

Lambeth Adult Learning Service

Fees Policy

2018-2019

Lambeth Adult Learning

Fees Policy

1. Introduction

Lambeth Adult Learning Service (LALS) receives funding from the Education and Skills Funding Agency (ESFA) for the delivery of accredited and non-accredited adult education provision, either directly or through our training partners.

This policy sets out the guidance for the eligibility of any fees remission.

When you apply for a course that is funded by LALS through the ESFA, you will be fully supported in completing your application and made completely aware of fees you may have to pay for your course before you enrol and commit to your course of study.

2. Eligibility for access to funded provision

To qualify for ESFA funding, you must be:

- Aged 19 or over as at 31st August 2018;
- A citizen within the European Economic Area (EEA) / UK national or have a Right of Abode in the UK, and have been ordinarily resident in the UK / EEA for at least the previous three years on the first day of learning.

If you do not meet the above criteria, you may still be eligible for access to funded provision. Please contact the centre at which you wish to study for more information. Your provider will need to see evidence of residency status, such as a Home Office letter or passport.

Even if you are eligible for funding you may or may not have to pay a fee. Circumstances such as previous achievement, income, employment status, or age for example need to be taken into account.

3. Fees

Fee rates will be provided to everyone wishing to enrol on a course.

3.1. Zero Fees

You will qualify for zero fees on our courses, if you are:

- Aged 19-23 and are studying for a first full Level 2 qualification
- On an English and/ or maths course up to and including Level 2
- Receiving one or more of the following:
 - a) Jobseeker's Allowance (JSA), including receiving National Insurance credits only
 - b) Employment and Support Allowance (ESA) and in a Work-Related Activity Group (WRAG)
 - c) Universal Credit, earn either less than 16 times the national minimum / national living wage a week, or £338 a month (individual) or £541 a month (household) and are determined by Jobcentre Plus (JCP) as being one of the work-related/preparation/focused groups

- At our discretion
 - Earn either less than 16 times the minimum wage/ national living wage a week, or £338 a month (individual) or £541 a month (household), and that you must state that you want to be employed or progress into more sustainable employment, and receiving other state benefits, including income support, housing benefit and pension credit
 - In employment, earning less than £15,736.50 annual gross salary and cannot contribute towards your co-funding fees. Evidence such as a wage slip within 3 months of the course start date or current employment contract stating gross monthly/annual wages must be provided at time of enrolment

3.2. Co-Funded and Full Fees

If you are not in any of the categories set out in section 3.1, you will need to pay either a 'co-funded' fee or a full fee.

- If you are not in any of the categories set out in section 3.1 and **ARE** eligible for funded provision, you will need to pay a co-funded fee (50% of the full fee).
- If you are not in any of the categories as set out in section 3.1 and are **NOT** eligible to access funded provision, you will need to pay the full fee.

4. 2018-19 Fees

ACCREDITED COURSES		
Zero Fees	Co-Funded Fees	Full Fees
No fee for course; Sundries charge where applicable	50% of full fee plus sundries charge where applicable	100% of full fee plus sundries charge where applicable
Units/ Awards – credit value	Co-Funded Fees	Full Fees
1	£25	£50
2	£50	£100
3, 4 and 5	£75	£150
6, 7 and 8	£150	£300
9,10, 11	£225	£450
12	£300	£600
Certificates		
13-24	£362	£724

NON-ACCREDITED COURSES		
Zero Fees	Co-Funded Fees	Full Fees
No fee for course Sundries charge where applicable	Minimum £5 per hour of class contact time plus sundries charge where applicable	Minimum £10 per hour of class contact time plus sundries charge where applicable

Sundry charges: Sundry or additional charges may be made for resources, specialist materials, technical support, examination or assessment fees. This information will be provided at enrolment.

4.1. Can I pay in instalments?

If you would like any further advice on course fees, instalment payments, eligibility for discounts, or if you have any other queries please contact staff at the training provider or college where you wish to study.

4.2. Refund Policy

If you would like to request a refund, speak to the staff at your training provider or college. In most cases, refund requests will only be considered in exceptional personal or family circumstances. Withdrawals for holidays, loss of interest, new time commitments and similar domestic changes are unlikely to qualify for refunds.

4.3. Course cancellations

We need a minimum number of learners enrolled on each course to earn our funding from the Education and Skills Funding Agency (ESFA).

If there are not enough learners enrolled on a course, we may need to:

- Cancel the course before the first class, and give learners a full refund; or
- Meet for the first class and give learners the opportunity to transfer to another course.

In the event of severe weather, your training provider will let you know how this will affect classes. For more information about what to do if a class is cancelled, please contact staff at your training provider.

Note: *This Fees Policy is correct as at 26 July 2018 and may be updated in year to reflect changes to funding as required by the Education and Skills Funding Agency.*