Charges and Fees Policy 2026/27

Date established:	August 2013
Updated:	Sept 2026
Reviewed:	Annually
Purpose:	This policy sets out the minimum tuition fees to be charged for different aspects of the MITSkills offer.

1. This Policy aims to set out how MITSkills will:

- Adhere to the Department for Education (DfE) funding rules and regulations.
- Be clear and transparent with regard to the setting of fees and charges.
- Be fair and consistent when charging fees to students and employers.

1.1. This document is intended to act as the single reference source for fees, fee waivers, payment arrangements and other charges for the academic year 2026/27.

1.2. The range of people that this Policy applies to is:
- Students funded by the DfE.
- Students or employers paying for Full Cost provision.

1.3. Throughout this policy, reference is made to “home” students. Unless stated differently, “home” is defined as being normally resident for 3 years in the UK, compliant with residency rules.

2. Students of Compulsory School Age

2.1. The dedicated school grant (DSG) calculated for each local authority (LA) contains funds for each student of compulsory school age in a maintained school, excluded from school, or educated ‘otherwise’.

2.2. Where parents seek to enrol a young person of compulsory school age on a full-time programme, MITSkills cannot do so without first consulting the school and LA, who would be eligible to pay all due fees.

2.3. There may be some occasions where a parent or carer may be directly charged for a student’s fees.

3. Classroom Learning – Students Aged 16-18 or 19-24 with an Education Health Care Plan (*Where funding is available)

3.1. Students who are aged 16, 17 or 18 years old on the 31st of August 2026 and are “home” students are eligible for full funding by the DfE. These students will not be charged tuition or awarding body registration fees.

3.2. 19-24-year-old students who have an Education, Health and Care Plan (EHCP) are eligible for full funding by the DfE and will not be charged tuition or registration fees.

3.3. MITSkills can apply reasonable conditions of attendance if attendance falls below 90% and completion of work to qualify for free examination entry

3.4. MITSkills can charge for examinations and resits at £80 or the exam fee, whichever is higher, as follows:

3.4.1. where the required attendance or completion of work has not been achieved

3.4.2. where the student fails without good reason to sit the examination for which MITSkills has paid

3.4.3. where a student resits an examination resulting from an initial examination failure (unless the repeat period of study is being funded by inclusion in planned hours returns)

3.4.4. where a student resits an exam with the aim of achieving marginal improvements in grades (unless the repeat period of study is being funded by inclusion in planned hours returns)

3.4.5. qualifications leading to a GCSE grade 4 to 9 in English and/or maths where the student has not yet achieved either a grade 4 to 9 in these subjects will not be treated as resits for this purpose

3.5. MITSkills will ensure that requirements for attendance and coursework are applied reasonably and set out to students from the commencement of their programme. Absences or non-completion of coursework because of illness or other acceptable reasons will not be grounds for charging

3.6. Where there are examinations included in a course, students will not be charged for their first entry where they have met attendance and completion of work criteria. Students may be charged to re-sit an examination at £80 or the awarding body fee plus a £10 admin charge, whichever is higher. MITSkills also reserves the right to charge students an entry fee for non-attendance of examinations at £80.

3.7. Depending upon the requirements of the programme, students may be required to pay for specialist course materials, books, clothing/equipment they wish to retain for use outside of the course, photocopying, printing, or trips/visits that are not an integral part of their Study Programme/ T-Level.

3.8. In the vast majority of cases, students aged 16 to 19 plus will only be funded by the DfE for learning which leads to an external certificate offered by a regulated awarding organisation and within the approved 16 to 19 offer, previously known as Section 96.

3.9. Qualifications Approved list

https://www.qualifications.education.gov.uk/

3.10. Students will not be funded by the DfE for any prescribed HE provision, including:

- HNC, HTQ or HND
- Foundation Degree
- First Degree

3.11. Students are ineligible for funding if they are already enrolled on either DfE-funded provision or are full-time HE students at another institution. Students should only be funded at one institution at a time. Where a student has not declared they are registered at another institution, they will be charged £50 for administration.

4. Classroom Learning – Students Aged 19+

4.1. Students aged 24 or over on the day they start their qualification and who are studying a Level 3 or above qualification (excluding HE or Level 3 /Level 2 free courses for jobs (FCFJ)) must apply for an Advanced Learning Loan, or self-fund. For these students, the subsequent paragraphs contained in this section do not apply. Details relating to this cohort of students can be found in section 7.

4.2. Students aged 19-23 on the day they start their qualification who wish to study a Level 3 or above qualification (excluding HE) must apply for an Advanced Learning Loan or self-fund, if either of the following applies:

- Upon enrolment, the student already holds an existing full Level 3 or above qualification.
- Upon enrolment, the qualification to be studied does not carry legal entitlement status as a first full Level 3 qualification, or Level 3/ Level 2 free courses for jobs (FCFJ) as determined by the DfE. (MITSkills can only fund these where funding is available; otherwise, learners will be signposted to the Careers Service.) Details relating to this cohort of students can be found in section 7, and the subsequent paragraphs contained in this section do not apply.

4.3. Students will not be funded by the DfE for any prescribed HE provision, including:
- HNC, HTQ or HND
- Foundation Degree
- First Degree

4.4. Other students who are aged 19 or older on the day they start their qualification and are “home” students are eligible for funding by the DfE. (Where funding is available – please note MITSkills has limited funding and may have to signpost learners to take up their national entitlements)

4.5. Students will only receive funding for qualifications approved by the DfE. The DfE reserve the right to change a qualification’s approval status in-year. Each qualification has a set funded amount, which can be found using the Learning Aim Reference Service.

4.6. Where the DfE funding is co-funded, this will only amount to 50% of a qualification’s worth. The remaining 50% will also be funded by the DfE if the student qualifies for a fee waiver (known as fully funded); otherwise, the student, their sponsor or employer will be charged the associated fees.

4.7. Please contact the Head of Operations for detailed eligibility for each fee waiver.

4.8. The eligibility for a fee waiver will be checked at the start of each qualification or programme.

4.9. Students who do not qualify for a fee waiver and are subject to payment may also have their fees paid for by the MITSkills Discretionary Learner Support (DLS) fund. This is subject to the student being assessed and their individual circumstances being within the scope of the policy. Please refer to the MITSkills Bursary and Support Policy for details.

4.10. Students who qualify for a fee waiver will not be charged tuition or awarding organisation registration fees.

4.11. Students who are continuing a qualification that started in the previous academic year will continue to receive the fee remission as established in the preceding year, even if their circumstances have since changed.

4.12. Where there are examinations included in a course, students who qualify for a fee waiver will not be charged for their first entry. Students may be charged to resit an examination.

4.13. Students who are fee-paying (co-funded) will be eligible to pay all course-related costs, including tuition, registration, examination fees and resits.

4.14. MITSkills reserves the right to charge all students entry fees for non-attendance at examinations.

4.15. Depending upon the requirements of the programme, students may be required to pay for specialist course materials, clothing/equipment they wish to retain for use outside of the course, or photocopying, printing, or trips/visits that are not an integral part of their programme.

Determining Fee Charges

4.16. MITSkills has a standard approach to the setting of fees. Each qualification has a set fee based on the DfE Matrix Funding table, which can be found using the Learning Aim Reference Service. MITSkills will adhere to the DfE expectation that students, their sponsors or employers will pay up to 50% of the Matrix Unweighted rate or, where not funded by the DfE, pay the full cost of the course.

4.17. Registration and examination fees are set by each awarding organisation and, where applicable, these charges will be passed to the student.

4.18. Link to Qualification Search for 2026/27
https://www.qualifications.education.gov.uk/Search

5. Apprenticeships

Since April 2017, the way the government funds apprenticeships in England has changed. Some employers are required to contribute to an apprenticeship levy, and there are changes to the funding for apprenticeship training for all employers. Further information can be found on www.gov.uk by searching for 'Apprenticeship Levy'. This section applies only to apprenticeship programmes commencing between 1st August 2026 and 31st July 2027 inclusive:

5.1. Employed individuals who are aged 16+ are eligible for funding from the DfE, provided they meet the eligibility rules, are carrying out a new job role, or, if in an existing job role, that the individual needs significant new knowledge and skills and that an Apprenticeship is the most appropriate learning programme for them. All Apprenticeships require learners to meet eligibility criteria as set out by the DfE. This includes reduced funding and duration for existing occupational competencies. Where occupational competency reduces learner duration to below the minimum duration of learning, the learner will not be fundable (see section 13).

5.2. An individual cannot start an Apprenticeship until after the last Friday in June in the academic year that they become 16 years of age.

5.3. Funding is based on the Employer status as Levy paying or non-Levy paying - both are covered in the link below – MITSkills will charge the rate agreed with the employer as their required contribution under the rules. If the overall agreed price is above the rate set by the DfE, the employer is liable for all costs above the matrix rate, and this is payable in advance, where the endpoint assessment is agreed at a value above 20% of the matrix rate, 100% of the additional rate will be payable in advance to ensure the endpoint assessment.

5.4. https://www.gov.uk/guidance/apprenticeship-funding-rules

5.5. For each apprentice, only a single Apprenticeship standard will be funded at any one time.

5.6. MITSkills will charge the full employer contribution or by instalments in advance for non-levy Apprenticeships, and for Levy payers will expect payment to the Levy system in a timely manner. All funding above the Matrix rate for Apprenticeships must be paid for by the employer.

5.7. Apprenticeship Levels

- An Apprentice can undertake an apprenticeship at a higher level than a qualification they already hold, including a previous apprenticeship.
- An apprentice can undertake an apprenticeship at the same or lower level than a qualification they already hold, if the apprenticeship will allow the individual to acquire substantive new skills, and they can show that the content of the training is materially different from any prior qualification or a previous apprenticeship.

5.8. MITSkills, in the case of Standards, is responsible for negotiating an End Point Assessment Organisation, taking account of employer preference. Note that choice may be limited due to DfE Approval, and where the cost of End Point Assessment is more than 20% of the value of the apprenticeship, the employer is liable for 100% of the additional cost.

5.9. MITSkills has no control over the cost of resits in End Point Assessment; this lies between the employer and the End Point Assessment organisation.

5.10. The DfE can withdraw its contributions where employers fall behind with their payments. Where this occurs, MITSkills reserve the right to recover the full cost from the employer.

5.11. Where there are examinations included as part of an Apprenticeship, no apprentice will be charged for their first entry. Apprentices, or their employers, may be charged to resit an examination. MITSkills also reserves the right to charge apprentices or their employers' entry fees for non-attendance at examinations; see 3.3 above.

5.12. Depending upon the requirements of the programme, apprentices may be required to pay for specialist course materials, clothing/equipment they wish to retain for use outside of the course, photocopying, printing, or trips/visits that are not an integral part of their Apprenticeship.

6. Workplace Learning

6.1. Students aged 24 or over on the day they start their qualification and who are studying a Level 3 or above qualification in the workplace must apply for an Advanced Learning

Loan, be funded by their employer, or self-fund. For these students, the paragraphs contained in this section do not apply. Details relating to this cohort of students can be found in section 7.

6.2. Students aged 19-23 on the day they start their qualification who wish to study a Level 3 or above qualification in the workplace must apply for an Advanced Learning Loan, be funded by their employer, or self-fund, if either of the following scenarios applies:

- Upon enrolment, the student already holds an existing full Level 3 or higher qualification.

- Upon enrolment, if the qualification to be studied does not carry legal entitlement status as a first full Level 3 qualification or come under the Free Courses for Jobs funding rules as determined by the DfE, then the learner can self-fund, be paid for by an employer or, where available, take out an Advanced Learner Loan (The last is for L3 only and depends on availability). MITSkills has limited access to AEB funding and may have to signpost learners to appropriate provision where they wish to use their free funded entitlement.

Details relating to this cohort of students can be found in section 7, and the subsequent paragraphs contained in this section do not apply.

6.3. Other “home” students aged 19-23 on the day they start their qualification who wish to study a Level 2 or 3 qualifications in the workplace will be fully or co funded by the DfE according to the appropriate DfE rules provided that both of the following apply: (Where funding is available – please note MITSkills has limited funding and may have to signpost learners to take up their national entitlements)

- Upon enrolment, the student does not already hold a full qualification at or above the level they wish to study.
- Upon enrolment, the qualification to be studied carries legal entitlement status as a first full level qualification, as determined by the DfE.
- Where full funding is available, the learner will not be asked to pay.

6.4. No student funded under paragraph 6.3 above or their employer will be charged any tuition or registration fees.

6.5. Where there are examinations included in a programme, no student funded under paragraph 6.3 above or their employer will be charged for their first entry. Students or their employers may be charged to resit an examination. MITSkills also reserves the right to charge students or their employers’ entry fees for non-attendance at examinations. Please see 3.3.

6.6. Depending upon the requirements of the programme, students or their employers may be required to pay for specialist course materials, clothing/equipment they wish to retain for use outside of the course, photocopying, printing, or trips/visits that are not an integral part of their qualification.

6.7. No student will be funded for any learning aim delivered at an employee’s workplace that is relevant to either their job or their employer’s business, unless the learner has an entitlement to full funding under paragraph 6.3.

6.8. The Head of Operations can advise on the criteria for determining an individual’s circumstances.

7. Advanced Learning Loans

7.1. Students aged 24 or over on the day they start their learning aim and are studying a Level 3 or above qualification (excluding HE) may apply for an Advanced Learning Loan to cover the costs of their course where MITSkills has been given funding for an Approved course. Please contact MITSkills to check if Loan funding is available. This applies to both Classroom and Workplace Learning.

7.2. Students aged 19-23 on the day they start their qualification who wish to study a Level 3 or above qualification (excluding HE) may apply for an Advanced Learning Loan or self-fund, if either of the following applies:

- Upon enrolment, the student already holds an existing full Level 3 or above qualification.

- Upon enrolment, the qualification to be studied does not carry legal entitlement status as a first full Level 3 qualification, or Free Courses for Jobs, as determined by the DfE.

This applies to both Classroom and Workplace Learning.

7.3. MITSkills will check the eligibility of students funded through a loan, but the final eligibility is decided via the learner's online application via the Student Loans Company; they will be responsible for assessing whether the student is eligible.

7.4. MITSkills will charge students the maximum loan amount, which can be found using the Learning Aim Reference Service. These students will not be charged tuition or awarding body registration fees.

7.5. Where there are examinations included in a course, students will not be charged for their first entry. Students may be charged to resit an examination. MITSkills also reserves the right to charge students' entry fees for non-attendance at examinations; see 3.3.

7.6. Depending upon the requirements of the programme, students may be required to pay for specialist course materials, clothing/equipment they wish to retain for use outside of the course, photocopying, printing, or trips/visits that are not an integral part of their programme.

7.7. Students who do not have an Advanced Learning Loan in place at a time specified by MITSkills will be withdrawn from their course.

8. Higher Education

8.1. Students on Higher Education programmes must apply to Student Finance England (SFE) to cover the costs of their course. MITSkills, working with Marjon University, will offer HTQs for Year 2026/27.

Fees are set by Marjon University, funding is via Student Loan or self-funded, and all fees are payable via Marjon University.

9. Full Cost Provision

9.1. Students who are not eligible for public funding can choose to pay all associated course costs themselves, or a third party may choose to pay on their behalf. The Head of Operations should be contacted to discuss fees.

9.2. MITSkills will also work with employers to develop bespoke programmes that can be delivered to individuals or a workforce. The Head of Operations should be contacted to discuss fees.

10. Re-taking a Qualification.

10.1. Students will not normally be permitted to re-take qualifications to improve a grade unless there is documented evidence of exceptional circumstances outside the control of the student, such as a period of long-term sickness.

10.2. Students funded by the DfE, who wish to resit to improve a grade, will be eligible to do so if they studied the qualification elsewhere. Where the learner is only taking the exam, MITSkills will charge the resit fee of the appropriate awarding body.

10.3. Students aged 19+ who wish to pursue this as an option will be subject to full cost fees, and the Head of Operations should be contacted to discuss fees.

10.4. The exception to this is GCSE English and/or maths, where the student has not yet achieved a grade C or 4 in these subjects. These qualifications are fully funded, regardless of age, provided learners meet eligibility criteria for funding and that MITSkills has funding available, if learning and assessment are taking place. If this is not the case, the student is also subject to full-cost fees.

11. External Candidates

11.1. Students will be permitted to sit examinations as an external candidate where the qualification is already being delivered by MITSkills.

11.2. External candidates will not receive any tuition. Should tuition be required, this will be classed as a full cost provision.

11.3. Students are eligible to pay all associated awarding body fees.

11.4. Students will be charged a £50 administration fee for each qualification that requires examination(s) to be sat.

12. Reduction in Fees Due to Recognition of Prior Learning/Occupational Competency

12.1. Students may qualify for a reduction in tuition fee costs where they have already achieved an element of the qualification or transferable credits for QCF qualifications on the Qualification and Credit Framework (QCF). These cases must be referred to the Head of Operations

12.2. A reduction of funding will be applied, apportioned based on units fully completed; e.g., 3 completed **certificated** units of 9 in total, the fee is set at 66% of the original fee. No funding reduction will occur where learners have less than 5% of the units or have evidenced occupational competency at the level of the qualification, as this is recognised as 5% recognised at the level of “significance” in a data set.

12.3. The funding received from the DfE will be reduced based on appropriate evidence to support Prior Learning or, in the case of Apprenticeships, Occupational Competence.

12.4. For Apprenticeships where occupational competence takes the learner below the minimum Apprenticeship duration, it is not fundable by the DfE.

13. Payment of Fees

13.1. In order to enrol, students must demonstrate that satisfactory arrangements are in place for the payment of fees.

13.2. The full fee will still be payable if a student withdraws from the course, and payment must continue to be made regardless of the student's withdrawal.

13.3. Where a course or Study Programme (Privately funded) has a planned duration of fewer than 24 weeks, fees must be paid in full before the student is permitted to start the course. Payments can be made by bank transfer or card.

13.4. For qualifications or Study Programmes (with a planned duration of 24 weeks or more), students, their sponsor or employer have the option of paying by up to 3 equal instalments.

13.5. The instalments will be collected as follows:

- First instalment due at enrolment
- Up to 3 further instalments, commencing on the first day of the month after sign-up. This option will cease by 1st January 2027, and all payments must be completed by 1st April 2027

13.6. Payment dates will be specified at the time of enrolment.

13.7. It is the expectation that students will pay their instalments by Standing Order/ Card Recurring Payment.

13.8. A £20 administration fee will be charged to students who pay by instalments. This £20 will be refunded, subject to the payment plan being adhered to.

13.9. If fees have not been paid by the due date specified on the instalment agreement, then the full outstanding balance becomes payable immediately.

13.10. Where a student's fees are to be met by a third party (such as their employer), the student must either supply, at the time of enrolment, a letter from the company or organisation confirming that fees will be paid or return confirmation to MITSkills within seven days of enrolling.

13.11. In the absence of such confirmation, the student remains liable for the full cost of the course.

13.12. Students who apply for an Advanced Learning Loan will have their fees collected on their behalf by MITSkills.

14. Failure to Pay Fees

14.1. Continued attendance upon a programme of study is dependent upon payment of fees.

14.2. Non-payment of fees or failure to agree on acceptable terms of payment will result in one or more of the following:

- Examination entries not being processed.
- Physical access to the course being denied.
- Access to work placements (forming part of the Study Programme) being prevented.

14.3. All outstanding fees will be subject to debt recovery processes, which may involve a third-party organisation.

14.4. Enrolment on a course may be refused where there are outstanding fees relating to previous enrolments or academic years.

15. Refunds

15.1. Fees, where paid by a student, are refundable in full if MITSkills should close a class, or the attendance of the applicant is made impossible or inappropriate by some action of MITSkills.

15.2. No refunds will be made in the event of a student withdrawing from the course for personal reasons. A student may be charged all outstanding fees upon withdrawal from a course.

15.3. At the discretion of MITSkills and where the student can demonstrate that extenuating circumstances exist to prevent them from continuing with their course, the Head of Operations may authorise a refund or credit note following an appeal.

15.4. Where a student withdraws through illness, a refund may be made upon the production of a doctor's certificate. A proportionate deduction will be made for the classes already attended.

15.5. Fees will not be refunded where course closure is temporary due to fire, flood or other force majeure, adverse weather conditions or industrial action.

16. Transfers

16.1. Where a student transfers from a course MITSkills has closed to an alternative higher-cost course, no additional charges will be made.

16.2. Where a student transfers to a same-fee course, no additional charge will be made.

16.3. Where a student decides to transfer to a higher fee course, the student will pay the difference in fees, calculated by the Head of Operations.

17. Financial Support for Students

17.1. A range of bursaries and other financial support is available to students, which is detailed in the MITSkills Bursary Policy. Details of the policy can be found on the MITSkills website or from MITSkills Administration, West Byfleet.

Date Reviewed	17/09/26
Reviewed	Annually
Version Status	Approved
Approved By:	 Company Director: Date: 17/09/26