

Community Learning MK

Fee Policy 2023/24

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Introduction

This summary paper outlines the fee policy for CLMK Adult Education for the 2023-24 academic year. Annex A provides an explanation of the terms and acronyms used in this document.

1. Courses which lead to a qualification (Accredited Learning)

- a. Learners who are eligible for **full funding** from the ESFA will not be charged a fee for any aspect of the course, including exams, resources or awarding organisation registration fees. In this scenario CLMK will draw down 100% of the funding allocation as set by the ESFA. Full eligibility criteria is available on request.
- b. Learners who are eligible for **co-funding** as specified by the ESFA will be funded at a rate of 50% with a maximum of the other 50% being paid by the learner or employer. At the discretion of CLMK management, some courses may be charged at less than 50% for the learner.
- c. Learners who are employed or self-employed and would normally be co-funded studying a qualification up to and including level 2 may be eligible for full funding providing they earn less than £22,308 annual gross salary.
- d. Learners who are not eligible for funding will pay the full course fee. In this instance CLMK draws down no funding from the ESFA.
- e. Accredited courses or learners that are not eligible for any public funding will be charged a course fee of up to £10.00 per hour plus the cost of qualification accreditation (exam fees). We reserve the right to amend fees to reflect market rates on courses for learners that are not eligible for funding.
- f. The service will provide financial assistance from a Discretionary Learning Support Fund (for those aged 19+) to assist with cases of hardship related to, for example, childcare (for those aged 20+) and transport, according to ESFA regulations.

2. SEN Programmes

- a. Made up of small discrete classes for adults with learning disabilities which lead to the achievement of employability and personal goals.
- b. Provision is delivered in main centres and within the community.
These courses are fully funded by the ESFA with no chargeable fee to the learner.

3. Family Learning

3a. Courses that offer you the opportunity to learn together and to build strong relationships, develop new skills and raise aspirations for all the family. The courses available include English, English for speakers of other languages (ESOL), maths, steps into pre-school & nursery, school

readiness, steps into secondary school, online safety, understanding children and managing behaviour.

- The majority of Family learning is fully funded in line with identified locality need and run in partnership with school or local providers such as Children's and Family Centres.
- Prioritised Family Learning may be eligible for full funding with no fee.
- Family Learning maths, English and Digital Skills are fully funded with no fee.
- A variable fee rate may be charged to a specific course for materials.
- Full cost recovery courses or partially funded courses may also be run within specialist areas.
- Creches are provided for parents/carers of infants under 5 years old to enable them to attend courses, with no additional fee.

4.Courses which do not lead to a qualification (Non-accredited Learning – Community Learning Funding)

- a. The fee rate per hour for non-accredited Community Learning funded courses is £8.00. Where possible we include materials within the cost but in cases where specialist materials are required, we increase the cost of the course to take this into account.
- b. For those in receipt of benefits or low income (i.e., under £22,308 p/a) a 20% discount is applicable to the full course fee.
- c. Older learners: those over 65 are also entitled to a 20% discount, which is not to be used in conjunction with other offers, in order to support social inclusion and improved mental and physical health.
- d. Prioritised and targeted tailored learning provision may be fully funded.

The service reserves the right to use a formula-funded approach where applicable in accordance with ESFA guidance.

- e. We want to ensure finance is not a barrier to learning and participation, therefore our Employability courses are offered free of charge. This is to ensure those who are unemployed and looking for work have access to courses that will increase their work readiness. Learner Support Funding is available and may be used to assist with learning resources, childcare and travel in cases of exceptional financial hardship.

5.Full cost courses

- a. Full cost programmes are not government funded and will be charged at an hourly rate of £10. We reserve the right to amend fees to reflect market rates. There is no concessionary fee on full cost classes.
- b. Minimum numbers of learners on courses will apply to ensure these courses remain financially viable.

6. Discounts and incentives on non-accredited courses (non-concessions)

- a. At the discretion of the Strategic Lead, specific and targeted discounts or incentives may be agreed and marketed throughout the year.

7. Courses for employers and businesses

- a. Tailored courses for employers, businesses and charities offered by the service will be costed and charged at a commercial or subsidised. Course costs may include exam fees, room hire, refreshments and resources.

8. Online and Blended learning courses

- a. The service is committed to ensuring that we reduce the digital divide and funding may be available to provide access to digital resources to support online and blended learning.
- b. Fee rates for online and blended learning courses will be dependent on course and level as set out.

10. Pound Plus

10a. Pound Plus refers to the generation of additional income over and above the core grant funding providers receive from the Education & Skills Funding Agency (ESFA) through the Adult Education Budget (AEB). Pound Plus describes how learning providers demonstrate that they are maximising the value of the public investment into adult education. This can be achieved by either generating additional income or greater efficiency of educational delivery by providing access to learning to more individuals at no extra cost.

In addition to core grant funding the service generates additional income or cost saving in the following:

- By charging a tuition fee with concessions for those on low income or benefits.
- Working with other partners on specific areas of provision or within specific geographical locations to ensure that learning reaches those with the greatest need.
- Additional income from educational activities working with external partners.
- Non-grant funded full cost courses.
- The social and economic benefits that accrue in communities from social inclusion, reduction in social isolation and improvement in workforce skills at all levels of academic ability.
- Efficient and effective curriculum planning to ensure maximum impact from the learning being delivered.

11.Instalment plans

Instalment plans are available at the discretion of CLMK management and are not automatically given.

12.Refunds

Cancellation and refunds

a. We may have to cancel courses if we do not receive enough enrolments or close them if there is a high level of non-attendance or withdrawal. In these circumstances you will be informed as soon as possible by telephone, email or text and a refund will be made by crediting your credit/debit card or your account with us. It is not possible for us to make refunds in cash.

b. Where a course is cancelled, learners who enrolled online should normally be refunded within 7 to 10 days of cancellation. If you have not received a refund once 10 days have passed or you paid over the phone or in person, please contact us on 01908 252500.

Cancellation or transfer by the learner:

c. If you need to withdraw from a course and inform us in writing at least 10 working days before the course is due to start, you will be eligible for a refund of all fees minus a £30 administration charge. If you withdraw from a course at any other time, you will not be eligible for a refund. However, in exceptional circumstances and at our discretion, we may be able to offer some credit against a future course. d. In the unfortunate event of your course being cancelled, a full refund will be issued, or you will be given the opportunity to transfer to an alternative course.

d. Requests to transfer courses may also incur a £30 administration charge unless recommended by your tutor or a member of Community Learning MK staff because a course at a different level will better meet your learning needs.

Annex A – Explanation of terms and acronyms

Fully Funded Fees

Where a learner meets the criteria to have their course fully funded by the Government no fee will be charged for tuition, examinations, registration or anything else that is necessary for the learner to achieve their course. The service reserves the right to charge a learner for any extracurricular activities or for materials and services that are not specifically required in order for them to achieve this. Full eligibility criteria is available on request.

Co-Funded Fees

Where a learner meets the criteria to have their course co-funded by the Government a co-funded fee will be charged at the beginning of their course. This fee will include:

- Tuition Fees for all programme elements
- Registration, Examination and Assessment Fees where applicable
- Additional consumables and protective clothing fees may be payable as a requirement of the course (Ancillary fees)

Concessionary Co-funded Fee

Where a learner is in receipt of any of the following means-tested benefits they will be entitled to pay a reduced concessionary co-funded fee upon presentation of documentary evidence where a fully funded fee is unavailable:

- Universal Credit
- Income-related Employment and Support Allowance
- Pension Credit
- Working Tax Credit (earnings below specified limit)
- Council Tax support

Self-Funded Fees

Where either a learner does not meet the criteria to have their course funded by the Government or the course is being run on a purely commercial basis a self-funded fee will be charged at the beginning of the course. This fee will include:

- Tuition Fees for all programme elements
- Registration, Examination and Assessment Fees where applicable
- Additional consumables and protective clothing fees may be payable as a requirement of the course (Ancillary fees)

ESFA

This is the Educational Skills Funding Agency and is the organisation responsible for administering the distribution of Government funding of Further Education.

AEB

The Adult Education Budget is the generic name given to the funding grants distributed by the ESFA to further education institutions such as CLMK Adult Education.

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