

ADULT COMMUNITY LEARNING

Fees and Charges Policy

Statement

North Lincolnshire Council Adult Community Learning (ACL) is committed to a transparent fees structure and has adopted a fees policy that operates within the Education and Skills Funding Agency (ESFA) guidance. We aim to ensure that all learners are aware of:

- The cost of courses
- Eligibility for fee remission and the evidence required to claim this
- The courses that offer fee remission
- Discretionary Learner Financial support fund and how to apply
- The arrangements available for paying fees

Funding Overview

1. **Coverage:** this fees policy covers Adult Education Budget provision funded by the ESFA as sub-contracted to Adult Community Learning
2. **Implementation:** this policy will take effect from 01.07.2017 and will be implemented for all courses commencing 01.08.2017.
3. Accredited funded courses will be charged at the ESFA 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. Community Learning 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
 - b. Non vocational provision - £2.30 per hour
6. **Exemptions:** the following provision will be exempt from fees:
 - Customised community provision working with partners and targeting deprived/rural areas and disadvantaged groups/individuals
 - Functional Skills learners (eligible for SFA funding) on courses where the primary learning aim is a recognised Functional Skills qualification

7. **Non Eligibility:** learners who are not eligible for ESFA funding, for example non-UK/EEA learners, will be charged an hourly rate of £12.50 plus administration, examination and/or registration fees as applicable

8. **Fee Remission (qualification courses):** learners enrolling for accredited provision in receipt of the following benefits will be eligible for full fee remission:
 - In receipt of Job Seeker's Allowance
 - In receipt of Employment and Support Allowance in the Work Related Activity Group (ESA (WRAG))
 - Unemployed receiving Universal Credit and mandated to training
 - Aged 19-23yrs studying their first full Level 2 or Level 3 qualification

9. **Fee Remission non vocational:** learners enrolling for CL provision in receipt of the following benefits or who meet the following criteria will be eligible for full fee remission:
 - Jobseeker's Allowance
 - Employment and Support Allowance in the Work Related Activity Group (ESA (WRAG))
 - Income Support or income-related ESA
 - Unemployed receiving Universal Credit and mandated for training
 - Working Tax Credit
 - Aged 60+ in receipt of Pensions Guarantee Credit (not savings credit)
 - Council Tax Benefit or Housing Benefit (excluding single person relief)
 - Unwaged Dependants of those in receipt of the above benefits

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

10. **Discretionary Fee Remission:** There are some categories of learners, who may qualify for discretionary fee remission to help towards the cost of their learning. These include:
 - 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.

 - Learners who are on benefits or are unwaged who declare they are actively seeking work and the course will help them gain the necessary skills required for employment

 - Learners who are aged 60 and over who are not in full time employment and who are enrolling for CL provision will be entitled to a remission of half the full course fee.

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

11. **Administrative Cost:** all CL provision, with the exception of learners in receipt of an employment based benefit and learners 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

- Workshops – All workshops/day courses are charged at full fee and are subject to a £5 administrative charge, however, learners who progress directly onto another course will be exempt from their first full administration fee.

12. **Refunds:** If the provider terminates a 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 course before its completion will not be eligible for a refund.

Learners who choose to leave an accredited course before its completion are subject to a £50 withdrawal charge plus any course fees and examination/registration fees incurred by ACL (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.

13. **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.

14. **Review:** this policy will be reviewed annually.

ALL ENROLMENT/COURSE FEES OR AGREED INSTALMENT PAYMENTS DUE BEFORE THE COURSE START DATE MUST BE RECEIVED IN FULL BEFORE THE COURSE COMMENCES.

LEARNERS WILL NOT BE ALLOWED TO PARTICIPATE ON THE COURSE IF FEES HAVE NOT BEEN RECEIVED AND RECEIPTED.