

**London East Teacher Training Alliance**



# **Finance Policy**



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## **PART 1: POLICY CONTEXT**

### **1. Introduction**

1.1 London East Teacher Training Alliance (LETTA) sets, publishes and charges tuition fees for all its courses. This policy covers all Tuition Fees, Finance and Payments policies for trainees LETTA full-time trainees.

1.2 This policy:

- outlines how LETTA set its fees fairly
- describes who is eligible for fee waivers and how they are applied
- explains how trainees pay their fees for tuition and other charges
- explains what happens if trainees transfer, defer or withdraw.

1.3 LETTA is committed to widening participation, diversity and equality, and enhancing the skills of its trainees. The LETTA will seek to use fee discounts, fee waivers, fee variations, and scholarship and bursaries appropriately to ensure that prospective and existing trainees are given the best opportunities to access courses provided by the LETTA.

### **2. Scope**

2.1 Trainees

This policy applies to trainees who are self-funding or who are subject to individual trainee fees. It applies to:

- UK trainees
- Isle of Man and Channel Islands trainees
- EU trainees
- International trainees

2.2 This policy covers full time trainees.

2.3 Courses

This policy covers:

- The one year Postgraduate course leading to QTS with PGCE.

### **3. Policy Aims**

3.1 The aims of this policy are:

LETTA SCHOOL DIRECT LIMITED, company limited by guarantee in England and Wales, 8428346 VAT No. 161433630

- to present a transparent and fair fee structure that is common to all courses
- to ensure that the tuition fees charged by the LETTA are comparable with competitor institutions
- to ensure that the LETTA operates procedures relating to tuition fees that are fair and consistent and in line with policy and funding body requirements.

3.2 To set the framework in which support to assist the widening of participation, diversity and the improvement of access to LETTA validated courses, is delivered.

3.3 To provide clear and concise definitions to allow for clarity in presentation of fee information.

## **4 Roles and Responsibilities**

### **4.1 Policy**

It is the responsibility of:

- The LETTA Board and Accounting Officer to create and agree the Tuition Fee Policy
- All managers to ensure the Tuition Fee Policy is correctly implemented and monitored, and that roles and responsibilities are clearly identified and delineated to achieve this implementation and monitoring
- All Staff members to ensure correct adherence to the Tuition Fee Policy principles

### **4.2 Annual Fee Setting Process:**

It is the responsibility of:

- Bygrove SCITT in agreement with the LETTA Board to set the LETTA Tuition Fees
- The Accounting Officer to have overall strategic responsibility for the recommendation of fees
- The LETTA Board to ensure that the recommended annual fees are benchmarked with relevant external measures and fees
- The Accounting Officer and LETTA staff to lead and facilitate the annual process of fee setting
- The LETTA Business Manager to manage the operationalization of the fees and to prepare relevant communications
- LETTA staff to be responsible for interpreting the fees policy and applying to individual/ unique circumstances

## **PART 2: TUITION FEES, SCHOLARSHIP AND BURSARIES**

### **5. Setting Tuition Fees Fairly**

5.1 LETTA will review this policy in July of each academic year and revise this for the following academic year.

5.2 In determining fee levels, LETTA will consider nationally published guidelines where these exist, inflation and any other factors that are deemed appropriate by LETTA. Where fees are at the discretion of LETTA they are set by Bygrove SCITT and agreed at the LETTA Board. The role of this group is to carry out an annual review of the tuition fee rates and consider requests to deviate from the standard fee rate.

5.3 LETTA reserves the right to increase its fee levels in line with sector measures for continuing trainees. Trainees will be informed of this prior to enrolment at LETTA.

5.4 For fees covered within this policy, trainees will be notified of fee levels prior to enrolment.

5.5 LETTA will operate procedures to ensure that tuition fees, finance and payments are operated fairly and consistently.

5.6 LETTA reserves the right to charge additional fees if it is deemed necessary.

### **6. Scholarship and Bursaries**

DfE may offer scholarships or bursaries to trainees, these will be administered by LETTA in accordance with the latest published national guide lines

## **PART 3: PAYMENT OF FEES AND WITHDRAWAL ARRANGEMENTS**

### **7. Paying Tuition fees**

7.1 Tuition fees are payable each academic year and must be paid in accordance with the arrangements below.

#### **7.2 Tuition fee loans**

Trainees who have taken out a loan to cover their tuition fees from the Student Loans Company must confirm that their loan has been approved in order to enrol on their course of study.

It remains the trainee's own responsibility to ensure that their tuition fees are paid. If the Student Loans Company reassesses a trainee's eligibility such that financial support is withdrawn or reduced, the trainee will be personally liable for the full amount of their tuition fees.

#### **7.3 Self-payment of tuition fees**

Trainee who are not in receipt of a tuition fee loan from the Student Loans Company or sponsorship must either pay their fees in full at the start of their programme or through three instalments. The first instalment of 25% is payable in September of each year . Dates will be confirmed with the trainees before the start of the programme.

LETTA reserves the right to refuse to authorise payment in instalments.

There are sanctions that will be applied if payments are not made to LETTA according to the instalment arrangements (see Section 10 below).

Trainees from outside the European Union are required to pay a specified amount of the tuition fees prior to the issue of their visa. Trainee will be notified of the amount to pay in an offer letter. 75% of the annual fee must be paid by registration and trainee will not be allowed to register if this payment has not been made.

The remaining 25% must be paid before the end of the first term.

#### 7.4 Payment of tuition fees by sponsors

Where a trainee's tuition fees are being paid for by an external organisation, the trainee must provide a letter of confirmation to the LETTA Business Manager on the sponsor's letterhead in order to enrol on their course of study.

Sponsors will be invoiced for their contribution to the trainee's fees after the trainee has been enrolled. Payment must be received within 7 days from the date of invoice. Instalment arrangements are not offered to sponsors.

The payment of tuition fees remains the responsibility of trainees irrespective of the commitment made by a sponsor. If a sponsor fails to pay their contribution to the trainee's fees, any unpaid amounts will be payable by the trainee.

Sponsors of overseas trainee are normally required to pay the full tuition fee before the sponsored trainee enrolls.

### **8. Non-payment of tuition fees**

Trainee who are facing difficulties in paying an instalment or are experiencing delays in receiving their tuition fee loan must contact LETTA's Business Manager immediately. Similarly, if there are changes to banking details which will affect the receipt of payments, such as the cancelling of the card which was used to set up a payment plan, trainee should contact LETTA's Business Manager.

Where tuition fees have not been paid according to the instalment arrangements or no satisfactory alternative payment arrangements have been put in place, LETTA will actively seek to recover the debt and will use sanctions to achieve this including suspending access to the taught programme and continuation on the programme. LETTA reserves the right to exclude any trainee who fails to pay their tuition fees, or make satisfactory arrangements to pay on, or by a set period after the start date of their course.

LETTA reserves the right to pass uncollected tuition fee debt to a debt collection agency and to take further legal action through the courts to recover the debt. To facilitate this, LETTA will pass details of the debt and the contact details of the trainee to the debt collectors. If outstanding fees are passed to debt collectors, LETTA will seek to recover both the outstanding debt and the costs of the debt recovery and any legal action from the trainee.

## **9. Trainee withdrawals, suspensions, transfers or deferrals.**

9.1 Before a trainee makes the decision to withdraw or defer from a course they must seek guidance and advice from LETTA in order to discuss the full financial implications for the trainee and help to decide which option is best.

9.2 If a trainee does withdraw during the academic year the following percentages of the annual tuition fee will be charged:

### UK/EU trainee in receipt of tuition fee loans

- Withdrawal/Suspension in term 1: 25% of the total tuition fee is charged.
- Withdrawal/Suspension in term 2: 50% of the total tuition fee is charged.
- Withdrawal/Suspension in term 3: 100% of the total tuition fee is charged

These amounts are in line with the amount of the total tuition fee loan available from the Student Loan Company.

### UK/EU trainee not in receipt of tuition fee loans

- Withdrawal/Suspension in term 1: 25% of the total tuition fee is charged.
- Withdrawal/Suspension in term 2: 50% of the total tuition fee is charged.
- Withdrawal/Suspension in term 3: 100% of the total tuition fee is charged

Term dates are the same as school term dates.

International trainees will not be eligible for a refund of fees paid, regardless of withdrawal date.

9.3 The timing of a trainee withdrawal will be the point at which all completed withdrawal documentation is passed to LETTA.

9.4 Where a trainee is forced to withdraw from a course due to exceptional circumstances that were unknown at the time of registration, such as a bereavement or serious illness, the trainee may request a review of the tuition fee charged.

Any such request must include full details of the exceptional circumstances and be supported by documentary evidence. Requests should be submitted in writing and posted to Accounts Receivable, Finance, LETTA C/O Bygrove Primary School, Bygrove Street London E14 6DN

9.5 Trainees who qualify for a bursary will have their entitlements stopped on withdrawal and no further payments will be made. Any amounts that are paid after a trainee's last date of attendance will be repayable immediately.

A trainee who withdraws before the end of November in the first term will not be entitled to any bursary/scholarship.

9.6 Should a trainee intercalate/defer – that is when a trainee takes a year out of their normal studies – all bursary and scholarship payments are frozen and the trainee is not entitled to any tuition fee refund. The total payments received from the trainee will be credited against their fee account in the year the trainee returns. For the avoidance of doubt, the trainee will pay the prevailing fee for their course under the tuition fee regime in which they first registered for the year in which they return.

9.7 From time to time a trainee complaint or appeal may lead to the consideration of a partial or full fee refund or waiver of fees.

Where a Complaints Officer, Chair of LETTA Board or Chair of an Appeals Panel is minded to recommend such an outcome they should first consult the Accountable person for the Bygrove SCITT (as the budget holder) who will be required to approve the agreed refund or waiver. If approved, and once the outcome has been accepted by the complainant or appellant, an email should be sent by the LETTA Accounting Officer to the LETTA Business Manager for processing.

## **PART 4: EQUALITY, DIVERSITY, INCLUSION AND RECORDS MANAGEMENT**

### **10. Equality, Diversity and Inclusion**

10.1 The impact of this policy will be monitored as part of LETTA commitment to advance equality.

### **11. Records Management Statement**

11.1 LETTA is committed to complying with the requirements of Data Protection legislation and regulations and data created as part of this policy will be processed in accordance with the LETTA's Data Protection Act procedures. This includes ensuring that data is held securely, is not disclosed unlawfully and is destroyed when no longer needed.

### **12. Risk Management**

12.1 This policy mitigates the following risks:

- Failure to analyse and respond to funding and other policy changes and their implications for LETTA and planning for a robust and sustainable institution
- Failure to design and implement effective businesses processes to serve the needs of the LETTA

## **PART 5: FURTHER INFORMATION**

### **13. Advice and Guidance**

13.1 LETTA will help to ensure that trainees receive their full entitlement to trainee funding, and

- offer guidance about other sources of funding which trainees may be able to access
- offer guidance on the financial implications of a decision to intercalate or withdraw from LETTA

13.2 The Finance Team process all payments. The Team can be contacted for information about a trainee's account including the fee that has been charged, outstanding balances, pending payments and payment history.

The Finance Team can be contacted via email at:

[mcauston@letta.org.uk](mailto:mcauston@letta.org.uk)

13.3 The partner University's Student Union offers independent information, advice and guidance in a range of areas, including reasons why withdrawing from LETTA might be a consideration.