

Adult Community Learning Charging Rates September 2017

1. Fee Criteria

The following provision will be free to all:

- Skills for Life – Basic Skills
- Family Learning
- A first, full Entry Level or Level 1 course as a step up to Level 2 (not including English, maths or ESOL programmes)
- JSA, ESA and Universal Credit claimants will not pay fees for any courses.
- Those adults who are unemployed but in receipt of other means tested benefits will not pay fees for any courses.
- Those adults in low paid work in receipt of working families' tax credit or housing benefit and those pensioners in receipt of pension credit will not pay fees for any Community Learning course.

2. Payment of fees and administration charges

- An administrative charge of £10 will apply to all learners within community learning where fees are remitted including English and Maths.
- Fees are payable either at the commencement of the course, or weekly.
- From August 2013, student loans will be introduced for learners aged 19+ at Level 3 and above.

3. Fee charges

- **ESOL courses in the community**

Fees will be £1.50 per hour for learners who need to pay. The administrative charge will be £10 (average length of course is 30 hours).

- **ICT courses in the community**

Fees will be £2.50 per hour for learners who need to pay. The administrative charge will be £10 (average length of course is 20 hours).

- *Learning for Wellbeing and Employment*

Fees will be £2.50 per hour for learners who need to pay. The administrative charge will be £10 (average length of course is 20 hours).

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- **First full Entry Level /Level1 as a step up to Level 2** (does not include Literacy, Numeracy or ESOL Programme)

Learners will be asked to sign a disclaimer stating that if they do not attend an exam for which they have agreed to be entered they may be charged the entry fee.

4. Evidence for fee remission:

Learners entitled to fee remission will need to have the following evidence:

- Job Seekers Allowance: a letter confirming JSA status from Jobcentre Plus/Benefits Agency. The letter must not be more than three months old
- Employment Support Allowance (active benefit): a current ESA Award Notice.
- Means tested benefits: a current letter confirming unemployed status together with a letter confirming their particular means tested benefit
- For Community Learning for those in low paid work, a letter confirming their particular means tested benefit.