

**ADULT AND COMMUNITY LEARNING SERVICE FEES POLICY FOR PERSONAL AND
COMMUNITY DEVELOPMENT LEARNING
(PCDL) 2012/2013**

1. **COVERAGE:** this fees policy covers activity classified as Personal and Community Development Learning and funded by the Skills Funding Agency and sub-contracted to Nottinghamshire County Council Adult and Community Learning Service for delivery in Nottinghamshire County. Family Learning programmes (Wider Family Learning, Family Literacy, Language and Numeracy contracted to Nottinghamshire County Council Adult and Community Learning Service for delivery in Nottinghamshire County Council will be free of charge.
2. **IMPLEMENTATION DATE:** this policy will take effect from 01.08.12.
3. **TUITION FEE:** the hourly charge for PCDL courses will be £2.50 per hour. The collection method is at the discretion of the ACLS 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. **EXEMPTIONS:** the following provision within PCDL will be exempt from fees:
 - **Customised Provision for Learners with Learning Difficulties and/or Disabilities (LLDD):** discrete provision for LLDD cohorts will be exempt for fees. Individual members of the LLDD cohort enrolling on PCDL courses will be charged fees unless they are covered by one of the remissions detailed under section 6, below.
 - **Discrete Courses for Volunteers:** prior approval for remission is required from the ACLS Manager.
6. **REMISSIONS:** learners in receipt of the following benefits will be eligible for fee remission:
 - **Income based Job Seekers Allowance (not contribution based)**
 - **Housing or Council Tax Benefit (Not single person 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.

All benefits claimants will be required to provide evidence of their benefit status to qualify for fee remission.
7. **DISCRETIONARY REMISSIONS:** there are some categories of learners, for example but not exclusively travellers, the homeless and hostel dwellers who, whilst not

necessarily in receipt of benefits, are clearly unable to contribute to the cost of their learning. In such instances, ACLS may agree discretionary fee remission to groups of learners or individual learners without the prior consent of the SFA. Records of all such discretionary remissions will be retained.

8. **REFUNDS:** If a PCDL 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 PCDL course before its completion will not be eligible for a refund. If an award bearing class is cancelled by a provider, full refunds will be provided to course participants.