

The Adult College of Barking and Dagenham

# Fee Policy

Lead Responsibility	Service Manager Business Support
Designated Officer	Learner Liaison and Examinations Manager
Advisory Officer	Head of Skills and Principal of the Adult College & Service Manager Curriculum
Approved by	Service Manager Business Support
Date of approval	February 2025
Date of next review	August 2025

Contents	
Title	Page
Policy Statement	2-8
Fee Structure	9
Fee Rates	10

## **Fee Policy 2024-25 Objectives**

The purpose of this policy is to provide a framework within which The Adult College can work to ensure that:

- Fees are levied appropriately and consistently.
- The Service is operating in accordance with the requirements of the Greater London Authority (GLA), Education Skills Funding Agency (ESFA) funding rules and other monitoring bodies' regulations.

## **Scope**

The policy applies to all courses available for learners.

## **Approval**

It is the responsibility of the Senior Leadership Team (SLT) and the Work and Skills Advisory Board to determine fee rates each academic year.

## **Principles underpinning the policy**

The Adult College aims to:

- provide a clear guide to calculating fees for a range of courses
- ensure that priority groups are identified by this policy
- ensure that fees do not present a barrier to learning to priority groups
- provide accessible information on pricing with timely publication of fees
- ensure that all fee information released to the public is accurate at the time of publication

## **Priority Groups**

- Unemployed in receipt of Job Seekers Allowance (JSA), Employment Support Allowance (ESA) – Work Related Activity Group (WRAG), or Universal Credit (UC)
- Unemployed in receipt of other state benefits other than the ones mentioned above
- Those studying English and mathematics up to Level 2
- Those 19-23 studying for their full level qualification
- Low Income earners below £25,300.60 for those students living within Greater London and £22,308 for those living outside of Greater London.

## **Equality of opportunity**

To support equality of opportunity, The Adult College will provide:

- Information and assistance in applying for financial support for course fees
- Instalment payment options in cases of financial hardship in accordance with Service procedures
- A range of information on funding, fees, bursary, and financial support

The Adult College will publish and make available a fee structure annually, detailing fee costs and remission categories. These are the fees that will apply to all courses; changes to these course fees may only be made with the approval of SLT. The fee structure for 2024-25 is included in the policy.

Important to note: The term 'course fee' refers to the tuition fee and where applicable the materials and exams fees. The term 'tuition fee' refers to the course cost only.

## **Policy Statement**

The Adult College reserves the right to cancel any course or change its charging policy where its costs may result in a financial loss; cancel any course where there is lack of appropriate

resources; and/or refuse entry to a course on any non-discriminatory grounds. Learners will be liable for the full cost should they withdraw from their programme.

## **Introduction to learner fees**

The Service is operating in accordance with the requirements of Greater London Authority (GLA) and Education Skills Funding Agency (ESFA) funding rules for 2024-25 and other monitoring bodies' regulations. The funding agencies can change the rules during the year, updates to this document will be recorded on the front page.

Key changes which have taken place since the United Kingdom's exit from the EU have changed learner funding entitlements within the 'Home Student' category - explained under learner definitions.

EU, other EEA (European Economic Area), and Swiss nationals are no longer eligible for GLA or ESFA funded adult education budget funding or apprenticeships in England. There has been no impact on learners or apprentices who started courses or apprenticeships prior to the rule changes taking effect. There is also no impact to those EU, other EEA and Swiss nationals benefitting from Citizens' Rights under the EU Withdrawal Agreement, EEA EFTA Separation Agreement or Swiss Citizens' Rights Agreement, respectively. These learners will continue to have 'Home Student' status and will have access to public funds. The level of entitlement is still subject to a fee assessment.

In addition to the above, The Adult Colleges' main funder is the Greater London Authority, and this funding agency restricts the non-London learners from accessing government funding. This does not apply to learners undertaking an advanced learner loan and some of the Distance Learning courses where there is a funding agreement to work with particular regions within the UK to meet government priorities.

Fees paid by learners who meet the criteria for courses funded by the GLA or ESFA will consist of a standard or concessionary rate. Fees for learners who are not eligible for GLA or ESFA funding will be set at the non-funded rate.

Additional fees for re-sits, LLDD class registrations and refund administration fees are also set annually.

Traineeships and other opportunities may arise during the academic year for which learners will be appropriately advised of fees and concessions, if applicable.

Please see below a summary of the eligibility criteria as set out within the Adult Education Budget (AEB) Funding Rules 2024-25.

For more detailed information about eligibility and non-eligibility, including information for children of Turkish workers, persons granted stateless leave, learners in the armed forces, learner temporarily outside of England and those who live in Wales, Scotland, or Northern Ireland, please see links below:

<https://www.london.gov.uk/media/106376/download> GLA Funding Rules

## **Learner fee definitions**

### **Home Students**

Home students are British citizens. The Adult College is funded for those British citizens who have no conditions attached to them residing in the UK. A non-UK citizen is classed as a home student if they have permission granted by the Government to live in the UK, which is not for educational purposes.

## Non-Home Students

A Non-Home Student is one who does not qualify as a 'Home Student.' They are charged fees at a higher rate to reflect the full cost of their individual learning programme. Fees for all are determined by market conditions. The Fee Structure section sets out a framework of charges.

## Fully funded students

Home students can be fully funded (pay no fees) if both their personal status and their chosen course meet the qualifying criteria. These include the learner's funding status, age, prior attainment, benefits status, and the level and type of course.

The following categories of learners undertaking funding agency funded learning aims below Level 3 will be entitled to full funding of their fees, subject to satisfactory evidence of status being provided at enrolment and signing necessary declarations:

- Aged 19-23 and undertaking a first full Level 2, 3 (for this category the age at which the learner starts the learning aim applies and not their age at the start of the academic year).
- Aged 19 and older on 31st August and is unemployed undertaking a course up to Level 2 and/or is a dependant of a person in receipt of either:
  - ❖ Job Seeker Allowance (JSA) or Employment Support Allowance (WRAG)
  - ❖ Council Tax Benefit
  - ❖ Housing Benefit, Income Support
  - ❖ Income Tax credits (applicable to dependants only)
  - ❖ Working Tax Credit (applicable to dependants only)
  - ❖ Universal Credit due to being unemployed and required to undertake skills training
- All learners without grades 4 or higher, or equivalent in GCSE English and Maths (no age restrictions apply) undertaking GCSE, English, and Maths up to Level 2.
- Learners aged 19-23 released in the community on a release of temporary licence to study outside of prison environment, and not funded by the Ministry of Justice and studying a course up to Level 3.
- Ex-British Armed Forces personnel discharged on medical grounds or having completed four or more years of service and undertaking their first full Level 2 or 3 qualification.
- Learners aged up to 24 and undertaking a Traineeship.
- Learners whose home postcode is in London and are aged 19 or older and are employed and earning less than £25,300.60, providing they are undertaking a course up to Level 2. Learners must provide a wage slip within 3 months of the learning start date.
- Learners whose home postcode is outside London and resident in and outside of the devolved authority areas undertaking ESFA funded Adult Education budget provision and are aged 19 or older and are employed and earning less than £22,308 providing they are undertaking a course up to Level 2. Learners must provide wage slips or contract of employment at time of enrolment.

No tuition fees will be charged where learners:

- Enrol for English, Mathematics and Digital Skills courses up to Level 2

### Co-funded Learners

The definition of co-funded learner:

- Home Students aged 19 and over, studying GLA funded learning aims below Level 3, who do not meet any of the fully funded criteria.
- Some Home Students, dependent on age, benefits status, and course, will be charged fees. These students are referred to as 'co-funded' because the funding agency pays the Service the remainder of the full funding value. Fees for examinations and materials will be an additional charge referred to as the 'course fee.'
- Learners aged 19 – 23 (for these categories the age at which the learner starts the learning aim applies and not their age at the start of the academic year):
  - ❖ who do not have a full level 2 qualification and are studying **Entry or Level 1 learning aims** as a necessary requirement to progress to the Full Level 2
  - ❖ studying their **first** full level 2 qualification
  - ❖ studying their **first** full level 3 qualification
  - ❖ **jumping straight** to a full level 4 **without** completing a full level 3 qualification
  - ❖ **employed but not in receipt of benefits and earn less than £25,300.60 per year**. This will be different if you live outside of London.

### Concessions

Categories of learners undertaking GLA/ESFA funded learning aims below Level 3, may be entitled to co-funded or full funding of their fees, subject to satisfactory evidence of status being provided at enrolment and signing necessary declarations.

- Adult Skills learners who are fully funded pay no fees if they meet the adult skills criteria for a concession.
- Tailored Learning learners on leisure type courses pay half the standard fee if they meet the criteria for a concession.

### Tailored Learning Concessions

Half the standard fee will be charged where learners provide evidence that they are:

- **Registered Unemployed** (JSA, ESA, WRAG, UC)
- **'Wider' Unemployed** on other benefits (e.g., Housing Benefit) who **'self-declare'** that they are seeking or planning to seek work and need skills training that will help them remove barriers to employment.

### Advanced Learner Loans

Adult learners aged 19 plus on Level 3 courses who are not eligible for free Level 3 study will be able to apply to the Student Loans Company for an Advanced Learning Loan. College staff will provide information, support and assistance to learners who decide to take out a 19+ loan. By taking out a loan, a learner is taking direct responsibility and financial liability for their learning and will be expected to pay the full fee.

Advanced Learner Loans are a route for learners to fund the following types of provision regardless of the mode of study:

- Access to Higher Education Diploma
- Level 3 Certificate and Diploma
- Level 4 Certificate and Diploma

If the learner is awaiting confirmation of loan approval from the Student Loans Company. The Adult College will allow a period of a month, after which the learner will be required to pay 50% of the fees due. This will be refunded upon confirmation of the loan approval.

Some learners applying for those courses may be eligible for free Level 3 study, under the GLA or National Skills Fund entitlement. Learners who believe they are eligible must produce evidence of their status for the following categories:

- Unemployed; or
- In receipt of a low wage; and
- Enrolled to vocational learning at Level 3
- Reside in London postcode entitlement

Learners are required to pay for materials and examinations.

### **International Learners**

International learners who do not meet the eligibility criteria of being a 'home student' as set out by the GLA / ESFA will be charged the overseas fee. International learners are charged fees at a higher rate to reflect the full cost of their individual learning programme. The fee for international learners is set at £15.00 per hour, except for a learner on an ESOL (English for Speakers of Other Languages) course, who will be charged at £8.00 per hour.

### **Full Cost Provision**

Fees for all full cost programmes are courses which do not attract funding. The minimum fee for 2024-25 remains the same as for 2021-22 at £8.00 per hour. Fees may vary based on the following:

- Full Cost Recovery (FCR) – direct costs Inc. development, equipment etc + 50%
- Marginal Cost – direct costs + 10%
- Market Rate – whatever the market will bear

Examples:

Full Cost Recovery (FCR) – Small and Medium Sized enterprises (SMEs)

Marginal Cost – Voluntary groups, small charities

Market Rate – Large organisations

### **Staff Development and Grow Our Talent**

Staff are encouraged to continually develop their professional skills. In support of this, we offer staff working in Inclusive Growth teams a 20% discount on fees and 10% to wider Council staff. The discount will be available for the tuition fee only. Any additional costs e.g., materials, exams etc. will be payable in full. Staff will be liable to pay the discounted cost even if they leave the Council.

## Examination fees

Examination fees are payable with tuition fees. Learners retaking examinations may be charged the examination retake fee and an additional administration fee of £25. Where applicable this will be payable prior to the examination entry.

## Re-sits

The College will only pay for one examination per course. This is included in the standard fees charged. Learners must pay for all subsequent examinations.

Awarding Body Exam Fee (variable) + Adult College Administration charge = Re-Sit fee

In undertaking a programme of study, the learner has committed to attend any examinations that are part of the course at times notified to them by the College.

The College is not liable if examination or assessment times do not suit the learner. We are not responsible for changes in the personal circumstances of learners during their course and are not obliged to reschedule learners' examinations.

We reserve the right to charge re-sit fees where a learner chooses not to sit the examination or assessment at the specified time. A flat rate administration charge will be applied to each re-sit examination or assessment. This reflects the time required to process applications, schedule rooms, invigilators and other staff and equipment for each assessment.

A re-sit examination is usually one where the learners have already sat an examination and are re-sitting an examination, assessment, or re-submission of course work for the second or subsequent time.

Where technical or another unforeseen issue arises, and halts an examination or assessment, the College will not charge additional fees for rescheduling. Where exams are interrupted to the detriment of 'examinees,' the College will consider waiving re-sit fees (depending on circumstances).

## Payment

Enrolments will only be processed on receipt of the correct fee. Places on each course will be awarded on a 'first come, first served' basis.

## Basis of Standard Fee Calculation

Standard Fee = (number of course hours x hourly rate) + exam fees + supplementary charges

- The hourly rate varies depending on whether the course is for Adult Skills, Tailored Learning, or leisure programmes.
- Supplementary charges include for example DBS (Disclosure and Barring Service) checks, materials, and any other charges necessary for the successful completion of the course.
- Once calculated the fee is rounded up or down to the nearest pound.

## Note

Fees for learners who are not eligible for GLA or ESFA funds, course fees will be set at the 'non-funded' rate.

## **Fee refunds**

### **Cooling-off period**

The 14 calendar days cooling-off period commences from the day the learner is enrolled in the system, not from the start date of the course. During this period, the learner will have the right to cancel the course and obtain a full refund.

If you enrol less than 14 days prior to the start of the course, you will then have until the course start date to request a refund.

Once the cooling-off period has expired there is no obligation on the Adult College to make any refund unless this is due to a Service failure.

An administration fee of £22.00 will be charged for each refund processed. Refund requests should be made in writing to [AdultCollegeMIS@lbbd.gov.uk](mailto:AdultCollegeMIS@lbbd.gov.uk).

### **Refunds relating to transfers**

Learners will be able to transfer without any additional fees if this arrangement has been made by the Adult College. If it is by the request of the learner; they will be liable to pay any additional fees relating to the new course plus the standard charge of a £22.00 transfer fee.

Payment for a course cannot be transferred to another person i.e., if a learner is unable to attend the course the course fees cannot be transferred to another person at their request.

### **Refunds relating to learner medical condition**

Refunds for leaving a course due to a learner's medical condition will only be given on proof of a doctor's certificate and at the discretion of the Service. The learner may receive a proportional refund of the fees paid in relation to the number of classes remaining. The refund will be dealt with from the date the doctor confirms the learner's medical condition.

There will be a £22.00 administration charge for each refund. The learner must put their request in writing to [AdultCollegeMIS@lbbd.gov.uk](mailto:AdultCollegeMIS@lbbd.gov.uk). Any request for a refund must be made within one month from the last date of attending the course. Every refund application is assessed fairly taking into consideration appropriate documentation submitted by the learner.

### **Third Party Refunds**

Learners who have booked and paid for a course via a third party e.g., their employers, will have refunds processed by the third-party supplier. Please refer to the supplier's terms & conditions for full details.

### **Refunds for rescheduled classes**

The Adult College occasionally need to reschedule a class due to unforeseen circumstances. Arrangements would be made to suit the majority of the class and availability of suitable accommodation. On request, the learner would be entitled to a refund either as a credit on the system for another course or as a monetary value. Refunds will be made to the value of the session(s) missed in circumstances where a rearranged class is not convenient for them to attend. No additional administration fee will be deducted. The request must be made within 1 month of the rescheduled class. There will be no refunds for courses that are moved to online.

### **How refund payments are made**

All refund requests should be made in writing to [AdultCollegeMIS@lbbd.gov.uk](mailto:AdultCollegeMIS@lbbd.gov.uk).

If the learner has paid by debit or with credit card, the amount due will be refunded to the card.



If the learner has paid cash, the refund will be in the form of a cheque issued by the London Borough of Barking and Dagenham Council. The process of issuing a cheque can take up to 28 days.

The Adult College reserves the right of refusal to refund any learner who has a current debt with the Adult College and or the London Borough of Barking and Dagenham Council.

### **Instalment plans for Adult Education Budget (AEB) courses including Adult Learner Loans**

Payment of fees can be made by instalments for courses with tuition fees greater than £100. The first payment is a third of the tuition fee + the cost of materials and exams. An initial payment at time of enrolment, followed by two instalments.

***Learners will be liable to pay all fees should they withdraw from the programme.***

### **Sanctions against non-payment of fees**

If a learner has an outstanding debt from the previous year, this must be paid in full before enrolling on to another course. If fees are due:

- The learner will not be re-enrolled on any further courses
- No refund will be given to a learner in debt with the Adult College

The learner will not be allowed to continue the course until the debt is paid. The Adult College will take reasonable steps to advise and support learners in financial difficulties if support measures are applicable.

- Failure to pay agreed monies in line with arrangements will, in most cases, result in suspension or withdrawal from the course.
- Failure to pay agreed fees in line with arrangements could result in legal actions and debt collection by the London Borough of Barking and Dagenham Council

### **Early withdrawal from or late starts on funded courses.**

All learners (including non-starters) on funded accredited courses who withdraw before the end of the course will be charged the course fee. Learners who are paying by instalments or who are funding their course by an Advanced Learner Loan will also be subject to paying the full fee at the point of withdrawal.

### **Fee Reductions**

A reduction in fees will be considered for learners who enrol on a course after the start date. Reductions will be considered pro-rata on a half termly basis.

### **Discretionary/Learner Support Fund**

Learners who are unable to meet the full costs of tuition fees and meet specific eligibility criteria may be able to obtain assistance from the College Discretionary Learner Support Funds.

Learners can access further information at reception at both site and via [AdultCollegeEnquiries@lbbd.gov.uk](mailto:AdultCollegeEnquiries@lbbd.gov.uk)

## Fee Structure 24-25 (fees remain the same as 2021-22)

Course Type/Funding	Applicable fees
<b>English, Math's, and Digital Skills</b>	These courses are free as per funding agency rules for Home Students
<b>ESOL courses Adult Education Budget</b>	£2.42 per hour for Home Students £15.00 per hour for non-home students
<b>Vocational courses Adult Education Budget</b>	Co-funded rate for those who are not fully funded, plus any awarding organisation registration /exam fees and additional resources
<b>Full Level 2 course or courses below level 2 e.g., BTEC/CACHE Diplomas etc.</b>	Some Home Students, dependent on age, benefits status, and course, will be charged fees. The tuition fee will be approximately 50% of the unweighted funding value of the qualification studied. These learners are referred to as 'co-funded,' because the GLA/ESFA pays the college the remainder of the full funding value. Fees for registration/examinations and materials will be charged according to awarding organisation rates, where applicable
<b>Tailored Learning</b>	£2.90 per hour where charges apply. Materials costs will also be charged where applicable.  The course will attract a 50% fee reduction for those learners who have a household income of less than <b>£25,300.60</b> per annum. Proof of benefit or proof of income within the last 3 months will be required.  Important to note the following: Fees may be negotiated for courses that are offered to partner organisation for specific groups of learners.
<b>Adult Advanced Loans</b>	Fees will be aligned with adult Education Funding charges where applicable or guided by the government learning aims database
<b>Apprenticeship</b>	The provision has no fee for Home Students.  Levy providers are expected to pay the fees from their apprenticeship-levy contribution, including exam registrations and end-point assessment fees and materials costs, where applicable.  Non-levy employers are expected to contribute 10% towards the fee and the government subsidise the remaining 90%.
<b>Full Cost Courses (Non funded)</b>	These courses are charged at a minimum of £8.00 per hour based on a minimum of 15 learners in a class, plus the registration and materials fee. Individual courses may be priced differently in line with current market rates and based on the number of learners the class is run for.
<b>International Learners</b>	£15.00 per hour, unless an ESOL learner, who will be charged £8.00 per hour.
<b>Administration Fee</b>	£22.00
<b>Discount for Inclusive Growth staff and LBBB (London Borough of Barking and Dagenham) council staff</b>	Inclusive Growth teams a 20% discount on fees and 10% to wider Council staff. The discount will be available for the tuition fee only. Any additional costs e.g., materials, exams etc. will be payable in full. Staff will be liable to pay the full discounted cost even if they leave the Council.

## FEE RATES 2024 - 2025

(Fees remain the same as 2021-2022)

<b>Adult Skills</b>	
Standard Fee – 19+	£2.42ph
<b>Tailored Learning</b>	
Standard Fee – 19+	£2.90ph
<b>Additional Fees</b>	
Exam Resit	£25.00
LLDD class registration	£12.00
Non-funded learners	£8.00ph
International Learners	£15.00ph
Administration Fee	£22.00