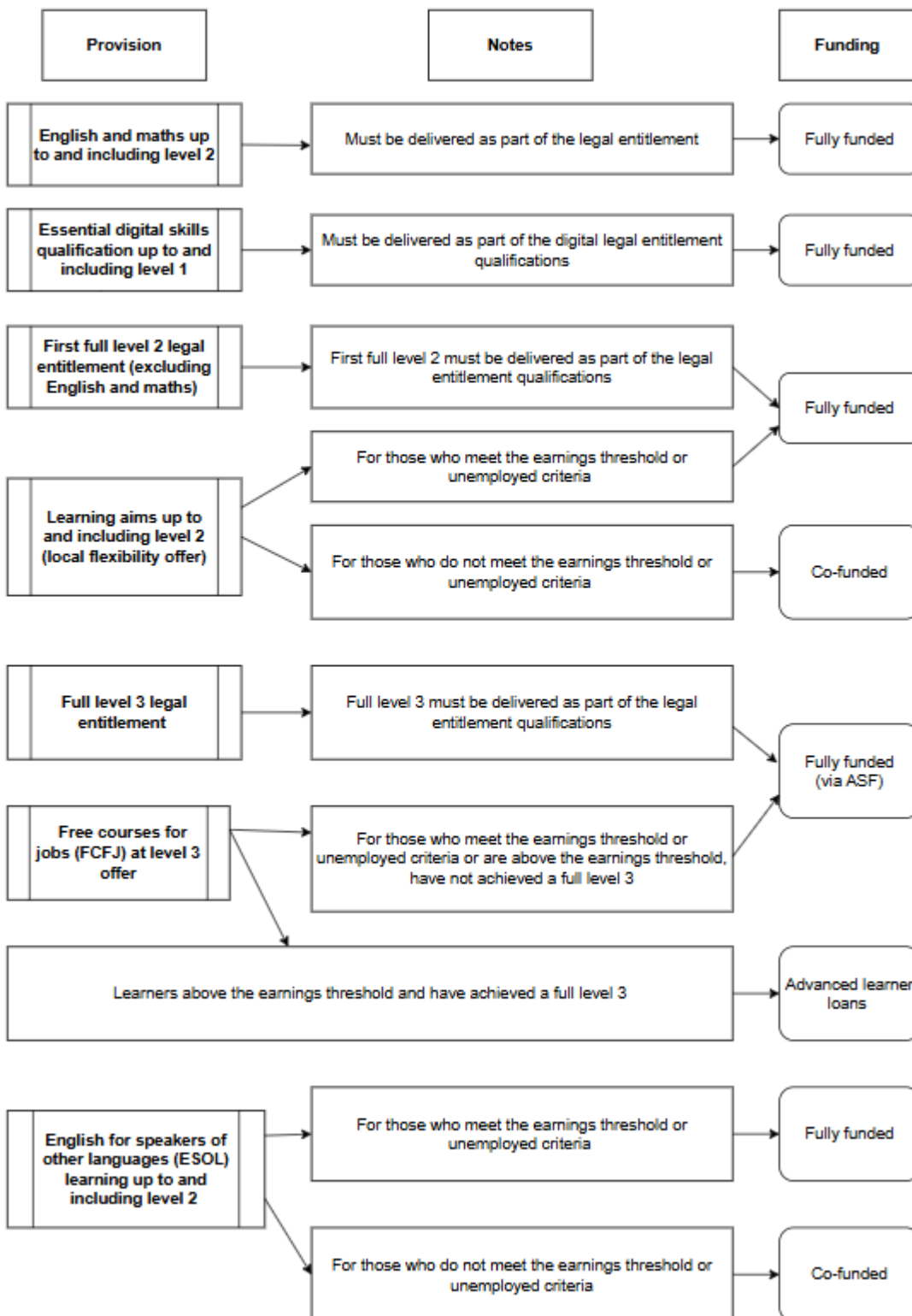
Provision	19 to 23-year-olds	Notes
English and maths for those aged 19 and over, up to and including level 2	Fully funded	Must be delivered as part of the legal entitlement qualifications
Essential Digital Skills Qualifications up to and including level 1	Fully funded	Must be delivered as part of the Digital legal entitlement qualifications list
First full Level 2 (excluding English & maths and Digital)	Fully funded	All resident eligible learners will be able to access full funding at level 2 and below without the requirement to study statutory entitlements in the first instance.
Learning aims to progress to a full level 2 – up to and including level 1	Fully funded	Must be delivered as entry or level 1 provision from LCRCA Level 2 and below flexibility
LCRCA Level 2 Flexibility	Fully funded	Expands fully funded ASF provision up to and including subsequent level 2 training to all LCR residents aged 19+
Level 3 legal entitlement (learners first full Level 3) other qualifications included in the Level 3 Adult Offer	Fully funded	First full level 3 must be delivered as part of the legal entitlement qualifications
Level 3 Adult offer / Level 3 Free Courses for Jobs offer (all FCFJ aims for 19–23-year-olds will be funded through your ASF allocation)	Fully funded	Learners without a full level 3 or above can access a qualification on the level 3 adult offer qualification list or agreed as a locally approved learning aim. Learners who already hold a level 3 or higher and meet the definition of unemployed or meet the low wage threshold
Level 3 Advanced learner loan	Loan funded	Advanced learner loans <a href="https://www.gov.uk/guidance/advanced-learner-loans">Advanced Learner Loan: Overview - GOV.UK (www.gov.uk)</a> – not funded via LCRCA
English for speakers of other languages (ESOL) learning up to and including level 2	Fully funded	For those eligible through unemployed or on a low wage or due to LCRCA specified flexibility otherwise funded through our local Level 2 and below flexibility.
Learning aims up to and including level 2, where the learner has already achieved a first full level 2, or above	Fully funded	For those eligible through unemployed or on a low wage or due to LCRCA specified flexibility otherwise funded through our local Level 2 and below flexibility

LCR Adult Skills Contribution Table 2: Learners aged 24+ years old

Provision	24+ year olds	Notes
English and math's, up to and including level 2	Fully funded	Must be delivered as part of the legal entitlement qualifications list
Essential Digital Skills Qualifications up to and including level 1	Fully funded	Must be delivered as part of the legal entitlement qualifications list
Full Level 2 (excluding English and math's)	Fully funded	For those eligible through unemployed or on a low wage
Learning to progress to full level 2	Fully funded	For those eligible for their first full level 2 through unemployed or low wage or due to LCRCA Level 2 flexibility
Level 3 Free Courses for Jobs offer	Fully funded	Learners without a full level 3 or above accessing a qualification on the level 3 adult offer qualifications list or agreed as a locally important learning aim. Learners who already hold a level 3 or higher and meet the definition of unemployed or in receipt of a low wage
Level 3 Advanced Learner Loan	Advanced Learning Loan funded	Advanced learner loans <a href="https://www.gov.uk/government/topics/advanced-learner-loans">Advanced Learner Loan: Overview - GOV.UK (www.gov.uk)</a> – not funded via LCRCA
English for speakers of other languages (ESOL) learning up to and including level 2	Fully funded	For those eligible through unemployed, the LCRCA definition of economically inactive or on a low wage or due to LCRCA specified flexibility
Learning aims up to and including level 2, where the learner <b>has</b> already achieved a first full level 2, or above	Fully funded	For those eligible through unemployed or on a low wage or funded through or local Level 2 and below fully funded flexibility.
Learning aims up to and including level 2, where the learner <b>has not</b> achieved a first full level 2, or above	Fully funded	For those eligible through unemployed or on a low wage or due to LCRCA specified flexibility

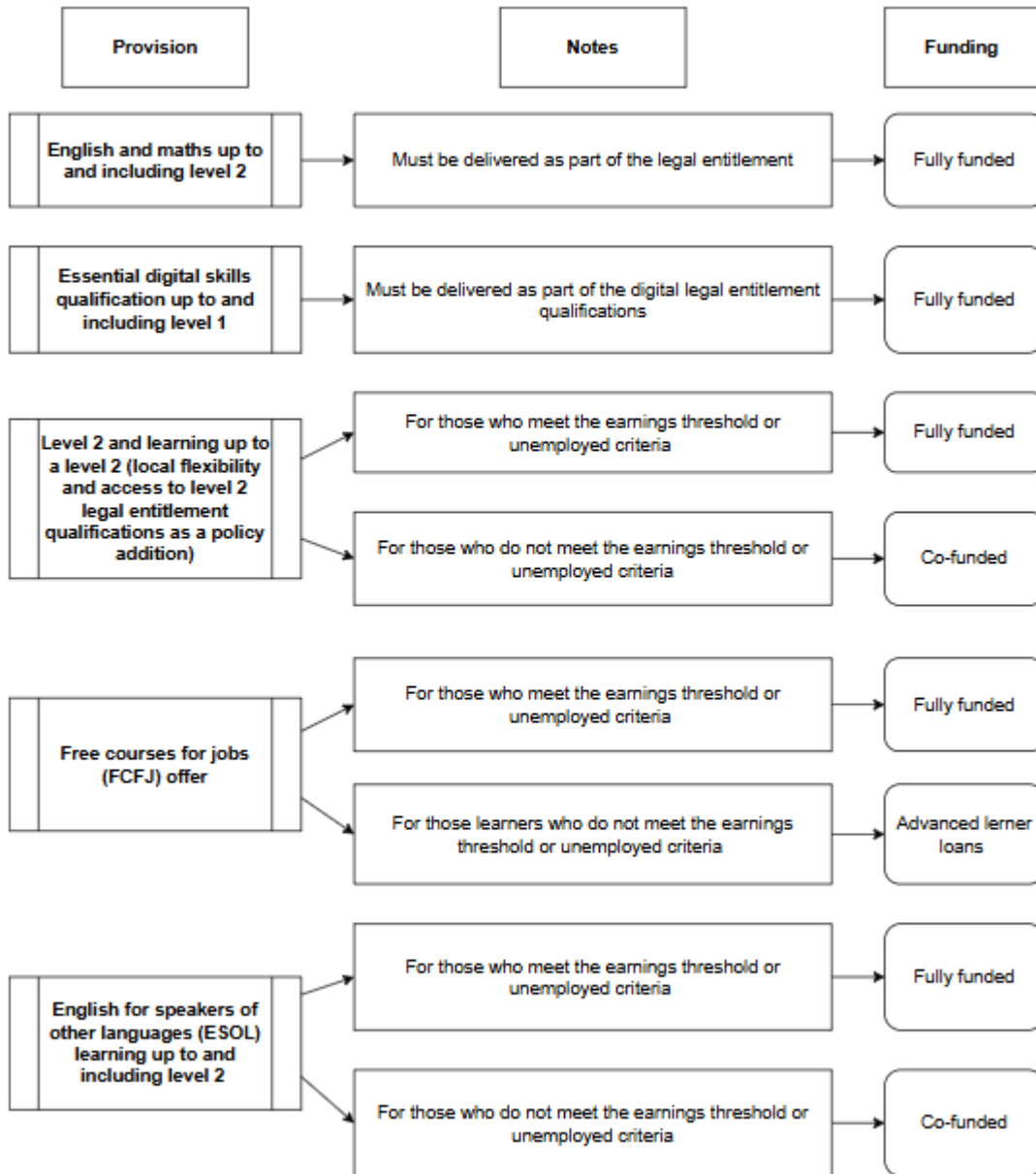
DfE Adult Skills Contribution Table 1: Learners aged 19 to 23 year

### Chart 1: 19 to 23-year-olds



DfE Adult Skills Contribution Table 2: Learners aged 24+ years old

**Chart 2: 24+**



24+ contribution table

**Related Documents:**

Higher Education Fees and Compensation Policy

Apprenticeships Fees and Charging Policy

Complaints Policy

Student Bursary Policy