Fees Policy 2019/20 (For learning funded by the Education and Skills Funding Agency)

This information needs to be used in conjunction with the ESFA document: Adult education budget: funding and performance management rules

A summary of the levels of government contributions towards skills provision, excluding apprenticeships, see table below:

The level of government contribution we will fund is as follows:

<table>
<thead>
<tr>
<th>Provision</th>
<th>19-23 year olds</th>
<th>24+ unemployed</th>
<th>24+ other</th>
</tr>
</thead>
<tbody>
<tr>
<td>English and maths, up to and including level 2 (Must be delivered as part of the legal entitlement)</td>
<td>Fully funded*</td>
<td>Fully funded*</td>
<td>Fully funded*</td>
</tr>
<tr>
<td>Level 2 (excluding English and maths) (First full level 2 must be delivered as part of the legal entitlement)</td>
<td>Fully funded* (first and full)</td>
<td>Fully Funded</td>
<td>Co-funded+</td>
</tr>
<tr>
<td>Learning to progress to level 2</td>
<td>Fully funded^ (up to and including level 1)</td>
<td>Fully funded</td>
<td>Co-funded+</td>
</tr>
<tr>
<td>Level 3 (First full level 3 must be delivered as part of the legal entitlement)</td>
<td>Fully funded* (first and full)</td>
<td>Loan-funded</td>
<td>Loan-funded</td>
</tr>
<tr>
<td></td>
<td>Loan-funded** (previously achieved full level 3 or above)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Traineeship#</td>
<td>Fully funded (including 16- to 24-year-olds##)</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>English for Speakers of Other Languages (ESOL) learning up to and including level 2</td>
<td>Co-funded+</td>
<td>Fully funded</td>
<td>Co-funded+</td>
</tr>
<tr>
<td></td>
<td>Fully funded – unemployed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Learning aims up to and including level 2, where the learner has already achieved a first full level 2 or above</td>
<td>Co-funded+</td>
<td>Fully funded</td>
<td>Co-funded+</td>
</tr>
<tr>
<td></td>
<td>Fully funded – unemployed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Learning aims up to and including level 2, where the learner has not achieved a first level 2, or above</td>
<td>N/A</td>
<td>Fully funded</td>
<td>Co-funded+</td>
</tr>
</tbody>
</table>

*Must be delivered as one of the English and maths, and/or first full level 2 or first full level 3 qualifications required as part of the legal entitlements.
^Must be delivered as entry or level one provision from local flexibility.
# Excludes flexible element where funding depends on age and level.
## 16- to 18-year-old learners must be eligible under the ESFA's young people's residency requirements.
** Availability of loans at level 3 does not replace the legal entitlement to full funding for learners aged 19 to 23 undertaking their first full level 3.
+ Low Wage flexibility may apply, refer to paragraph 151
**Learner eligibility – who is funded**

To be funded on the first day of learning and learner must be:

a. Aged 19 or over on 31st August 2019 within the 2019 to 2020 funding year if the learning aim is not an apprenticeship or traineeship.

b. An apprentice starting and apprenticeship after the last Friday in June of the academic year in which they have their 16th birthday.

c. Starting a traineeship on or after 1 August of the academic year in which they have their 16th birthday.

**All learners must be aged 19 or over on 31st August 2019 and must meet the residential eligibility criteria for funding.** This is available from your local area Adult Learning and Skills Service office. The information below relates to qualifications which are approved for funding as defined by the Qualifications Information Guide. This policy has been developed in line with the Education and Skills Funding Agency Funding Rules 2019/20.

**Course fees are fee remitted and free to you if you are:**

The Education and Skills Funding Agency (ESFA) will meet the full cost of certain courses for learners that are in one of the following categories:

- In receipt of Job Seekers Allowance (JSA) including National Insurance credits only.
- In receipt of Employment Support Allowance (ESA) and are in the work-related activity group (WRAG)
- In receipt of Universal Credit, earn less than 16 times the appropriate age-related rate of the national minimum wage/national living wage a week, or £338 a month (individual claims) or £541 a month (household claims) and Jobcentre Plus determine as being in one of the following groups: All Work-Related Requirements Group, Work Preparation Group and/or Work-Focused Interview Group.
- They are released on temporary licence, studying outside a prison environment, and not funded by the Ministry of Justice.
- Studying a maths or English qualification up to Level 2. This includes GCSE maths and English if you do not hold a grade C or above
- Aged 19-23 years studying for an entry level or level 1 qualification (not English, maths or ESOL) and do not have a full level 2 qualification (with the intention to progress to level 2) *
- Aged 19-23 years studying for a first full level 2 qualification *
- Aged 19-23 years studying for a first full level 3 qualification *
- Aged 19-23 years studying qualification at level 3 or above if in receipt of JSA, ESA (WRAG) or Universal Credit where the skills’ training is linked to employment. *
- Aged 24 or older studying a first full level 2 or first full level 3 qualification (excluding apprenticeships) and left the British Armed Forces in the past 10 years after completing four or more years of service or have been medically discharged due to an injury in active service *

*Check the ESFA website for the legal entitlement for different learning aims before agreeing the funding.

The ESFA will now also fund learners who are employed and cannot contribute towards the cost of cofunding fees. You **must** meet the following criteria:

- You are eligible for co-funding
- You earn less that £16,009.50 annual gross salary
Additionally, at the discretion of the Adult Learning and Skills Service, the Education and Skills Funding Agency will meet the full cost of certain courses for those learners whom are:

- unemployed and
- are receiving other state benefits and
- want to enter employment or progress into more sustainable employment, earn less than 16 times the National Minimum age a week or (£338 a month individual claims or £541 joint claims) and believe the skills training will help them to do so, and where
- The Adult Learning and Skills Service are satisfied that the learning is directly relevant to both the individual’s employment prospects and the needs of the local labour market

Learners on accredited provision should be aware that their learning is co-financed by the European Social Fund as part of Education and Skills Funding Agency co-financing arrangement. This does not impact on the course or programme you want to undertake.

Community Learning

- If you are unemployed and seeking work and in receipt of one of the benefits mentioned on page 2 the cost of a course is £1.60 per hour.
- If you are not unemployed and seeking work the cost of a course is £4 per hour and £3.20 for concessions (over 60’s)

Ways to Wellbeing courses

- Some courses are offered to help individuals develop confidence and skills, improve health and wellbeing or to move into employment or social inclusion and they are free for those identified learners.

Leisure Courses

- These courses are to enable you to develop or maintain your skills in a range of subjects. These courses are not subsidised by the Education and Skills Funding Agency and therefore incur a full cost which is available on request of the course or as publicised. (Using the full cost calculator)

Examinations costs

- Examination, membership and materials costs are in addition to the course fees, unless stipulated in the prospectus.
- Learners who are entitled to free accredited courses and who are fully funded do not pay examination, membership or materials costs.
GCSE Resit

• These are fully funded for all learners aged 19 or older, who have not previously attained a GCSE grades A* to C in English and maths.

• Learners who wish to re-sit their GCSE English or maths examination in November without any further learning will have to pay the appropriate costs, which are the full exam fee plus a £15 administration charge. If learners want to access further learning they will have to retake the whole course and they will be fully funded for this provided they have a grade D or below or a 4 or higher.

Examination Re-sits

For all other qualification types (with the exception of Functional maths and English) where there is an examination fee any re-takes are to be paid for by the learners.

19+ Advanced Learning Loans

From 1 August 2019, anyone who is 19 or over and wishes to study for a qualification at level 3 to level 6, will be able to get an Adult Learning Loan to cover tuition fees. Advanced Learning Loans enable learners to progress in their chosen career, or even move into a totally new career. The benefits of an Advanced Learning Loan can mean improved job prospects, career progression in your current job and higher wages. The Student Loans Company are responsible for assessing eligibility and administering the loan. Further information on the application process is available from your local area Adult learning and Skills Service office. Under no circumstances should a learner commence a course until confirmation has been received from the Operational Intelligence Officer that the learner’s loan has been approved.

Apprenticeships

The Adult Learning and Skills Service offers apprenticeship opportunities for learners aged 16 and over. For further details contact your local area Adult learning and Skills Service office.

Payment by instalments

Our easy payment method to help you spread the cost are available on all courses with fees over £100.

The exam and registration fees are an additional cost to the course fees – these must be paid at the time of enrolment with the first instalment.

Payment must be paid monthly over a maximum period of four months

On occasions we are able to support requests to spread the costs over a longer period of time but in all instances the fees must be paid before the end date of the course – this must be approved by the Area Manager

Where instalments are agreed, four equal payments must be calculated. In addition, the first instalment must include the examination/registration/resource costs. This must be paid prior to
the course commencing. The three remaining payments must be paid over the next three consecutive months.

Learners must not be allowed to attend the course until the first payment, including any of the additional costs are paid in full.

If learners leave the course early or do not complete they will still be required to pay the fees in full and must be made aware of this at the time of enrolment. They must sign the enrolment form to agree to the payment plan.

**Learners cannot pay for classes on a weekly basis. If the learner joins a class late they will still pay the full course fee.**

**Refunds**

A full refund of course fees will only be made if a course does not start or closes due to insufficient enrolments. Refunds for other reasons are not generally given, but if a refund is granted there will be an administration charge of £15.00.

**Fees for non-eligible learners**

For any learner on any course who does not meet the Skills Funding Agency eligibility criteria:

- For an accredited course (including Functional maths, English, ESOL and GCSE) – the charge payable by the learner is based on the current ESFA funded rate, *(for details of the cost refer to the area office or Team Leader)*

- In addition a £20 administration charge must also be applied

- All examination and registration fees must be paid at the time of enrolment

- Any additional material and resource costs must be paid at the time of enrolment

**Bespoke training for employers or at the request of external organisations**

Using the Full Cost calculator

All learners are informed at enrolment and through the prospectus that their learning is part funded by the European Social Fund in line with the Education Skills Funding Agency co-financing arrangement.