CITY COLLEGE NORWICH
COURSE FEES AND ELIGIBILITY STATEMENT 2025-2026

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1. Scope of Statement

This Statement sets out the course fees charged by the College. The Statement is subject to rule changes introduced by government and funding agencies which may occur in the course of an academic year.

This statement has been drafted based on the rules set out by the Education and Skills Funding Agency (ESFA) for academic year 2025/26. These rules may be subject to change before the commencement of that academic year and therefore should not be viewed as binding.

The Statement covers fees for publicly funded training and learning as well as provision run by the College that does not attract public funding.

The Statement does not cover Higher Education which is covered within the Higher Education Fees and Eligibility Statement.

It does not apply to European Social Fund (ESF) Projects and other publicly funded projects where the criteria are set in the individual bids.

1.1. Statement Rules

This Statement will be updated on an annual basis and will be re-issued before May 1st each year, unless government guidance is unavailable.

2. Fees

The college fee tariff rates are available in Appendix 1

Fees are charged on the basis of:

- The type and level of course the student is studying
- The amount of hours/credits that are undertaken
- The age of the student
- The eligibility of the student for funding
- The level of public subsidy that the student attracts

Fees are broken down into three categories:

- Fully-Funded – No fee will be charged
- Co-Funded - A fee will be charged to cover part of the course
- Non-funded – A full cost (commercial course fee) will be charged to cover all costs associated with the course

3. Student Eligibility for Funding

Individuals will be eligible will be eligible for funding (these groups correspond to some of the groups in Schedule 1 to the Education (Fees and Awards)(England) Regulations 2007 (updated in 2021):

- a person on the 'relevant date' who is 'settled' in the UK, and who has been ordinarily resident in the UK and Islands (that is including the Channel Islands and the Isle of Man) for the 3 years preceding the 'relevant date'. 'Settled' means having either indefinite leave to enter or remain (ILE/ILR) or having the right of abode in the UK. British citizens and certain other people have the right of abode in the UK as follows:
- British nationals who hold a United Kingdom of Great Britain and Northern Ireland passport
- Irish nationals, European Union nationals or family members of EEA and Swiss workers (resident in the UK before 1 January 2021) with settled or pre-settled status
- students who are children of Turkish workers where the Turkish worker has been lawfully employed and resident in the UK before 1 January 2021
- British Dependent Territory Citizens (now known as British Overseas Territory Citizens)
- Those whose passports have been endorsed to show they have right of abode in the UK
- Those who have a certificate of naturalisation or registration as a British Citizen
- Those with Hong Kong British National (Overseas) (BN(O)) visa who have been given Home Office permission to reside in the UK
- Meet the conditions of funding and eligibility set out by the relevant funding agency for the chosen programme/course of study.

Eligibility to funding does not give a student the right to funding, just the ability to be funded. This would depend on their circumstances, such as previous achievement, economic status, age, residency, course, course level.

4. Course Fees and Eligibility

4.1. Students aged under 16

4.1.1. Definition

The definition of an under 16 student is:

A student is defined as under 16 if their 16th birthday is on or after the 1st September 2025.

4.1.2. Eligibility for Funding

4.1.2.1. Students under 16 who are officially recognised as Home Educated by the local authority

Any pre 16 student studying part time provision only, the College will not charge a fee to the student's parent, guardian or carer.

4.1.2.2. Students aged under 16 studying full time or part time at the College who are not enrolled at another school/responsible educational body

Any pre-16 student that is not enrolled at another school/academy/responsible educational body who wishes to study at the college full time or part time should be referred in all cases to the Principal or their nominee.

4.1.2.3. Students aged under 16 studying full time or part time at the College with agreement of school/responsible educational body

No fee will be payable by any pre-16 student studying at the college full time or part time as part of an established College partnership arrangement. The home school for the pre-16 student must provide written permission for the student to attend the College and will be required to pay as per fees Appendix 2

4.1.2.4. Students aged under 16 enrolling for part–time study (not part of collaborative arrangements)

Students enrolled at School (of compulsory school age), not being directed to the College as part of an established College partnership arrangement, and wishing to study part time in the day should be referred in all cases to the Principal or their nominee.

Students of compulsory school age and enrolled at School who wish to study part time will be charged a commercial fee and will need supporting letters from their Head teacher and parent confirming that they are happy for the student to attend.

4.1.3. Course Fees

4.1.3.1. Under 16 Course Fees

No fee will be charged to students who are aged under 16 years of age for which the college is able to access ESFA funding for the programme of study.

Students aged under 16 who remain the responsibility of another education provider, fees are required to be paid by the institution to the college.

4.2. 16-18 Further Education Students

4.2.1. Definition

The definition of a 16-18 student is:
For Further Education provision, a student is defined as 16-18 if they are under 19 on 31st August in the teaching year the student commences a programme of study with the college.

4.2.2. Eligibility for Funding

In line with the Education and Skills Funding Agency (ESFA) conditions of funding, students who are aged 16-18 years of age on or before the 31st August are fully funded in the year in which they commence an eligible programme of study.
As a condition, where the student does not hold a GCSE in English and/or Maths at grade 4 or above then the student will work towards gaining this/these qualification(s) or a suitable stepping stone qualification.

4.2.3. Course Fees

No fee will be charged to students who are aged 16-18 years of age for which the college is able to access ESFA funding for the programme of study.
Where a student turns 19 part way through their time at the College, they will only have 19+ fees applied to them when they begin a new programme of study.

Students aged 16-18 who are enrolled at School may still study at College in the following circumstances:

- The resitting of their GCSE's will be subject to a non-funded fee.
- Students enrolled at school and wishing to study during school hours at College should be referred to the Principal or their nominee as the school will be liable for the full cost fee.

4.2.4. Third Party Fees

Where a third party is responsible for the educational provision of a student and the College is unable to claim government funding there is a standard fee matrix for funding arrangements. For fees please refer to Appendix 2.

Additional support fees will be charged on top of the standard programme costs if deemed as a requirement of the college in order to effectively support the student.

4.3. 16-18 Apprentices

4.3.1. Definition

The definition of a 16-18 Apprenticeship student is:
For Apprenticeship provision, a student is defined as 16-18 if their 16th, 17th or 18th birthday is on or before the first day that their course or qualification begins. In addition, students aged 16 wishing to enrol on an Apprenticeship after leaving school in Year 11 cannot start until after the last Friday in June.

4.3.2. Eligibility for Funding

4.3.2.1. 16-18-Year-old employed by a Levy paying employer

An apprenticeship is funded by the employer from the employers Levy account for a 16-18-year-old apprentice starting an apprenticeship before their 19th birthday.

4.3.2.2. 16 – 18 year-old employed by a non-levy paying employer

An apprenticeship is fully funded for a 16-18 year-old apprentice starting an apprenticeship before their 19th birthday to access funding the employer is required to reserve funding via the Apprenticeship Service.

4.4. 19 + Apprentices

4.4.1. Definition

The definition of a 19+ Apprentice is:
For Apprenticeship provision a student is defined as 19+ if their 19th birthday is on or before the first day that their course or qualification begins.

4.4.2. Eligibility for Funding

4.4.2.1. 19+ Apprentices employed by a Levy paying employer

An apprenticeship is funded by the employer from the employers Levy account for a 19+ apprentice starting an apprenticeship before their 19th birthday.

4.4.2.2. 19+ Apprentices employed by a non-levy paying employer

An apprenticeship is co funded for 19+ apprentices employed by a non-levy paying employer, which means the employer will need to reserve funding via the Apprenticeship Service and contribute towards the agreed cost of the apprenticeship. Currently a contribution is only required for those apprentices aged 22 or older (25 for those with an Education Health and Care Plan EHCP). Please discuss opportunities for levy sharing with us to reduce the cost to the employer.

4.5. 19 + Further Education Students

4.5.1. Definition

The definition of a 19 + Further Education Student is:
A student is defined as 19+ if their 19th birthday is on or before the 31st August 2025.

4.5.2. Eligibility for Funding

4.5.2.1. English and Maths qualifications

Students aged 19+ who have not attained a GCSE grade A-C/4-9 in English and Maths will be fully funded for the following qualifications:

- GCSE English language or Maths
- Functional Skills English or maths from entry to Level 2
- Approved stepping-stone qualifications
- For students aged 19+ who have attained a GCSE grade A-C/4-9 in English and Maths a full cost fee will be applied.

4.5.2.2. English for Speakers of Other Languages (ESOL)

Students aged 19+ on the day they start an eligible ESOL learning aim where they are unemployed or earn less than £25000 per annum will be fully funded. All other students will be co-funded. We will follow national guidance regarding the eligibility and funding status of Asylum Seekers. Guidance of this is currently being updated by government.

4.5.2.3. Students aged 19 to 23 (excluding English, maths and ESOL)

Students aged 19-23 on the day they start will be fully funded for the following:

- First full level 2 qualification
- Courses up to and including level 2 for those who do not hold a full level 2
- Courses up to and including level 2 for those who already have a full level 2 qualification for students who are defined as unemployed (appendix 7)
- Courses up to and including level 2 for those who already have a full level 2 qualification for students who earn less £25000 per annum
- First full level 3 qualification

Students aged 19-23 on the day they start will be co-funded for the following:

- Students who have already achieved a level 2 or above will be co-funded up to, and including, a level 2

Students aged 19-23 on the day they start will be non-funded and therefore a fee will be charged:

- Students who already hold a full level 3 qualification studying a level 3 qualification or higher

4.5.2.4. Students aged 24+ (excluding English, maths and ESOL)

Students aged 24+ on the day they start the following will be fully funded for the following:

- Courses up to and including level 2, for students who are defined as unemployed.
- Courses up to and including level 2 for those who earn less £25000 per annum
- Students studying a level 3 qualification under the Free Courses For Jobs scheme who earn less £25000 per annum

Students aged 24+ on the day they start (not meeting the criteria above) could be co-funded for the following:

- Courses up to and including a level 2

Students aged 24+ on the day they start (not meeting the criteria above) will be non-funded and therefore a fee will be charged:

- Students with a level 3 qualification studying a level 3 qualification or higher.

4.5.3. Course Fees

For 16-18 Further Education Students, a fee will be charged if applicable for the following:

- Disclosure Barring Services Check
- Protective Clothing and Materials
- Trips

The above list is not conclusive, financial support may available.

For 19+ Further Education Students, a course fee will be charged to each 19+ student at the beginning of each academic year of the course for those students who are co-funded or non-funded. This fee will include:

- Tuition Fees for all programme elements
- Registration, Examination and Assessment Fees
- Additional consumables and protective clothing fees may be payable as a requirement of the course (Ancillary Fees)

4.6. Advanced Learning Loans Students

4.6.1. Definition

Advanced Learning Loans are available for students aged 19+ on the first day of learning who undertake approved qualifications at level 3, 4, 5 and 6.

4.6.2. Eligibility for Funding

Loans are not means-tested and are available to eligible students to pay all or part of the course fees where they are:

- aged 19+ or older on the first day of learning
- studying approved learning aims at Levels 3, 4, 5, or 6

On receipt of students' loan applications, the Student Loans Company is responsible for assessing whether a student is eligible.

4.6.3. Course Fees

The course fees for Advanced Learning Loans for non-Access to HE qualifications are determined by the published funding rate by the ESFA, full fee details are available from the Advice Shop.

Access to HE course fees are:

- Humanities £3,022
- Crime, Justice & Policing, Public Services, Business £3,022
- Sciences for Health Practitioners £3,384
- Engineering £3,928
- Art £3,928
- Land based £5,197

4.7. International Students (all ages)

4.7.1. Definition

An international overseas student will be defined as one who does not meet the ESFA's eligibility criteria and does not meet the requirements set out in The Education (Fees and Awards)(England) Regulations 2007 and The Education (Student Fees, Awards and Support)(Amendment) Regulations.

4.7.2. Eligibility

Any queries on eligibility for International Students, including those with Tier 4 Student Visas should be forwarded to the International Student Adviser based in the Advice Shop.

4.7.3. Course Fees

The International Students Full Time fee is £10134.00 per academic year (excluding HE please refer to the Higher Education Fees and Eligibility Statement)

4.8. Commercial Courses (all ages)

4.8.1. Definition

Where the College offers provision without a public funding subsidy, a commercial funding model is applied, and a commercial fee is payable.

4.8.2. Course Fees

The full cost fee applies to programmes which the College offers outside of its publicly funded learning offer (such as some business-related programmes and qualifications ineligible for public funding). No fee waivers, reductions or refunds will be applicable to courses offered as commercial, including for staff of City College Norwich
At enrolment, the student should read the commercial fees statement on the fee payments form to ensure that they are aware of the binding nature of these course fees.
Course fees for commercial courses are set individually per course and students will be advised before enrolment.

Additional support fees will be charged on top of the standard programme costs if deemed a requirement of the college in order to effectively support the student.

4.9. Staff on Courses

City College Norwich staff are eligible for a fee waiver on publicly funded programmes, where the attendance is normally outside their contract working hours, or when they are released for training and make up the time, or are replaced. An application to attend a training course must be completed.
Basic Skill learning aims are eligible for fee waiver during contracted working hours. A TD1 form should be completed.
City College Norwich staff will be required to pay a commercial fee on all commercial courses. However, City College Norwich may pay the fee under exceptional circumstances where the course is relevant to current employment. A TD1 form should be completed.
Partners of City College Norwich are not eligible for fee remission.

5. Payment of Fees

5.1. Course Fees

Students will have to pay or arrange for payment on their behalf for the following ("Fees"):-
Tuition Fees for all programme elements that are not fully funded.

- Registration, Examination and Assessment Fees.
- Additional consumables, protective clothing, equipment, books and study materials needed for the chosen course which are identified in the appropriate prospectus and on the College website under course information (www.ccn.ac.uk).

5.2. Scheduling Payments

Course fees are charged on an annual basis. Second year fees will increase by inflation and government directives which is generally between 5-10%.
Fees are payable on enrolment in each year of the course except for:

- Commercial courses
- 19+ Students studying level 3 or above qualification
- Intermediate, Advanced or Higher Apprenticeship

5.3. Payment Methods

The following methods of payment include:

- Cash
- Cheque; supported by a bankers card or proof of the name and address of the student

- Most major debit and credit cards
- Bank Transfer/Direct Debit/Standing Order

5.4. Instalment Plan

The college operates an instalment plan offered to students on a course that lasts 13 weeks or more and costing more than £150. The student is required to pay 25% of the fee on enrolment and the balance will be collected by direct debit in equal instalments on the 1st of the following 3 months.

Where the course duration is less than 13 weeks, the student must arrange for full payment to be made at enrolment. The Instalment plan is not available to employers

Where the course cost is less than £150, the student must arrange for full payment to be made at enrolment. The Instalment plan is not available to employers.

5.5. Advanced Learning Loans

Where a student enrols on either full level 3 or above, they have the option of an Advanced Learning Loan if eligible.

Loans can be used to fund the following types of provision:

- A-Levels (including up to 4 AS and full A-Levels)
- Access to HE Diplomas
- Certificates at levels 3 or above
- Diplomas at level 3 or above

The Advice Shop can offer further advice and eligibility information on Advanced Learning Loans.

5.6. Employer and Third Party Payments

If a student's employer/third party has offered to pay the fee, the student should complete a fee authorisation form which the employer/third party must sign to confirm that they are responsible for paying the fee. This must be completed prior to the start of the course and presented by the student either on or before enrolment.

6. Additional Fees

6.1. Examinations Fees

Where the awarding organisation requires entry to an examination to be made by the student directly (i.e. not through the College) the Examination Fee will not be included in the Fees. This affects a small number of courses as identified in the appropriate prospectus and on the College website under course information (www.ccn.ac.uk).

6.2. Retake Assessment Fees

If a student fails to complete their Course or achieve the qualification by its planned end date, as stated on the Learning Agreement, the following Fee will be applied and must be paid in full prior to the retaking of the assessment: -

- Retake of the Assessment only = £50.
- Retake of the Assessment with tutorial = £50 plus £35 per hour tuition.

6.3. Examination Fees

If a student fails to attend an examination (without authorisation), for which the College has incurred cost, the student will be liable for the examination costs.

6.4. Examination Fees – External Candidates

The College supports a limited number of external candidates usually through Norfolk County Council or students who previously studied at CCN but are no longer enrolled. Such arrangements are at the discretion of the College. There is an administration fee of £50 in addition to any examination fees charged by the Awarding Organisation.

6.5. Failed/Missed Examination Retake Fee

If a student wishes to retake an examination, the College will charge the retake fee prior to the booking of the retake. Examination entry fee charges are available by contacting the Examinations Team at examinations@ccn.ac.uk.

6.6. Examination Retake Fee

If a student wishes to retake in examination to either improve their grade or to retake an examination previously sat at another centre a resit fee will apply.

6.7. Failure to Complete a Course within the Expected Timeframe

If a student fails to complete a Course or achieve the qualification by its planned end date, as stated on the Learning Agreement, and stays on at the College to complete all or part of their Course then the student will be liable for the costs associated with the retake of the relevant assignment/module.

6.8. Replacement Certificates

Students can obtain replacement certificates by completing the replacement certificate form, whereby the college will apply for replacement certificates on the student's behalf, plus a £10 admin fee. Alternatively, the student can gain a replacement certificate directly from the Awarding Organisation.

7. Refund of Fees

7.1. Withdrawals

Students must notify the College immediately if they are considering or wish to withdraw.

7.2. Further Education Students (including Access Courses)

If a student is enrolled on a Further Education programme (inc Access) and withdraws before the end of the academic year, the Fee will be recalculated as follows:

- Withdrawal in Term 1 = 33% of the Fee will be charged
- Withdrawal in Term 2 = 66% if the Fee will be charged
- Withdrawal in Term 3 = 100% of the Fee will be charged (full fee payable)

7.3. Higher Education Students

If a student is enrolled on a Higher Education programme and withdraws before the end of the academic year, the Fee will be recalculated as follows:

- Withdrawal in Term 1 = 25% of the Fee will be charged
- Withdrawal in Term 2 = 50% of the Fee will be charged
- Withdrawal in Term 3 = 100% of the Fee will be charged (full fee payable)

7.4. Apprenticeships

7.4.1. Levy Paying Employers

For Levy paying employers the collection of the fee will be through the Digital Apprenticeship Service. Where a change of circumstance means that training and/or

assessment is no longer being delivered, no further funds from an employer's digital account will be made to the college. No refunds will be given from funds already paid to the college.

7.4.2. Non-Levy Paying Employers

For non-Levy paying employers, the fee is charged upfront to the employer. Where a change of circumstance means that training and/or assessment is no longer being delivered, fees are refunded proportionately to the duration of training having been delivered. In 2025/26 employers may be able to obtain additional funding through the Norfolk Levy Sharing project to cover these costs.

7.5. Commercial Courses

If a student is enrolled on a Commercial Course the College holds a strict no-refund policy. The student will be liable for the entire fee, even if they withdraw before the end of the course.

7.6. International Fee Paying

The College holds a strict no-refund policy. The student will be liable for the entire fee, even if they withdraw before the end of the course. Students are required to pay a 25% deposit at enrolment and this is non-refundable.

However, a Tier 4 student and Short Term Study student is required to pay the full tuition fee (if it is a year long course) or the first year fees if studying on a longer course prior to issuing a CAS (Confirmation of Acceptance to Study) or unconditional offer letter (applicable to short term study visa).

7.7. Refund policy for International Fee Paying Students

International Students are required to pay a 25% deposit at enrolment. Tier 4 students and short term study students are required to pay the first year tuition fees prior to issuing a CAS or sending an unconditional offer letter. Refunds will be applied as follows:

- Monies will be reimbursed in full bar £250 administration fee if evidence of a visa rejection is received and verified from the relevant visa office of a Tier 4 or short term study student who is unsuccessful in their visa application and the visa rejection is not due to the failure to follow UK visa and Immigration guidance or submission of fraudulent documents. Failure to comply will result in a no refund policy.
- Refunds will not be made of offer holders who change their minds or decide not to take up their place.
- Any offer-holder who wishes to defer their place to the following year will have any monies deferred as well, the monies will not be refunded.
- Refunds will also be made to conditional offer-holders (this excludes Tier 4 and Short term study visas) who pay their deposit then fail to meet the conditions of the College's offer of a place.

Refunds will only be made to the individual or organisation who originally paid the monies. If a third party has paid the monies on behalf of the applicant, we are unable to refund the deposit directly to the applicant. Refund requests will only be authorised within 3 years of the deposit payment date.

7.8. Retakes of assessments and examinations

Retakes of assessments and examinations fees are non-refundable.

7.9. Registration, Examination and Assessment Fees
Registration, examination and assessment fees are non-refundable.

7.10. Ancillary Fees
Costs for additional consumables, protective clothing, equipment, books and study materials are non-refundable.

7.11. Course Cancellation
In the event that the College cancels a Course, the College will make every endeavour to secure an alternative suitable course placement either at the College or another education provider. If the College cancels a course, Fees paid will be refunded in full.

8. Non Payment of Fees or Instalments

8.4. Non Payment of Fees
Students must notify the College immediately if they are experiencing financial difficulty and are unable to pay their Fees. The College will make arrangements to discuss payment options that may be available.
Failure to pay the Fees, or any agreed instalment, by the due date, will result in students being suspended from the College and the following action being taken by the College, until such time that a payment arrangement has been agreed:-

- Access to College IT systems will be restricted.
- Students will not be permitted to attend class.
- Students will not be able to progress onto a subsequent year/semester.
- Students work will not be marked.
- Students results will not be published on e-ILP or confirmed in writing.
- Assessment and Certification maybe withheld.

Failure to contact the College in relation to the non-payment of the Fees will result in student exclusion from the College. If a student is excluded then all rights and privileges enjoyed as a student of the College will cease from the date of exclusion. Exclusion will be notified in writing. Any outstanding debt will be transferred to a third party debt recovery agent or small claims court. Students will be refused other support offered by the College, such as counselling services and use of facilities**.**

8.5. Non Payment by Third Parties
If a third party has been invoiced for all or part payment of the Fees, but fails to pay within 30 days of the start of the course then the student is liable for the unpaid fees and the College may take action against the student as noted in point 8.1 above, if the Fee remains unpaid.

If a student withdraws as a result of a third party failing to pay all or part of the Fees, the Fee will be recalculated as noted under item 7 above. Students are liable for any unpaid fees and the College may take action as noted in 8.1 if the Fee remains unpaid**.**

8.6. Exclusions Non Payment
No refunds will be paid to any student who is excluded on the grounds of non-payment of Fees, additional costs or instalments.
Exclusion for non-payment of Fees, additional costs or instalments will not require referral to the student disciplinary procedure.

Appendix 1 Fees Tariffs 2025/26

Category	Fee (period as specified)	Other Fees			
		Exams /Reg	Materials	Resits	Visits
Students aged under 16					
14-16 Students Third Party	See Appendix 2	Y	Y	Y	Y
Students aged 16-18					
16-18 Students ESFA Funded	£0 (Per Programme)	N	Y	Y	Y
19-24 Students with an EHCP		N	Y	Y	Y
14-16 Students funded		N	Y	Y	Y
19+ Further Education Students					
19+ Students (exc. L3/Access to HE and Advanced Learning Loans)	See Appendix 4	Y	Y	Y	Y
19+ Access to HE Students:					
Humanities	£3,022	Y	Y	Y	Y
Crime, Justice & Policing, Public Services, Business	£3,022	Y	Y	Y	Y
Science for Health Practitioners	£3,384	Y	Y	Y	Y
Engineering	£3,928	Y	Y	Y	Y
Art	£3,928	Y	Y	Y	Y
Land Based	£5,197	Y	Y	Y	Y
Other Level 3 Courses	100% of weighted rate. Please see Find a learning aim (submit-learner-data.service.gov.uk)	Y	Y	Y	Y
International Students Full Time (excluding HE)	£9,651 (Per Academic Year)	Y	Y	Y	Y
Students not eligible for public funding	Non-funded fee, dependent upon qualification – see Appendix 4	Y	Y	Y	Y
Apprenticeships	See Appendix 3	Y	Y	Y	Y
Commercial Courses	Commercial fee calculation is based on a course by course basis	Y	Y	Y	Y
Advanced Learning Loans	Advanced Learning Loans fee calculation is based on a course by course basis	Y	Y	Y	Y

Appendix 2 14-16 Matrix for third party fees 2025/26

Table 6

14-16 Matrix for third party fees		2025/26					
		Weeks of Attendance					
Days a week of attendance (based on 5 hours per day)		6	12	18	24	30	36
	1	£355	£710	£1,065	£1,423	£1,777	£2,133
	2	£710	£1,423	£2,133	£2,841	£3,550	£4,262
	3	£1,065	£2,133	£3,195	£4,262	£5,222	£6,264
	4	£1,423	£2,841	£4,262	£5,679	£7,101	£8,520
	5	£1,777	£3,550	£5,327	£7,101	£8,877	£10,652

Appendix 3 Apprenticeship Fee Matrix 2025/26

Most non-levy employers may be able to benefit from levy sharing organised through Norfolk County Council. Where that is the case, no contribution is needed.

Table 5

Funding Band	Employer Fee (Levy paying employers)	Employer Fee (Non-levy employers @ 5% contribution rate)
1	£1,500	£75
2	£2,000	£100
3	£2,500	£125
4	£3,000	£150
5	£3,500	£175
6	£4,000	£200
7	£4,500	£225
8	£5,000	£250
9	£6,000	£300
10	£7,000	£350
11	£8,000	£400
12	£9,000	£450
13	£10,000	£500
14	£11,000	£550
15	£12,000	£600
16	£13,000	£650
17	£14,000	£700
18	£15,000	£750
19	£16,000	£800
20	£17,000	£850
21	£18,000	£900
22	£19,000	£950
23	£20,000	£1,000
24	£21,000	£1,050
25	£22,000	£1,100
26	£23,000	£1,150
27	£24,000	£1,200
28	£25,000	£1,250
29	£26,000	£1,300
30	£27,000	£1,350

Appendix 4 City College Norwich Fee Matrix 2025/26

Table 1 – Adults Skills

The College's policy for charging tuition fees for Further Education (FE) courses for adult learners is to charge a minimum of 50% of the Education and Skills Funding Agency's (ESFA) national base rate). This excludes any courses funded by advanced learner loans, which have a cap set by the Student Loans Company (SLC).

Tailored Learning brings together former Community Learning and non-regulated adult provision. Some courses (e.g. adult ESOL) where students in the same class will variously be studying qualifications or Tailored Learning, and for consistency these will have fees set using methodology described above. Fees for ESFA funded Tailored Learning delivered as standalone provision will be based on hourly rates that are consistent with Adult Skills Fund qualifications and programme cost weightings (based on Sector Subject Areas), as per table below:

Teaching Hourly Rates	Base	Low	Medium	High	Specialist
Adult Skills Fund qualifications	£6.00	£7.20	£8.40	£9.60	£12.00
Tailored Learning co-funded fees	£3.00	£4.20	£5.40	£6.60	£9.00
International	£9.00	£10.20	£11.40	£12.60	£15.00

Fees for each Tailored Learning course will also be considered in the context of market rates and fee remission will apply consistently with funded Adult Skills Fund provision up to and including level 2.

International Students (HE) – Our international fees are benchmarked to those of similar institutions to ensure a competitive offer. These are all covered in the relevant Higher Education Fees and Eligibility Statement for the relevant academic year.[link for 2025/26 and 2026/27]

Appendix 5 Nursery Fees 2025/2026

The college nursery offers childcare places to both the children of college staff and students and to families from our local community who have no existing connection to the college. The nursery offers a discounted rate for college staff and students.

The nursery is open all year round except for bank holidays and a closure between Christmas and New Year. The opening hours are:

- Day sessions
    - Monday to Friday 8am to 6pm.
- Half day sessions
    - Morning session is from 8am to 1pm
    - Afternoon session from 1pm to 6pm.

Table 7

	2025/26	
College	Half day	Full day
0-3yrs	£33.50	£62
3-5yrs	£27.50	£50

	2025/26	
Community	Half day	Full day
0-3yrs	£37.50	£68.25
3-5yrs	£30.50	£54.50

Food charges are agreed through our contractual mechanisms as part of the catering contract. The catering board oversees this arrangement to ensure both value for money and good quality food for nursery children. Parents will be advised of these directly.

Appendix 6 Residential fees

Residential accommodation fees at Easton College are organised under two categories which relate to the age of the student and the halls of residence they occupy.

1. En-suite Halls (HE students, self-catering)
2. Standard Halls (FE students, fully catered)

Table 8

2025/26 Fees		
Residence	£ per week; number of weeks	Price per annum
HE (19+) Halls	7 Day provision £155 p.w.; 35 weeks	£5425 (self catering, no food allowance)
FE Halls (16-18 year olds)	7 Day provision £230 p.w.; 36 weeks	(Eligible students only) £8280 (includes £15 per day food allowance)
	Sunday to Friday 5 day provision £170 p.w.; 36 weeks	£6120 (includes £15 per day food allowance)
	4 day provision £145 p.w.; 36 weeks	£5220 (includes £15 per day food allowance)
	3 day provision £120 p.w.; 36 weeks	£4320 (includes £15 per day food allowance)
	Weekend rate: £85	Booked as part of study programme work experience duty, includes food allowance
Apprenticeship & Flexible (18+)	£35.20 per night	Flexible offer – booked a week in advance

Fees marked in blue are subject to confirmation and students meeting eligibility criteria (e.g. some rates are for equine students only)

Appendix 7 Unemployed Definition
Unemployed Definition

For funding purposes, we define a learner as unemployed if one or more of the following apply, they:

- receive Jobseeker's Allowance (JSA), including those receiving National Insurance credits only
- receive Employment and Support Allowance (ESA)
- receive Universal Credit (UC), and their take-home pay as recorded on their UC statement (disregarding UC payments and other benefits) is less than £952 a month (learner is sole adult in their benefit claim) or £1534 a month (learner has a joint benefit claim with their partner)
- are released on temporary licence, studying outside a prison environment, and not funded by the Ministry of Justice

The College may also use its discretion to fully fund other learners if either of the following apply. The learner:

- receives other state benefits (not included in the list above) and their take-home pay (disregarding UC payments and other benefits) is *less than £952 a month (learner is sole adult in their benefit claim) or *£1534 a month (learner has a joint benefit claim with their partner) ****accurate as of 01/05/2025***
- not receiving any benefits, wants to be employed, and you are satisfied identified learning is directly relevant to their employment prospects and the local labour market needs.

Appendix 8 Full Level 2 & 3 Definition

Full Level 2 Definition

Level 2 is the level of attainment which, is demonstrated by:

- General Certificate of Secondary Education in five subjects, each at grade C or above, or grade 4 or above, or
- Technical Certificate at Level 2 which meets the requirements for the 16 to 19 performance tables, or
- Other technical and professional qualifications which are part of the Regulated Qualifications Framework and required as part of the legal entitlement for the Level 2 entitlement which must be at least 150 guided learning hours (glh)

Full Level 3 Definition

Level 3 is the level of attainment which is demonstrated by:

- General Certificate of Education at the advanced level in two subjects, or

- General Certificate of Education at the advanced subsidiary (AS) level in four subjects, or
- Quality Assurance Agency Access to Higher Education (HE) Diploma at Level 3, or
- Tech level; or Applied general qualification at Level 3 which meets the requirements for the 16 to 19 performance tables, and a number of Tech levels and applied general qualifications from the 16 to 19 performance tables, or
- Other technical and professional qualifications which are listed as part of the legal entitlement for the Level 3 entitlement which must be at least 300 glh