

RUTLAND ADULT LEARNING AND SKILLS SERVICE FEES POLICY August 2018-July 2019

Enrolment

Experience has shown us that courses can fill up quickly and we do advise learners to enrol as early as possible to secure a place on their chosen course. Learners do need to enrol before the start of their course and will need to get an ID card in order to access the provision. The enrolment forms will cover both the GDPR and ESFA requirements including appropriate privacy statements. Data will be retained in line with ESFA and EU requirements. Learners will not be admitted to classes until they have enrolled on their chosen course and paid the appropriate fee, except where fees are paid by employers, or other authorities. Where necessary any debt may be referred for collection, which could incur a referral fee.

Course cost and fees

The current annual costs of our courses are stated on the website. On the majority of our courses examination entries are managed for you by Rutland Adult Learning and Skills Service (RALSS). RALSS reserve the right to increase fees on an annual basis to match those set by the funding bodies. It is our intention to move from a low base figure to that set by SfA by Sept 2016. This will result in a 10% year on year increase. For 2018-19 the hourly fee for learners, for funded courses, will be £5.00 per hour. Some courses may not have additional funding, so will be charged at a full cost recovery rate. RALSS staff wishing to enrol on community programmes as part of CPD has access to a reduced rate of 50%.

Learners on qualification courses who fail to attend, or cancel their pre-booked exams will be liable for the costs.

Financial help and support

The Government guidelines regarding fees and financial assistance are complex and constantly changing and as such may mean that prices are subject to change. Once learners have paid their fee, however, we will honour this irrespective of any in-year changes. For up to date advice please contact one of our information advisers who will be able to help with any questions or concerns you may have.

Fee Concessions

For our qualification courses (apart from Work Place Learning, Apprenticeships and Diplomas), learners may qualify for full fee remission if their personal circumstances are one of the following (evidence of benefit is required):

- In receipt of Job Seekers Allowance (JSA)
- In receipt of Employment and Support Allowance (ESA (WRAG))
- In receipt of wider income related benefits and are not in employment

If a learner is enrolling on a Level 3 or above course please see more information on Advanced Learning Loans.

Learners may qualify for a fee concession if they are in one of the following categories:

- Aged 16 –18 on 31st August 2017

- Aged 19 – 23 on 31st August 2017 undertaking your first full Level 2 programme
- Aged 19– 23 on 31st August 2017 undertaking your first full Level 3 programme

Community Learning

If a learner is in receipt of qualifying state benefits (any benefit except Child Tax Credits) or is the unwaged dependent of someone in receipt, there is a 50% concession.

If a learner’s household income is less than £20,817 there is a concession of 25%. A declaration of entitlement will be required from the learner.

For up-to-date information on the financial help available to our students call the Enrolments Team

How can I pay?

Learners can pay for their course by cash, cheque, debit card, Switch/Delta card, access, MasterCard/Visa credit cards.

Refunds

Refunds will only be given on the following grounds:

1. If the course is cancelled by the Service
2. The learner cancels their place on the course at least 7 days before the commencement date. This does not apply to short courses of fewer than 2 Sessions, where no refunds will be given.
3. The learner has an illness that precludes further attendance, or for the serious illness of a near relative, that precludes further attendance.

All refunds will be subject to a cancellation fee of £7.50

Apprenticeship Framework and Standards Employer Refunds Statement

The amount of refund that might be paid to an Employer should an Apprentice withdraw from their course will, amongst other factors, depend upon the point at which the withdrawal occurs. The different scenarios are described below alongside the amount of refund that would be claimable.

This document describes the key points of withdrawal and the likely level of refund should it be considered appropriate.

Scenario 1:

- The Employer has paid the first employer contribution.
- The Apprentice has been in employment for less than 1 month and has not enrolled yet.

Employer’s total contribution is refunded, less £100 administration fee.

Scenario 2:

- The Employer has paid the first employer contribution.

- The Apprentice has completed enrolment, been employed for over 1 month, but has not attended any of the programme of learning.

Employer's total contribution is refunded, less £150 administration fee.

Scenario 3:

- The Employer has paid the first employer contribution (and possibly further instalments).
- Apprentice has completed enrolment, and has attended part of year one of the programme of learning.

The Employer will owe the full costs of the first year of the programme of learning, less any contributions paid to date or payments from the Employer's Digital Account or from the Government. If the Employer has paid more than this amount already because the apprenticeship programme is of more than one year's duration, the balance will be refunded to them.

Any Employer incentives claimed and received to date will be retained by the Employer.

Scenario 4:

- The employer has paid the first employer contribution (and possibly further instalments).
- The Apprentice has completed year one, and has attended part of the 2nd, 3rd, 4th, 5th or 6th year of the programme of learning whichever is appropriate.

The Employer will owe the full cost of all completed years and any part years attended, less any contributions paid to date or payments from the Employer's Digital Account or from the Government.

Any Employer incentives claimed and received to date will be retained by the Employer.

Class numbers

Every effort will be made to help learners to complete their chosen studies. However, classes can only be held if a sufficient number of students enrol. It may be necessary to merge or discontinue classes if attendance falls below a minimum number during the course year.

Review History Owner: RALSS Community Lead Tutor

Date	Reason for Review	Next Scheduled Review
Aug 14	Annual Review	August 2015
Aug 15	Scheduled Review	Aug 16
Aug 16	Scheduled Review	Aug 17
Jul 17	Scheduled Review and additional employer refund policy added.	Aug 18
Mar 18	GDPR update and scheduled review	Sept 19