

Fees & Pound Plus Policy 2023/24

Luton Adult Learning

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Introduction

Luton Adult Learning (LAL) is a direct delivery service within Luton Council. This document provides guidance on the levels, application and collection of fees for Luton Adult Learning for the **academic year 2023/24 i.e. 1st August 2023 to 31st July 2024.**

The majority of our courses are supported by central government funding, through the Education and Skills Funding Agency (ESFA). Some courses are funded using different funding streams and therefore different criteria will apply.

This policy is based on the following funding rules and any relevant updates:

[Adult education budget \(AEB\) funding rules 2023 to 2024 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/adult-education-budget-aeb-funding-rules-2023-to-2024)

Please note:

Luton Adult Learning reserves the right to amend any part of this Fees Policy, without notice, in response to changes in central government funding policy and guidance

Fees, Charges & Fee Remission

- Many learners are able to access courses free of charge. These courses are paid for with grants received from central government.
- For some courses where fees are charged, these represent only a proportion of the full cost of the course, with the remainder being paid for with grants from central government.
- Eligible learners may apply for a concession or financial support to help meet the fees for their course

Mental Health First Aid Courses	
Half-Day Lite	£125 Free for Luton based voluntary sector and community organisations in order to capacity build.
Full Day Champion	£200
2 day Mental Health First Aid	£325
Variety of short Mental wellbeing courses	Free (where funding available)

Qualification courses

Interviews

Some courses require an interview prior to enrolment.

This is so that we can ensure that we:

- enrol you on the right course that will allow you to achieve
- can identify any additional help you might need when studying on the course
- charge the correct fee to join the course
- can explain what financial support you may be eligible for
- can consider childcare arrangements
- can confirm your personal details

Fee Components

The fee components relevant to Qualifications Courses are:

1. **Tuition fees** - the fee charged by Luton Adult Learning for the delivery of the learning activity. The fee charged is based on a detailed costing of an individual course type.
2. **Accreditation fees** - the fee that is charged by an awarding body for providing support to the course. This fee component can be made up of a variety of Awarding Body fees such as registration, certification, external verification and assessment costs.
3. **Local Examination fee** - the fee charged by Luton Adult Learning for the administration of the Awarding Body paperwork and fees. This fee is charged on all qualifications irrespective of whether they actually have a formal examination component to their assessment.

In the majority of cases, a single all-inclusive fee made up of all the above elements will be publicised. If this is not possible, due to delays in confirmation of any of the component fees, the fee that is publicised will be clearly marked as requiring an extra fee to be paid later.

Where a learner is entitled to access a course free of tuition fee charges the learner will **not** be required to pay the accreditation fee and local examination fee applicable to their course, but may have to provide evidence to support this entitlement.

Learners will be expected to provide their own resources or, where available, purchase them from Luton Adult Learning. Learners who find this difficult may be eligible to apply for funding to support them with these costs through the Learner Support Fund.

There are courses which are **not eligible for funded tuition fee rates** – this will be clearly marked when advertised. If a learner wishes to join a qualification programme and is not eligible for funded tuition fee rates, we will offer a full cost tuition fee rate for the course, where appropriate.

Repeating a Qualification Course

If a learner wants to re-take a qualification through attendance on a course, to achieve a pass or improve their grade, they can do so at the fee rates quoted in our information.

If a learner wants to re-sit an assessment or examination without undertaking further learning, they will not be eligible for funding and must pay the full cost of the assessment or examination.

Are you....		
	Yes	No
<ul style="list-style-type: none"> • A resident of England outside a devolved area and you have lived permanently in the UK/EU for at least 3 years. • A refugee with refugee status granted by the Home Office. • An Asylum Seeker and have lived in the UK for 6 months or longer while your claim is being considered by the Home Office. • Persons with stateless leave 	<p>You will be able to pay the advertised price.</p> <p>You may be entitled to pay less than the advertised price depending on your personal circumstances.</p>	<p>You are not entitled to a subsidised place. You will need to get agreement from the Curriculum Team Manager before your enrolment can be accepted and you will have to pay the full cost of the course. This will be more than the advertised price – please ask for details.</p>
<ul style="list-style-type: none"> • In receipt of any of the following: <ul style="list-style-type: none"> ➤ Job Seekers Allowance ➤ Employment Support Allowance ➤ Universal Credit (thresholds apply) ➤ Council Tax Benefit ➤ Income Support ➤ Disability Allowance/Personal Independence Payment ➤ Pension Guarantee Credit ➤ Housing Benefit ➤ Incapacity Benefit • Not working and actively seeking work and in receipt of a state benefit (you will have to sign a self declaration) • Under 24 years old and have not achieved a Full Level 2 Qualification • Working and earn less than £20,319 (evidence required) 	<p>Some Government Funded courses will be free for you.</p> <p>You may be entitled to a reduced fee on others</p>	

Funding rules are complicated and we cannot list every fee category here. Please ask for details at interview or when enrolling. The advertised price is based on funding information available at the time of publication and may be subject to change during the year.		
Level 3		
If you study at Level 3 the cost of your course is based on your age. (Age on 31 st August 2023) <ul style="list-style-type: none">• If you are 19-23 and undertaking your first full level 3 programme - the course is likely to be free for you• If you are 24 years old or over and undertaking your first full level 3 programme - some courses may be free for you• If you are 24 years old or over or you are 19-23 and not undertaking your first full level 3 programme - you will have to pay the full cost of the course. You can apply for a student loan to help with the course fee.		

Advanced Learner Loans

You are eligible for a student loan if you are resident in the UK and are accepted onto an approved course at level 3 or 4.

Financial Support

If you are enrolling on an accredited course and you are on a benefit or on a low income, you may be entitled to financial support for childcare or other costs. You will need to speak to a member of staff and fill in a form. Forms and appointments are available from reception.

Evidence of Eligibility

Residency

If your course requires an interview you will be told what to bring with you. This may include proof of identity and residency in the UK/EU, asylum or refugee papers

Benefit Status

If you are claiming free or concessionary fee entitlement, you will need to provide evidence. You only need to show one item of proof but this must be:

- the original document
- dated within the last 6 months or, if older, must refer to the current financial year. The type of proof needed will depend on the course but may include:
 - Letter of entitlement
 - Referral form from your Job Centre Plus Work Coach
 - Evidence that you are not in work (eg benefit letter) or signed self-declaration that you are not in work but actively seeking work
 - Evidence of receipt of benefits (bank statement clearly showing origin of payment)
 - Confirmation of age

Payment by Instalment

All fees are due on enrolment to a course. However, provided the relevant criteria are met, Luton Adult Learning can offer payment by instalments.

All learners attending a Luton Adult Learning course should have carried out the following before attending the first session:

- Paid the course fee in full or paid first instalment
- Signed an agreement to pay by instalment
- Submitted a signed agreement for their employer to pay
- Agreed a loan repayment system if relevant (Advanced Learner Loans)

In the following circumstances, learners will be eligible to pay course fees in instalments:

- Course costs are greater than £120.
- The learner has no outstanding fees from a previous year.
- The learner has not defaulted on payment arrangements in the previous year.

Terms and Conditions for paying by instalments:

- Complete the “Payment by instalments learner agreement” form.
- If a learner is unable to make a payment as agreed they must contact the Finance Officer at Luton Adult Learning immediately
- If the service is unable to collect an instalment payment as agreed, the learner will be asked to leave their programme and will remain liable for payment of any outstanding fees.

Non-payment of instalments

The use of the instalments facility does not remove a learner’s obligation to pay the course fee. Learners withdrawing before their course starts, or partway through will be subject to our cancellation of fees policy and will be required to make their remaining instalments payments.

Failure to pay will result in an invoice from Luton Borough Council and/or instigation of debt recovery procedures.

Payment of course fees

The fee to attend the course should be paid before the date of the course/presentation. Luton Adult Learning has the right to refuse a delegate/learner entry to the course/presentation if the fee is not paid before the date of the course/presentation

All learners are responsible for the payment of their course fees. Some funding may be available to support learners who have difficulty paying these fees. More detail is available on request from the reception team.

No entitlement to enrol - Learners will not be permitted to enrol on a course until either the course fees have been paid in full, the first instalment payment has been made or an instalments agreement has been made or they have provided the evidence to gain full funding for a course.

Failure to pay - If a learner fails to pay without having been granted an extension of time to pay, or if having been granted an extension of time to pay fails to make the due payment, then the learner may be excluded from attending further classes, completing assessments and examinations or receiving certification or qualifications.

Cancellation Policy

CANCELLATIONS AND TRANSFERS – for MHFA courses and other bespoke courses

The client must advise Luton Adult Learning of a cancellation in writing.

- If a client does not advise of a cancellation in writing before the date of the course/presentation then the full course fee will be payable.
- If a client cancels a place seven or more calendar days before the date of the course/presentation then 30% of the course fee will be payable.
- If a client cancels a place within seven calendar days before the date of the course/presentation then 100% of the course fee will be payable. The client will be allowed to substitute another person in the place of the delegate who cannot attend.

Luton Adult Learning has the right to cancel a course/presentation after acceptance of delegates. In this event Luton Adult Learning will reimburse in full any course fees paid and Luton Adult Learning's liability will be limited to the value of the course fees paid.

Cancellations and transfers for other courses:

Learners should note that fees should be paid at the time of enrolment and are not normally refundable. Learners who **cancel** their enrolment on a course less than a week before a course is due to start, or cancel an enrolment or withdraw from a course any time after the course has started, will not be eligible for a refund. If such a learner had chosen to pay by instalments or instalments they will still be required to pay any and all outstanding fees.

However, in the following circumstances a refund of the full fee will be provided:

- a) When we cancel a course because it has not reached viable numbers.
- b) where a tutor is unable to complete a class and a suitable substitute cannot be found
- c) If the complaints procedure rules in favour of a learner who has expressed gross dissatisfaction with a course

Pound Plus Policy

Pound Plus is a term used to describe how learning providers can show how they are maximising the value of the public funding they receive. Generating additional income and revenue is key to increasing participation within a very constrained public funding environment. The objective is to widen participation in learning by ensuring as much funding as possible is targeted at enhancing opportunities for those experiencing social and/or economic disadvantage. The Education and Skills Funding Agency (ESFA) requires providers to detail how they provide added value to their Community Learning Provision.

Introduction

We undertake a large volume of activity that contributes to the wider delivery of community learning and the generation of additional income is central to the objective of driving up participation in the community. The term 'Pound Plus' describes how we can demonstrate that we are maximising the value of public investment. It is used by the ESFA to describe the added value required to supplement the existing community learning income streams to benefit learners, particularly those who are disadvantaged and cannot afford to pay fees.

We offer a balanced portfolio of courses that reflects the needs of the local community. This includes bespoke provision designed to meet specific needs of learners and/or communities, such as individuals with multiple barriers to learning and the world of work, and those from deprived communities. A differentiated fees policy is in place which includes a mix of fee-paying public courses and free targeted provision. This ensures that all adults have the opportunity to access learning, including the most affluent and the most disadvantaged.

The ESFA contributes to the overall costs of delivering the programmes, but there is an expectation that we will add value to this funding by attracting extra income, cutting costs and reinvesting to widen the offer to disadvantaged learners. To meet this expectation, Luton Adult Learning works collaboratively with partners and other Council departments to ascertain local priorities and consider ways of securing added value.

We generate additional income and savings over that of which we receive from the ESFA through:

- Fee income from learners
- Fee income from companies – bespoke courses such as MHFA
- Income from room hire at Arndale House
- Use of volunteers to support learning
- Curriculum efficiency - avoiding duplicate provision
- Curriculum planning - to ensure the course offer meets both the government priorities and the needs of the local communities.
- Additional income through funding grants such as DLUHC, DWP etc