Fee Policy 2018-19

You will qualify for the subsidized fees if you are aged 19 years or over and: are a national of any European Union (EU) country or are the spouse, civil partner or child of an EU national and have been continuously resident in the European Economic Area (EEA) for at least the three years before the start of your course. Those who have lived outside the UK for the last 3 years or who are not a citizen of EEA may still be eligible under the following criteria:

- Refugee status or asylum seeker
- Exceptional leave to enter
- Indefinite leave to remain
- Discretionary leave to enter
- Exceptional leave to remain
- Discretionary leave to remain
- Indefinite leave to enter
- Humanitarian protection
- Leave outside the rules
- Spouse of someone with a status listed above

The fees for courses include the cost of tuition and the use of any basic equipment.

Registration fee
All learners, except those following literacy, numeracy and Family Learning courses, pay an annual non-refundable registration fee of £5.00.

Course fees
The fees categories are as follows:

**Standard fees (S)** - £5.00 per hour
For those who are not in receipt of a means tested benefit.

**Concessionary fees (C)** - £2.50 per hour
For those in receipt of any of the listed means tested benefits:
- Jobseekers allowance (JSA)
- Employment and Support Allowance in the work related activity group (ESA WRAG)
- Universal credit
- Income support
- Contribution-based ESA
- Housing benefit
- Council tax benefit
- Working tax credit
- Pension credit
- Unwaged dependent on one of the above

Retired learners, whose only source of income is the state pension, are only eligible for a concessionary fee if they are also on one of the benefits listed above.
Studio/Workshop fee - £6.00 per hour
For learners who have completed a course and wish to further practice their skills within the same academic year.

No Cost to learner –

Learners who meet the following criteria in addition to the residency criteria above will not have to pay any fees for certain accredited courses:

- Those studying basic skills literacy and numeracy, English and maths, and family learning programmes
- Those who are on active benefits (JSA, ESA or universal credit who are mandated for skills training) or wider offer to the unemployed will not have to pay any fees to study ESOL, vocational qualification courses (up to level 2), full level 2 qualification courses or other level 2 courses.
- Those aged 19 to 23 (but who are not on active benefits) who are studying vocational qualification courses, or foundation learning (up to level 2), or their first full level 2 qualification course (excluding ESOL).
- Learners in employment attending an accredited course and earning less than £15,736.50 annual gross salary.

Material fees

Some courses may have a sundries charge added to include the cost of additional or specialist material. Any sundries charge that is applicable to your course will be shown in the online course search. On some courses you will be required to pay for materials as you use them. No discount can be given against the sundries charge.

Accreditation fees

All accredited courses carry an examination fee. The cost of examinations and accreditation are listed in the course description. Accreditation and examination fees must be paid on enrolment.

How to pay

You can pay by credit or debit card.

For courses lasting 20 weeks or more you can pay in instalments. For 20-29 week courses there will be two instalments (50% payable in advance, 50% payable on the second instalment). For courses lasting 30 weeks or more courses 3 instalments (50% payable in advance, 25% payable on the second and third instalment). Learners will have to complete a payment option form to qualify for instalment payment.

For more information contact 020 7358 2100

Choosing a learning programme

We provide information and guidance to ensure that you enrol on the best course for you.

For further information contact 020 7358 2100
Refunds
If we cancel a course before the start date, we will make a full refund. If we close a course after you have started, we will make a partial refund.

We are unable to pay refunds when you wish to withdraw from a course unless it is due to ill health and a doctor certifies that you are too ill to continue with your studies.

Transfers
If, after attending the first meeting of your course, you find that it is not right for you, you may transfer to another course subject to spaces being available.

Late starts
On non-accredited programmes it may be possible to enrol after the course has started (dependent on the type of programme and confirmation from the tutor/team leader) subject to places being available. At the discretion of the team leader a learner may join a course late after it has started and pay for the remaining number of weeks.

The fees stated have been approved by Southwark Council.
Date of review September 2019