



# Community Learning MK – Fee Policy 2024/25.



May 2024  
Version 1



# Introduction

This summary paper outlines the fee policy for CLMK Adult Education for the 2024-25 academic year. Annex A provides an explanation of the terms and acronyms used in this document.

## 1. Courses which lead to a qualification (Adult Skills Fund - 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 £25,000 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. SEND 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 – Tailored Learning Funding)**

- Prioritised and targeted tailored learning provision is fully funded. This incorporates non-accredited Employability, Health and Wellbeing (see point c), Family Learning, Digital Skills, and courses for learners with Additional Support Needs.
- Learner Support Funding is also available and may be used to assist with learning resources, childcare and travel in cases of exceptional financial hardship.
- We recognise the rising need for access to wellbeing support within our student population and across the city. As such our Health and Wellbeing courses are also free of charge to anyone aged 19+ regardless of income. However, to ensure fairness if a learner wishes to repeat the same course twice within an academic year, we charge a fee of £50.

**5.Full-cost courses**

- Full-cost programmes are not government funded and will be charged at the following hourly rates:

Base rate (Includes classroom-based courses that require no specialist materials e.g. MFL courses)	£10 per hour
Course plus specific resources (Courses requiring additional resources e.g. art and crafts)	£11 per hour
Course plus specialist resources (Courses requiring additional specialist resources for learners and tutor e.g. Stained Glass)	£12 per hour

- b. We reserve the right to amend fees to reflect market rates. There is no concessionary fee on full-cost courses.
- c. 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 rate. 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.

#### **11. Instalment plans**

Instalment plans are available at the discretion of CLMK management for courses costing £350 or more. They 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 learners will be informed as soon as possible by telephone, email or text and a refund will be made by crediting credit/debit cards or their 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 a learner has not received a refund once 10 days have passed or they paid over the phone or in person, they are asked to contact us.

**Cancellation or transfer by the learner:**

c. If a learners need to withdraw from a course and inform us in writing at least 10 working days before the course is due to start, they will be eligible for a refund of all fees minus a £30 administration charge. If a learner withdraws from a course at any other time, they 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. If a course is cancelled, a full refund will be issued, or the learner 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 the 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

### **Full-cost**

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 full-cost 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.

### **ESFA**

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

**Adult Skills Fund (ASF)**

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

**Tailored Learning**

The generic name given to the funding grant distributed by the ESFA to further education institutions such as CLMK Adult Education. Tailored Learning is used to support learners into employment and to progress to further learning, in line with the overall purpose of the Adult Skills Fund. It also supports wider outcomes including using it to improve health and wellbeing, equip parents/carers to support their child's learning and develop stronger and more integrated communities.

