

Leeds Adult Learning Fees Policy 2025.2026

The guiding principle of Tailored Learning, and the funding we receive states that **learners who can afford to pay for their courses should do so.**

Adult Learners 19 years or older on 31 August 2025 (24+ for learners with an EHCP) are eligible to pay a fee unless covered by the fee remission or fee reduction detailed in this policy.

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

10.1 Learners attending the following courses are fee exempt:

- Courses aimed at Improving Essential Skills (IES).
- Courses aimed at Supporting Children's Learning (SCL).
- Courses aimed at Preparation for Employment (PFE).

10.2 Learners in receipt of the following state benefits are Fee Exempt;

- Universal Credit (Including those on Administrative Earnings Threshold (AET)).
- Job Seekers Allowance (JSA).
- Employment Support Allowance (ESA).
- Carers Allowance.
- Other income-based benefits, please check with Adult Learning Team if unsure.

10.3 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.
- Employed learners, if they earn below **£25,750** annual gross salary. For learners who do not work full time hours, hourly rates of pay must be less than **£13.85**
- An individual suffering hardship – see below guidance.

Full Fee (Contribution)

- £5.00 per guided learning hour (GLH).

This applies to

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

Reduced Fee (Contribution)

- £1.50 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.

10.4 Evidencing Fee Exemption

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

Provider partners are required to check and keep any evidence as required by WYCA funding guidance for 25.26:

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

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.

10.5 Charges for Resources

Where learners are funded through the Tailored Learning funding grant, you **cannot** 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.

10.6 Hardship

Where a learner is required to pay either the full or reduced fees and the provider partner considers that an individual is unable to contribute towards the cost of their learning on the grounds of hardship, the provider partner should send an email to acls@leeds.gov.uk explaining the justification for the hardship request.

10.7 Learner Enrolment Time – Impact on Fee rate

- Learners enrolling up to and including the third week/session of a course – the learner fee amount should be for the full length of the course.
- Learners enrolling on the fourth week/session 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 provider 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/session or earlier – the provider partner should return the full fee payment to the learner.
- The course closes in the fourth week/session or subsequent sessions – the provider 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 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

- Provider 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

- Provider partners are responsible for collecting fees from all eligible learners.
- Fee information should be accurately identified and recorded on the ILR template for learners
- The ILR will be used to calculate fees owed to The Council.
- At the end of the academic year The Council will invoice provider 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 provider partner must record details of all payments (course fees and other charges) made by the learner to the provider partner relating to Adult Learning provision.
- A provider partner must issue a receipt to the learner for all payments made by the learner.
- Provider partners must retain an audit trail for fees received and should make any fees documentation available for audit as required.

Version Control

Date	Version	Changes made
20/08/2025	1.0	Hannah Kirkham published