

## **Fees Policy and Charging. Leeds Adult Learning Learner Fees Policy 2023-2024**

All Adult Learning subcontract partners must adhere to the Learner Fees Policy. Where learners can afford to pay a fee for courses this should happen. Fees follow the following guidance;

- Fee Exempt (Fully Funded)
- Full Fee (Contribution)
- Reduced Fee (Contribution)
- Full Cost Courses
- Charges for Resources

### **Fee Exempt (Fully Funded)**

- No charge

3.1 Learners attending the following courses are fee exempt:

- Courses specifically for learners with learning difficulties and/or disabilities (LLDD).
- The course description 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-LLDD 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 under delivery strand Improving Essential Skills (IES)
- Courses under delivery strand Supporting Children's Learning (SCL)
- Courses under delivery strand Preparation for Employment (PFE)

3.2 Learners in receipt of the following income-based state benefits are Fee Exempt

- Active Benefits:
- Job Seekers Allowance (JSA)
- Employment and Support Allowance (ESA)
- Universal Credit
- Other income related state benefits:
- 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

3.3 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.
- Working full time and earning less than £21,255 gross salary
- Where learners do not work full time, their gross hourly rate of pay must be less than £11.43 per hour
- An individual suffering hardship – see below guidance.

### Full Fee (Contribution)

- £5.00p per guided learning hour (GLH)

This applies to

- Learners on courses who are not eligible for fee exemption.
- Economically inactive learners who are not eligible for a reduced fee or fee exemption.

### Reduced Fee (Contribution)

- £1.50p 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.

### 3.4 Evidencing Fee Exemption

To be eligible for fee exemption learners must provide appropriate written evidence.

#### **Subcontract partners are required to check and keep any evidence as required by ESFA / WYCA funding guidance for 2023-2024**

- 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 subcontract partner will be required to cover the cost of the full fee rate.
- The Council can advise on the appropriateness of evidence.

### 3.5 Full Cost Courses (No funding attached)

Where learners do not qualify for a fee, reduced or fee exemption course you can decide to provide courses at full cost. Learners on full cost courses do not count towards funding allocations or within learner number targets. These learners will not be included in monthly ILR exports. You will need to let the Adult Learning team know when learners who pay full cost are attending courses.

### 3.5 Charges for Resources

Where learners are funded through the Community Learning grant, you **can not** make additional compulsory charges, where these costs are directly associated with achieving the aims of a course. Where learners pay full cost, you can determine any additional costs for resources.

### Hardship

Where a learner is required to pay either the full or reduced fees and the subcontract partner considers that an individual is unable to contribute towards the cost of their learning on the grounds of hardship, the subcontract partner should apply to The Council for fee exemption for the learner using the "Application for Learner Fee Discretionary Exemption Form: Hardship".

On considering an application for hardship, subcontract partners must satisfy themselves of the learner's inability to contribute to learning by reviewing appropriate financial evidence of learner income and be approved by The Council **before** the learner enrolls and any fee exemption only applies **after** the application approval date.

### 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.

- Once a learner has enrolled and attended more than 2 weeks full fee collection will be assumed.

### **Learner Fee Refunds**

The subcontract partner 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 subcontract partner should return the full fee payment to the learner.
- The course closes in the fourth session or subsequent sessions – the subcontract partner 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 above. 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**

- Subcontract partners 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.

### **Learner Fee Collection**

- Subcontract partners 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 The Council will invoice subcontract partners for the Learner Fees amount.
- The Council will use the learner fees monies to support ongoing delivery of subsequent Adult Learning provision.

### **Recording Learner Fee Payments**

- A subcontract partner must record details of all payments (course fees and other charges) made by the learner to the subcontract partner relating to Adult Learning provision.
- A subcontract partner must issue a receipt to the learner for all payments made by the learner.
- Subcontract partners must retain an audit trail for fees received and should make any fees documentation available for audit as required