

NORTH LINCOLNSHIRE COUNCIL ADULT COMMUNITY LEARNING

FEES and CHARGES POLICY

1. **COVERAGE:** this fees policy covers Adult Skills (AS) and Community Learning (CL) provision funded by the Skills Funding Agency (SFA) as sub-contracted to North Lincolnshire Council Adult Community Learning
2. **IMPLEMENTATION DATE:** this policy will take effect from 01.07.2015 and will be implemented for all courses commencing 01.08.2015.
3. Adult Skills funded courses will be charged at the SFA fee assumption target of 50% of the allocated funding rate.
4. Learners are eligible for full funding to take GCSE English and Maths qualifications if they do not currently possess these qualifications at A*-C regardless of what other prior qualification they hold.
5. CL funded courses also include Family Learning programmes (Wider Family Learning and Family English, Maths and Language). Charges for this provision will be as follows
 - a. Family Learning programmes - free of charge for learners who do not possess a qualification at level 2 or above.
 - b. CL provision - £2.30 per hour
6. **EXEMPTIONS:** the following provision will be exempt from fees:
 - a. Customised community provision working with partners and targeting deprived/rural areas and disadvantaged groups/individuals
 - b. Functional Skills learners (eligible for SFA funding) on courses where the primary learning aim is a recognised Functional Skills qualification
7. **FEE REMISSIONS:** The following learners enrolling for AS provision will be eligible for the following full fee remission:
 - a. Aged 16-18 years on 31 August 2015
 - b. In receipt of Job Seeker's Allowance
 - c. In receipt of Employment and Support Allowance in the Work Related Activity Group (ESA (WRAG))
 - d. Unemployed receiving Universal Credit and mandated to training
 - e. Aged 19-23yrs studying their first full Level 2 or Level 3 qualification

8. FEE REMISSIONS (CL): Learners enrolling for CL provision in receipt of the following benefits or who meet the following criteria will be eligible for full fee remission:
- a. Jobseeker's Allowance
 - b. Employment and Support Allowance in the Work Related Activity Group (ESA (WRAG))
 - c. Income Support or income-related ESA
 - d. Unemployed receiving Universal Credit and mandated for training
 - e. Working Tax Credit
 - f. Aged 60-64 in receipt of Pensions Guarantee Credit (not savings credit)
 - g. Council Tax Benefit or Housing Benefit (excluding single person relief)
 - h. Unwaged Dependants of those in receipt of the above benefits
 - i. Learners aged 65 or over at enrolment

All claimants will be required to provide evidence of their benefit or entitlement status to qualify for fee remission.

9. DISCRETIONARY FEE REMISSIONS/CHARGES:

- a. There are some categories of learners, for example, but not exclusively, migrants, travellers, the homeless and hostel dwellers who, whilst not necessarily in receipt of benefits, are clearly unable to contribute to the cost of their learning. ACL approval must be sought for such remission and records of all such discretionary remissions should be retained. These funds are limited and therefore availability will be reviewed on a termly basis.
- b. Learners aged 60-64, who are not in full time employment and who are enrolling for CL provision will be entitled to a remission of half the full fee.
- c. Administrative cost – All CL provision, with the exception of learners in receipt of an employment based benefit and learners (who do not possess a qualification at level 2) attending Family Learning, will be subject to £5 administrative charge. Courses which enrol on a termly basis will attract this charge for each term the course runs. Terms are referred to as Autumn, Spring and Summer
- d. Workshops – All workshops/day courses are charged at full fee and are subject to £5 administrative charge, however, learners

who progress directly onto another course will be exempt from their first full administration fee.

10. REFUNDS: If the provider terminates a CL course because, for example, of low numbers, learners who have paid in advance will be refunded for the sessions cancelled by the provider. Individual learners who choose to leave a CL course before its completion will not be eligible for a refund.
11. Learners who choose to leave an AS course before its completion are subject to a £50 administration charge plus any examination/registration fees incurred by Adult Community Learning (Please refer to ACL Terms and Conditions).

Learners will be charged the cost of their examination/registration fee if they fail to attend on the day of their examination/s or do not hand in completed portfolios for assessment.

12. INSTALMENTS: There is an Instalment Payment Scheme available for courses priced over £50. The dates of payment will be determined by course cost/length and will be agreed at enrolment.
13. REVIEW AND EVALUATION: this policy will be reviewed annually.
14. **ALL ENROLMENT/COURSE FEES OR AGREED INSTALMENT PAYMENTS DUE BEFORE THE COURSE START DATE MUST BE RECEIVED IN FULL BEFORE THE COURSE COMMENCES.**
15. **LEARNERS WILL NOT BE ALLOWED TO PARTICIPATE ON THE COURSE IF FEES HAVE NOT BEEN RECEIVED AND RECEIPTED.**