



## RMBC ADULT COMMUNITY LEARNING SERVICE

### FEES POLICY

2013/2014

#### 1. **COVERAGE:**

This fees policy covers activity classified as Adult Skills and Community Learning courses, funded by the Skills Funding Agency (SFA) / Rotherham Metropolitan Borough Council (RMBC).

#### 2. **IMPLEMENTATION DATE:**

This policy will take effect from 01.08.13. and will be reviewed on 31/7/2014.

#### 3. **TUITION FEES:**

The cost of courses will vary, depending upon length and level but all costs will be clearly advertised in all promotional material.

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. **FEES CRITERIA - ADULT SKILLS BUDGET AND COMMUNITY LEARNING**

Some courses are fully subsidised for everyone and learners will not have to pay a fee. These include:

- Improving English (relating to learner's personal goals)
- Improving maths (relating to learner's personal goals)
- Improving Job Search and Employability skills

Concessions or full funding for courses may be available for learners who meet specific criteria as listed below:

##### **Fully Funded**

- they are aged 19+ years of age and are studying units to help them move back into work or progress in work and are receiving Job Seekers Allowance (JSA) or Employment and Support Allowance (ESA) in the Work Related Activity Group (WRAG) and are using the course to support entry into employment



- they are family members (dependents) of those in receipt of the above benefits
- they are aged 19-23 years of age and studying their first full Level 2 qualification
- they are aged 19-23 and do not have any prior qualifications or their highest qualification is at Level 1 or below
- they are 19+ years of age, unemployed, and in receipt of state benefit (not including JSA or ESA WRAG) and are using your course to support entry into employment (Note: this does not apply to Modern Foreign Language courses). The eligible benefits are:
  - Disability Living Allowance (DLA)
  - Carers Allowance
  - Income Support (for those on a low income)

Learners with learning difficulties or disabilities who have a learning difficulty assessment (LDA) will receive full funding in all of the following circumstances:

- they are aged 25+ at the start of the 13/14 academic year, and have not completed the learning programme set out in their LDA as meeting their needs
- the learner is placed with an independent specialist provider (ISP) and they have a learning difficulty assessment which confirmed that the learner's needs could only be met by the ISP
- the learner is following a programme of learning which is identified in their LDA as meeting their needs and they could not complete before reaching their 25th birthday because of an unavoidable delay in the learner beginning the programme
- the learner will continue to make progress on the programme

#### **Co-Funded up to a maximum of 50% of the total cost of the learning**

- they are aged 19-23 and studying a full Level 2 learning aim for individuals who have attained full level 2 or above delivered through classroom learning
- they are aged 19+ and studying a Level 2 qualification not classified as full and delivered in classroom learning
- they are aged 19+ and studying ESOL delivered in classroom learning
- they are aged 24+ and studying a full level-2 learning aim delivered through classroom learning
- they are over 60 years of age and over and not in paid employment



## Additional Fees Criteria for Community Learning

- 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, RMBC 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.

### Fee Remission - Evidence

- Learners who believe they are eligible for fee remission must provide appropriate JSA/ESA/WRAG evidence. Acceptable evidence **MUST** be submitted with the enrolment form, within 7 days of the start date of the course.
- Failure to provide evidence will mean payment of full course fees.

### 5. POLICY STATEMENT:

RMBC reserves the right to cancel any course or change its charging policy where its costs may result in financial loss; cancel any course where there is lack of appropriate resources; and/or refuse entry to a course on any non-discriminatory grounds.

### 6. REFUNDS:

If a 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 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.

### 7. COMPLAINTS:

Individual learners who consider this Policy has not been correctly applied in their case, or who have a concern about the accuracy of the fee they are being charged, may bring a complaint under the Council's Complaints Procedure by presenting relevant evidence to support their concerns.

All complaints related to Adult Community Learning will be monitored by the Adult Community Learning Steering Group.

For more information about how to raise a complaint about a financial issue follow this link.

<http://www.rotherham.gov.uk/info/200025/complaints>