

## ADULT AND COMMUNITY LEARNING SERVICE FEES POLICY FOR 2018/2019

1. **COVERAGE:** this fees policy covers Adult Education Budget Community Learning, funded by the Education and Skills Funding Agency and sub-contracted to Nottinghamshire County Council Inspire Learning Service for delivery in Nottinghamshire County. The following courses will be free:
  - All Family Learning courses
  - All courses for learners with Learning Disability and Difficulty (LLDD)
  - All courses supporting the development of volunteers and their skills for undertaking voluntary workFor all other courses, learners will pay a fee unless they qualify for fee remission (see Paragraph 5 below).
2. **IMPLEMENTATION DATE:** this policy will take effect from 01.08.18.
3. **TUITION FEE:** the hourly charge for Community Learning Employability and Health and Wellbeing Routes courses will be £4.00 per hour for delivery within Nottinghamshire. The collection method is at the discretion of the Community Learning provider. Learners who pay tuition fees will also be charged examination fees if relevant to the course of learning. Exemptions/remissions in respect of course fees also apply to examination fees, if appropriate.
4. **ADMINISTRATION FEE:** A £5 administration fee will be charged to all learners undertaking an accredited course to contribute to the cost of examination registration, and issuing of certificates. NB learners eligible for remitted tuition fees will not be exempt from the administration charge.
5. **REMISSIONS:** learners in receipt of the following benefits will be eligible for fee remission:
  - **Universal Credit**
  - **Income based Job Seekers Allowance (not contribution based)**
  - **Housing Benefit or Council Tax Support (not Single Person's Discount)**
  - **Employment Support Allowance**
  - **Income Support**
  - **Incapacity Benefit**
  - **Working Tax Credit**
  - **Pension Credit (not savings credit)**
  - **Unwaged Dependents** of those in receipt of the above benefits.
  - **Identified elements of Universal Credit**

All benefits claimants will be required to provide evidence of their benefit status to qualify for fee remission.

6. **DISCRETIONARY REMISSIONS:** Where it is appropriate for the Service (at the discretion of the Inspire Learning Manager) there are some categories of learners and provision, who from time to time, may be eligible for fee remission. Records of all such discretionary remissions will be retained.
7. **REFUNDS:** if a Community Learning course is terminated by the provider because, for example, of low numbers, learners who have paid in advance will be refunded for the sessions cancelled by the provider. Individual learners who choose to leave a Community Learning course before its completion will not be eligible for a refund. If studying on an accredited course which is cancelled by the provider, full refunds will be provided to course participants.