



*MC INSPIRED TOGETHER CIC*

Company number 14187671

## **Fees**

### **Policy and Procedure**

2023-24

MC Inspired Together CIC is committed to a framework for setting fee levels, charges, refunds and waivers which are fair, equitable and clear. It is the policy and intention of the organisation to determine fee levels, waivers and refunds that encourage access to courses whilst ensuring financial viability. This policy follows the guidelines set by the Public Funding bodies and other relevant funding bodies, where applicable, for the charging of fees.

The purpose of this policy is to provide a framework within which the organisation's fee and refunds setting processes are devised and operated. This policy outlines the factors that influence the level of fees, charges, refunds and waivers made by the organisation for its education, training and commercial services and seeks to ensure that:

- the organisation's approach to tuition fees, other charges and refunds is fair, equitable and clear and based on relevant guidance;
- any barriers to participation presented by tuition fees and associated charges are mitigated by providing flexible payment options and/or by assisting learners to access appropriate financial support;
- all obligations in respect of payment of fees are clearly shown; and
- any refunds and waivers are fair and applied in a timely fashion.

This policy applies to all learners and customers of the organisation. All staff must abide by this Policy.

. The College's Tuition Fees Policy and any subsequent amendments to this policy require the approval of the board.



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1.1 The organisation's approach to setting tuition fees and associated charges is reviewed on an annual basis. Such review will take account of any changes to the relevant funding policies, changes in the organisation's costs in providing programmes and market conditions, as appropriate. Any changes recommended will be referred for approval to the Governing Body.

1.2 In setting fees for courses, the organisation considers a broad range of factors, including, but not limited to, published guidance from funding and relevant regulatory bodies, the cost of awarding body registration and examination fees. Commercial fees will be based on market prices, financial viability and demand.

1.3 The organisation reserves the right, once fees are agreed, to be flexible in discounting in order to be able to tactically respond to demand and changes in market opportunities. The organisation will not make in year changes to increase course fees once a learners enrolls for that year's course.

1.4 The organisation reserves the right to cancel any course or change the fee rate where the costs of delivery may result in financial loss and, or, cancel any course that is not financially viable due to lack of learners enrolling.

## 2.0 Residency and Eligibility Rules

2.1 Each funding body sets their own residency and eligibility rules and it is the organisation's responsibility to assess a learner's status in accordance with the appropriate rules and record the outcome of the assessment.

2.2 Individuals will only be eligible for funding if they meet the criteria set out by the funding body.

2.3 Where a student does not meet the residency or eligibility criteria for funding eligibility, they usually will be required to pay the full unfunded fee for their



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course/workshop. Fees will be clearly shown on enrolment and must be transferred to MC Inspired Together bank account online prior to starting the course/workshop.

Policy will be reviewed annually.