

**Adult Education
Fees Policy
2018-19**

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2.1	July 2018	Title change to Adult Education Fees Policy 2018-19

1 Introduction

The core fee structure is used for the standard Adult Skills Budget (ASB) and Community Learning (CL) programmes and is based on an hourly rate, which includes tuition costs and an element of costs associated with running of the course such as buildings, administration and marketing.

There are four categories of fees:

- Fully Remitted Fee
- Partially Remitted Fee
- Standard Fee
- Full Cost Recovery Fee

The final cost of a course is determined when the hourly rate is multiplied by the number of Guided Learning Hours per course and then rounded up to the nearest £5. Further details are available in [Appendix A](#).

Prior to enrolling a student onto a course checks will be carried out to ensure that the student is eligible to study in the UK. If they are not, the student will be asked to pay full cost recovery fees (see section 10 for detail).

2 Students aged 16-18

Students who are aged between 16-18 on the academic year they are studying in require a programme of study. Study programmes are individually designed for each young person so they can achieve their aspirations for sustainable paid work, further or higher education, an apprenticeship or a traineeship. This provision is fully fee remitted (no cost)

3 Students aged 19-23

Full fee remission for students aged 19+ on the 31st August of the academic year they are studying in, who fall into the categories below includes:

a. Full level 2 or level 3 entitlement

Student has not already achieved a first full level 2 or 3¹ qualification.

- Old GCSE Grades A* - C
- New GCSE Grades 9 - 4 or equivalent

b. Learning to progress to L2

Students with a prior attainment of less than level 2 and need an entry or level 1 qualification to progress to a full level 2

c. Repeat full-level 2

Students who have already achieved a full level 2 and are unemployed

4 Students aged 19+

Students aged 19 or older studying English and/or Maths up to and including Level 2 are entitled to full remission if they have not previously attained a GCSE grade A* to C or grade 9 - 4 in the subject.

¹ Some level 3 qualifications are not eligible for remission but are eligible for an Advanced Learner Loan

5 Unemployed students

A student who is unemployed is eligible for full fee remission. One or more of the following must apply:

- a. They receive Jobseekers Allowance (JSA)
- b. They receive Employment and Support Allowance (ESA) and are in the Work Related Activity Group (WRAG)
- c. They receive Universal Credit², and earn either 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
 - Work-Focused Interview Group

6 Local Flexibility

- a. A student may be eligible for full remission if they receive other means tested benefits and need these skills to gain employment or move into more sustainable employment and earn either 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).
- b. If a student has a low household income each application will be assessed individually. A successful application will lead to full or partial remission dependent upon the level of household income and circumstances.

7 Income Based Benefits

A list of income based benefits are found in [Appendix B](#)

a. Employment and Support Allowance (ESA) in the Health Related Activity Group (HRAG)

Students in receipt of ESA (HRAG) may be eligible for full remission upon production of appropriate, correct evidence dated within the last year.

b. Income Support

Students in receipt of income support may be eligible for full remission upon production of appropriate and correct evidence dated within the last year.

c. Working Tax Credit

Students in receipt of Working Tax Credit may be eligible for partial or full fee remission and should be asked to produce the award notice³. On page one of the award notice it will state the nature of the amount of the award and will also detail whether it is Working Tax Credit. Only those students in receipt of a household income of or below £22,000 will be eligible for either full or partial remittance.

² <https://www.gov.uk/universal-credit/overview>

³ People claiming these credits will be provided with an award notice on form TC602, issued by the inland revenue

d. Pension Credit⁴

Students in receipt of Guarantee Credit (on its own or with savings Credit) will be eligible for partial fee remittance. Students awarded Savings Credit only will not be eligible for partial fee remittance unless they are in receipt of another means-tested benefit.

Pension Credit replaced minimum income guarantee for people aged 60 and over. There are two elements of Pension Credit:

- Guarantee Credit, which provides a contribution to a guaranteed minimum income for those aged 60 and over
- Savings Credit, which may reward pensioners, aged 65 and over for modest income and savings they have in retirement

The Pension Service will issue an award notice to people claiming Pension Credit which will show the amount of each element of the award under the section headed "Your Pension Credit"

e. Housing Benefit

Students receiving housing benefit may be eligible for partial remission upon production of evidence.

f. Council Tax Reduction Scheme

Students receiving a reduction for their council tax may be eligible for partial remission upon production of evidence. This does not include the single person 25% discount.

8 Students in receipt of low wage

Employed students who cannot contribute towards the cost of co-funding fees may be entitled to full remission if:

- a. They are eligible for co-funding, and
- b. earn less than £15,736.50 annual gross salary, based on the Social Mobility Commission's low pay threshold of £8.07 (hourly rate in 2016) and on the assumption of a 37.5hr contract with paid statutory holiday entitlement

Supporting evidence will be required.

9 Advanced Learner Loans 19+

Level 3, 4 and 5 courses are eligible for the Advanced Learner Loan. The loan amount may range from a minimum of £300 up to the value of either the providers fee or the funded are set by the Education and Skills Funding Agency (whichever is the lowest). For students whose employer has agreed for them to attend these courses, the funding rate (and loan) takes account of an assumed employer monetary contribution (50% minimum of the fully-funded⁵ rate).

Students who wish to start a course eligible for an Advanced Learner Loan will be invited to attend a briefing with Student Services who will provide further information and support.

⁴ <https://www.gov.uk/pension-credit/overview>

⁵ income generated meets all direct costs (e.g. tutor materials, etc.) but not fixed costs

10 Community Learning (CL) courses

The purpose of Community Learning is to develop the skills, confidence, motivation and resilience of adults of different ages and backgrounds in order to:

- improve their health and well-being, including mental health and/or
- progress towards formal learning or employment, and/or
- develop stronger communities

11 Learning Clubs

Learning Clubs are informal learning classes. AEW provide facilities, equipment and support from a teacher-facilitator. Student in a Learning Club pay a course fee directly to the teacher-facilitator and a small fee to AEW where the learning takes place in one of our venues.

12 Full cost recovery⁶ courses

Fees are to be set on a course by course basis up to a maximum charge of £12.00 per hour, as this will be dependent on market conditions and the nature of the courses. Programmes can be organised for a commercial market but agreement as to the full cost fees is subject to agreement by the AEW Senior Management Team.

13 Internal programmes to Wolverhampton City Council

The service provides courses for departments within Wolverhampton City Council. These are negotiated with each department at a level which ensures that the Service covers its direct costs and where appropriate a contribution to other costs such as marketing, administration and premises.

14 Profit-making courses⁷

Fees are to be set on a course by course basis with no maximum charge set as this will be dependent upon market conditions and the nature of the courses. Programmes will be organised for a commercial market but agreement as to the fees set is subject to agreement by the AEW Senior Management Team.

15 Marketing

When advertising courses the cost of the examination will be included as a separate item to the cost of the course. The total cost of the course should be rounded up to the nearest £5. Incentives to attract new students⁸ or to address the Equality, Diversity and Inclusion targets are encouraged. Such discounts or incentives will be recommended by the Marketing team and approved by the AEW Senior Management Team.

⁶ Income generated to recover all costs of delivery including contribution to fixed costs

⁷ Income generated to make a profit on all costs of delivery, including contribution to fixed costs.

⁸ New students are defined as individuals who have not been enrolled on a AEW learning programme during the last three full academic years.

16 Enrolment

Students will be required to pay the required fee, or fees, when enrolling. Local arrangements for the paying of fees by instalment should be discussed with the appropriate AEW staff at the time of booking and will be at the discretion of the Student Services Manager.

If a student is claiming a reduction in fees they will be required to provide proof of benefit and sign a self-declaration on enrolment.

17 Exam fees

Students will be expected to pay examination, accreditation or test fees at the beginning of their course unless they qualify for remitted fees. If a student qualifies for remitted fees they do not need to pay for the examination fee.

18 Refunds

We make every effort to keep our prices as low as possible and therefore the service does not return payments to students except in the following circumstances:

- If the student confirms in writing you wish to withdraw from the course at least 6 working days before the course start date
- If we have to cancel or relocate a course for any reason
- If a course is cancelled after it has started pro rata costs will be refunded

Please note we do not issue refunds if the student is unable to attend. We will however, consider refunding partial or full payments for any exceptional circumstances. Please speak to the teacher in the first instance.

Some students have their tuition and other fees paid for by their employer; in the event of course cancellation by AEW, fees will be refunded to the employer. Should the learner leave the learning programme, or the employment of their employer, prior to the scheduled end date, for whatever reason, then there is no entitlement for any refund to be made to any party.

Our course fees are based on minimum number of students, therefore if we do not reach this level of participants the service may cancel a course or ask students to pay extra to enable the course to run. If we are unable to run a course under these circumstances, the service will refund student fees, or offer a free transfer to another suitable course.

19 Further information

Applications for financial support are subject to sufficient funds being available. The aim of the funding is to overcome financial barriers to taking part / continuing in learning.

A student must inform Job Centre Plus of any financial support they receive from AEW.

The Student Services team can advise students on any queries relating to applications for full or partial remission. The team can be contacted on 01902 551658 or by email on enquiries@aes.wolverhampton.gov.uk

Appendix A**Fees**

Funding	Fee Type	2018-19
Adult Education Budget (AEB)	Standard fee	£4.00 per hour
	Remitted fee	Free based on ESFA Guidance
		Free or partial subject to DLSF ⁹ criteria
	Level 3, 4 and 5 (Advanced Learner Loans)	ESFA HUB Value
Community Learning (CL)	Standard fee	£4.00 per hour
	Remitted fee	£15.00 per course
Non-Government Funded	Full Cost recovery	Maximum of £12.00 per hour
	Learning Clubs	£48.00 (£16 per term) reg fee to AEW, self-employed tutor then sets and collects course fees directly from attendees

Fee rates applied to a typical 60-hour course

Fee Type	2018-19
Standard fee	£240
Remitted fee	Partial / No Fee
Full cost recovery	£720

⁹ DLSF – Discretionary Learner Support Fund

Appendix B**Core Income Based benefits**

Category	Type	Further information
Jobseekers Allowance	ESFA	Including the partner where the claim is joint (FREE)
Unemployed, receiving Universal credit and mandated training	ESFA	(FREE)
Employment Support Allowance	ESFA	Work related activity group (FREE)
Income Support	ESFA/DLSF	(FREE)
Employment Support Allowance	DLSF	Support group (FREE)
Council Tax Reduction	DLSF	Partial remission
Housing Benefit	DLSF	Partial remission
Working Tax Credit	DLSF	Partial remission
Pension Credit	DLSF	Partial remission
Incapacity Benefit	DLSF	Vocational courses only (FREE)

Age related remission criteria

Category	Type	Further information
Students aged 16-18 on the 31 st August of the academic year they are studying in on a programme of study	ESFA	(FREE)
Students aged 19+ on the 31 st August of the academic year they are studying in taking their first full level 2 or 3 qualification	ESFA	(FREE)
Students aged 19+ on the 31 st August of the academic year they are studying in who are enrolling onto an entry or level 1 qualification and need a step up to achieve a FL2	ESFA	(FREE)
Students aged 19-23 who have already achieved a FL2 and are unemployed	ESFA	(FREE)
Students of all ages who have not reached GCSE Level C/4 or above in English and Maths taking a GCSE English and Maths Qualification	ESFA	(FREE) Resits for students who currently have grades A*-C / 9-4 will not be funded