

Appendix 1 - Learner Fees Policy 2018/19

For ASB accredited provision see Appendix 1A

All Adult Learning providers must adhere to the Learner Fees Policy.

Learners will be charged a fee for the learning they receive. There are three fee rates:

1. Full Fee
2. Reduced Fee
3. Fee Exempt

Full Fee

- £3.00p per guided learning hour (glh)

This applies to

- Employed learners who are not eligible for a reduced fee or fee exemption.
- Economically inactive learners who are not eligible for a reduced fee or fee exemption.

Reduced Fee

- £0.80p per guided learning hour (glh)

This applies to learners who are in receipt of a State Pension and are not eligible for a fee exemption. 65+yrs for men and women

Fee Exempt

- No charge

3a. Learners attending the following courses are Fee Exempt:

- Courses specifically for learners with learning difficulties and/or disabilities (LLDD).
- The Course Proposal must state that the course is LLDD and the course must be only eligible to learners who have a learning difficulty and/or disability.
- Please note, adults with a learning difficulty and/or disability who enrol on a non-LDD course should pay the Full Fee rate unless they fall into the Reduced Fee category or are eligible for fee exemption under another criteria.
- Courses where the main learning aim is English (excluding ESOL) or Maths.
- Family English, Maths and Language courses.
- Wider Family Learning courses.

3b. Learners in receipt of the following income based state benefits are Fee Exempt:

- Active Benefits:
 - Job Seekers Allowance (JSA)
 - Employment and Support Allowance (ESA) in the Work Related Activity Group
 - Universal Credit
- Other income related state benefits:
 - Employment and Support Allowance (non-WRAG)
 - Income Support
 - Incapacity Benefit

- Housing Benefit
- Council Tax Benefit (low income households)
- Working Tax credit
- Pension Credit (not savings credit)
- Return to Work Credit
- In Work Credit
- Job Grant, paid within two months of starting the learning
- Mortgage Interest Run On
- Carers Allowance

3c. Learners who fall into one of the following categories are Fee Exempt:

- An offender serving their sentence in the Community.
- An Asylum Seeker in receipt of the equivalent of an income based state benefit.
- The unwaged dependant of an Asylum Seeker.
- An individual who is Economically Inactive because they are unable to claim income related state benefits.
- earns less than £15,736.50 annual gross salary, based on the Social Mobility Commission's low pay threshold of £8.07 (hourly rate in 2016) and on the assumption of a 37.5hr contract with paid statutory holiday entitlement
- An individual suffering Hardship – see below guidance.

Hardship –Where a provider considers that an individual is unable to contribute towards the cost of their learning on the grounds of Hardship, the provider should apply to Leeds City Council for fee exemption for the learner using the “Application for Learner Fee Discretionary Exemption Form: Hardship”. The application should be made **before** the Learner enrolls and any fee exemption only applies after the application approval date.

3d. Evidencing Fee Exemption

- To be eligible for fee exemption learners must provide appropriate written evidence. Providers should retain copies of the evidence and make them available for audit.
- Learner evidence which is inappropriate will result in the learner being charged a Full Fee rate. If the learner is no longer on the course the provider will be required to cover the cost of the Full Fee rate.
- Leeds City Council can advise on the appropriateness of evidence.

Learner Enrolment Time – Impact on Fee rate

- Learners enrolling up to and including the third week of a course – the learner fee amount should be for the full length of the course.
- Learners enrolling on the fourth or subsequent week of a course – the learner fee amount should be pro-rata to reflect the number of course hours remaining.

Learner Fee Refunds

The provider should obtain the learner’s fees prior to the learner starting their course. Fees should be refunded in the following circumstances:

- The course Fails to Form or Closes in the third week or earlier – the provider should return the full fee payment to the learner.

- The course closes in the fourth session or subsequent sessions – the provider should refund the learner a pro-rata amount, taking in to account the course hours remaining and the fee amount paid.
- The learner withdraws from a course as a result of circumstances beyond their control that could not have been foreseen at the time of enrolment – the fee refund should be calculated according to the guidance given in 1 and 2. The refund may be subject to the deduction of an administration charge.
- The learner withdraws from the course out of personal preference – no refund.

Additional learner charges

- Providers are required to adhere to the hourly fee rates set out above and should not impose any additional surcharges to meet the general cost of providing courses.
- Practical courses which require specialist course materials/resources - providers have the discretion to charge learners a reasonable amount for specialist course materials in practical courses.

Learner Fee Collection

- Providers are responsible for collecting fees from all eligible learners.
- Fee information should be accurately identified on the Course Proposal Form and the ILR Template.
- The ILR will be used to calculate fees owed to the Council.
- At the end of the academic year Leeds City Council will invoice providers for the Learner Fees amount.
- Leeds City Council will use the Learner Fees monies to support ongoing delivery of subsequent Adult Learning provision.

Recording Learner Fee Payments

- A provider must record details of all payments (course fees and other charges) made by the learner to the provider relating to Adult Learning provision.
- A provider must issue a receipt to the learner for all payments made by the learner.
- Providers must retain an audit trail for fees received and should make any fees documentation available for audit as required.
 - Working Tax credit
 - Pension Credit (not savings credit)
 - Return to Work Credit
 - In Work Credit
 - Job Grant, paid within two months of starting the learning
 - Mortgage Interest Run On
 - Carers Allowance

Appendix 1A

Learning Fees Policy Adult Skills (ASB – accredited courses only)

All learners will be fully funded or co-funded as defined by the ESFA in the Adult Learning Funding Rules 2018/19 an extract is as below:

Provision	19-23 year-olds	24+ Unemployed	24+ Other
English and Maths up to and including Level 2 (Must be delivered as part of the legal entitlement)	Fully funded*	Fully funded*	Fully funded*
Level 2 (excluding English and maths) (First full level 2 must be delivered as part of the legal entitlement)	Fully-funded* (first and full)	Fully funded	Co-funded+
Learning to progress to Level 2	Fully funded^ (up to and including level 1)	Fully funded	Co-funded+
Level 3 (First full level 3 must be delivered as part of the legal entitlement)	Fully funded* (first and full)	Loan-funded	Loan-funded
	Loan-funded** (previously achieved Level 3 or above)		
Traineeship#	Fully funded (including 16- to 24-year-olds##)	N/A	N/A
English for Speakers of Other Languages (ESOL) learning up to and including Level 2	Co-funded+	Fully funded	Co-funded+
	Fully funded - unemployed		
Learning aims up to and including Level 2, where the learner has already achieved at Level 2 or above	Co-funded+	Fully funded	Co-funded+
	Fully funded - unemployed		
<p>*Must be delivered as one of the English and maths, and/or first full level 2 or first full level 3 qualifications required as part of the legal entitlements. ^Must be delivered as entry or level one provision from local flexibility. # Excludes flexible element where funding depends on age and level. ## 16- to 18-year-old learners must be eligible under the ESFA's young people's residency requirements. ** Availability of loans at level 3 does not replace the legal entitlement to full funding for learners aged 19 to 23 undertaking their first full level 3. + Low Wage flexibility may apply, refer to paragraph 151</p>			

Unemployed

For funding purposes, we define a learner as unemployed if one or more of the following apply.

1. They receive Jobseeker's Allowance (JSA), including those receiving National Insurance credits only.
2. They receive Employment and Support Allowance (ESA) and are in the work-related activity group (WRAG).

3. They receive Universal Credit, and earn either less than 16 times the appropriate age-related rate of the national minimum wage / national living wage a week, or £338 a month (individual claims) or £541 a month (household claims) and Jobcentre Plus determine as being in one of the following groups.
 - a. All Work-Related Requirements Group.
 - b. Work Preparation Group.
 - c. Work-Focused Interview Group.
4. They are released on temporary licence, studying outside a prison environment, and not funded by the Ministry of Justice.

Providers may also use their discretion to fully fund other learners if both of the following apply. The learner:

- a. receives other state benefits (not listed in paragraph 149) and earns either less than 16 times the appropriate age-related rate of the national minimum wage / national living wage a week, or £338 a month (individual claims) or £541 a month (household claims)
- b. wants to be employed, or progress into more sustainable employment, they earn either less than 16 times the appropriate age-related rate of the national minimum wage / national living wage a week, or £338 a month (individual claims) or £541 a month (household claims) and you are satisfied the learning is directly relevant to their employment prospects and the local labour market needs

Fully funded learners are not charged a fee.

Co-funded learners will be charged a fee for the learning they receive. The provider may determine the level of fee to be charged but can be no more than 50% of the unweighted rate as shown on the LARS and a minimum of £3 per hour.

Evidencing Full Funding

- To be eligible for Full Funding learners must provide appropriate written evidence. Providers should retain copies of the evidence and make them available for audit.
- Learner evidence which is inappropriate will result in the learner being charged a Full Fee rate. If the learner is no longer on the course the provider will be required to cover the cost of the Full Fee rate.
- Leeds City Council can advise on the appropriateness of evidence.

Learners in receipt of low wage

You may fully fund learners, who are employed and cannot contribute towards the cost of co-funding fees. You must be satisfied the learner meets both of the following:

- a. is eligible for co-funding, and
- b. earns less than £15,736.50 annual gross salary, based on the Social Mobility Commission's low pay threshold of £8.07 (hourly rate in 2016) and on the assumption of a 37.5hr contract with paid statutory holiday entitlement

You must see and keep supporting evidence in the learner file. This could be a wage slip within 3 months of the learner's learning start date, or a current employment contract which states gross monthly / annual wages. Please note this is not an exhaustive list, but must support your decision to award full funding to an individual who would normally be eligible for co-funding.

You must use LDM code 363 and FFI code 1 to claim full funding for learners who meet the requirements set out above.

Learner Fee Refunds

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 - The course closes in the fourth session or subsequent sessions – the provider should refund the learner on a pro-rata amount, taking in to account the course hours remaining and the fee amount paid.
 - The learner withdraws from a course as a result of circumstances beyond their control that could not have been foreseen at the time of enrolment – the fee refund should be calculated according to the guidance given in 1 and 2. The refund may be subject to the deduction of an administration charge.
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