

## Fees Policy

### Version 2.1

This document sets out the Fees Policy for Magic Beans Group Limited

Document Responsibility	CEO	Created	02/06/2021
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## Contents

<b>Introduction .....</b>	<b>3</b>
<b>General Principles .....</b>	<b>3</b>
<b>Options.....</b>	<b>3</b>
<b>Advanced Learner Loan .....</b>	<b>3</b>
<b>Cash .....</b>	<b>3</b>
<b>Cheque .....</b>	<b>3</b>
<b>BACS .....</b>	<b>4</b>
<b>Employer .....</b>	<b>4</b>
<b>Fees .....</b>	<b>4</b>
<b>Policy Revision and Review .....</b>	<b>5</b>

## Introduction

This fees policy is set to ensure that our approach to learning and additional fees is fair and transparent. We aim to remove any barriers to learning by assisting learners to access appropriate independent financial advice before committing to a qualification.

## General Principles

Using information collected during the initial information, advice, and guidance phase of the sign up, and collected on the application form, we will use our Education and Skills Funding Agency budget to fund courses for learners wherever their eligibility allows us. This includes Apprenticeships and 16-18 Traineeships.

All other learners will be charged.

## Options

### Advanced Learner Loan

On applying for a short course, the Advanced Learner Loan will be discussed for those who are 19+.

The learner will be directed to independent financial advice regarding loans and a Learning Aims Funding Information Letter (LAFIL) will be issued. Loans are administered by the Student Loans Company.

Once the learner has completed the loans application, the qualification will start as planned.

Any other additional fees such as travel, resources, equipment, cost of visits etc will be charged to the learner by invoice and payment must be made in full within 30 days.

Where a learner elects to pay fees through an Advanced Learning Loan and then withdraws early from the qualification their monthly loan payments to us will stop. In addition to the learner being liable to the Student Loans Company for the amount of loan we also reserve the right to recover any remaining fees.

### Cash

Payment can be made in cash. Once the full qualification fee has been made, the qualification will start as planned. Any other additional fees such as travel, resources, equipment, cost of visits etc will be charged to the learner by invoice and payment must be made in full within 30 days.

### Cheque

If a payment is made by cheque, the qualification will only start once the cheque has cleared and full payment has been received. Any other additional fees such as travel, resources, equipment, cost of visits etc will be charged to the learner by invoice and payment must be made in full within 30 days.

## **BACS**

BACS details will be issued on the invoice. Once payment has been received in full, the qualification will start as planned. Any other additional fees such as travel, resources, equipment, cost of visits etc will be charged to the learner by invoiced and payment must be made in full within 30 days.

## **Employer**

Where the learner's employer has agreed to pay, an invoice will be issued to the named contact. Payment must be made in full within 30 days of issue by BACS, cash, or cheque. Once received, the qualification will start as planned.

## **Fees**

Advanced Learner Loan maximum amounts can be obtained via administration. All other qualification fees are set by the Managing Director.

Learners self-funding their qualification are subject to the full amount, even if they choose to withdraw from the qualification.

## Policy Revision and Review

Version No	Revision Description	Section	Date of Revision	Approved By
2.0	Policy Format Update	All Policy Update	25/11/2022	Managing Director
	Removal of reference to Adult Education Budget	General Principles	25/11/2022	Managing Director