



Charges for Adult Learning classes 2017 -18

Employment, Learning and Skills Division

Please see below for details of our Fee Policy.

Please note that fees are payable at the point of enrolment. Fees above £60 can be paid in instalments of £60 per term, payable by the first day of each term. Registration charges are payable at enrolment and are not subject to payment by instalments

Course	Fee without remission
Maths	No fee payable
English	No fee payable
HEP Employability Skills	No fee payable
Employability Skills	No fee payable
Family Learning	No fee payable
Children's Centre Courses	No fee payable
5 week courses	£30
10 week courses	£60
10 – 20 week courses	£120
20 – 30 week courses	£180
Registration fee for accredited courses (<i>payable in addition to course fee</i>)	£30

To check eligibility for fee remission, please see table below.

Please note, fee remission may not apply for workshops, call for details

Fee Remission Entitlement	
Benefit band A	
<p>If you are unemployed and looking for work and in receipt of one the benefits listed below you are entitled to 100% fee remission.</p> <p>If you are employed and looking for work and in receipt of one the benefits listed below you are entitled to 50% fee remission.</p> <ul style="list-style-type: none"> ○ Universal Credit ○ Jobseeker's Allowance ○ Incapacity Benefit ○ Employment and Support Allowance (WRAG) ○ Income Support ○ Council Tax Benefit (NOT single person 25% discount) ○ Housing Benefit 	
Benefit band B	
<p>If you are employed or unemployed and not looking for work and in receipt of one the following benefits:</p> <ul style="list-style-type: none"> ○ Universal Credit ○ Working Tax Credit ○ Children's Tax Credit ○ Disabled Persons Tax Credit ○ Pension Guarantee Credit ○ Employment and Support Allowance (Support Group) 	
19-23 year old	
Up to Level 1	100%
First Level 2	100%

Proof of identity

To enrol on an Adult Learning course ALL learners must now show proof of identity by providing one of the following documents:

- ✓ Passport
- ✓ Driving Licence
- ✓ Birth Certificate
- ✓ Marriage Licence
- ✓ National Insurance No:
- ✓ Tax Statement
- ✓ Credit/debit card or statement
- ✓ Vehicle registration document
- ✓ P45/P60
- ✓ Utility bill
- ✓ Any Benefit Statement already provided for fee remission as stated below

Things to Remember

When you come to enrol with the Employment, Learning & Skills Team, to qualify for fee remission you **must** bring with you:

Working Tax Credit, Housing Benefit, Disabled Tax Credit, Pension Guarantee Credit or Children's Tax Credit
Bring your official Award Notification Letter.

Jobseeker's Allowance, Income Support, Incapacity Benefit, Employment & Support Allowance
Bring your official notification from Job Centre Plus.

Council Tax Benefit

Bring your council tax bill showing reduction. NB - This does not include Single Occupancy discount.

If you are an unwaged dependant of anyone claiming any of the above benefits you must bring evidence as stated above for the main claimant.

Learners who pay course fees

Please remember to bring your cash or chequebook, with cheque guarantee card.

NB – **We do not accept credit or debit cards. Please allow at least 28 days for cheques to clear.**

Refund Policy

Employment Learning & Skills Division will always endeavour to provide services as advertised, however for certain operational reasons it may not always be possible to offer specific courses. The Division must have regard for financial implications and therefore a group size of 8 or below may be subject to change or closure. The Division's liability will extend only to reimbursement of fees paid if the course is closed. If a learner decides to withdraw from a course, the fee is only refundable during the first 3 weeks and must be claimed by half term of the enrolment term, unless a medical certificate is formally produced.