

Adult and Community Learning:

Fees and Charges Policy 2024-2025

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Introduction

The Education and Skills Funding Agency (ESFA) funds Stoke-on-Trent City Council's Adult and Community Learning Service for the provision of both accredited and non-accredited learning opportunities for adults.

Courses are held across multiple venues throughout the city to ensure that they are accessible to people citywide. Our commitment is to ensure that everybody is given the best possible chance improve their individual opportunities, enjoy learning and benefit from our courses.

Our aim is that learners will:

- Agree a plan with their tutor, detailing what and how they want to learn;
- Learn in safe and comfortable surroundings, where they are treated with respect;
- Participate in an enjoyable learning experience, with learning support (if required);
- Benefit from high quality teaching, from a tutor who is experienced, skilled and qualified;
- Receive helpful feedback and support recognising progress and achievement;
- Have access to impartial information, advice and guidance about learning opportunities available.

Eligibility

To be eligible to enrol on any adult and community course a learner must be: -

- aged 19 (or over) on or before 31st August 2024
- Must have been ordinarily resident in the UK or British Overseas Territories or Crown Dependencies (Channel Islands and Isle of Man) for at least the previous 3 years on the first day of learning (residents of devolved authority areas are not eligible).

or meet the residency requirements in one of the following

- UK nationals and other persons with right of abode
- UK nationals in the European Economic Area (EEA) and Switzerland
- EEA nationals in the UK
- Other non-UK nationals

and

Please refer to the table in Appendix 1 for all other residency eligibility criteria (There are some exceptions to the residency eligibility depending on an immigration status).

Tailored Learning

The primary purpose of tailored learning is to support learners into employment and to progress to further learning, in line with the overall purpose of Adult Skills funding (ASF).

It will, however, also support wider outcomes including:-

- Engaging and/or building confidence
- Preparation for further learning
- Preparation for employment
- Improving essential skills (English, ESOL, maths, digital)
- Equipping parents/carers to support children's learning
- Health and well-being

Fees and Concessions

Pound Plus - the 'Pound' represents the public pound, the 'Plus' is everything else that Stoke on Trent City Council can generate in addition to their learning funding allocation from the ESFA, this includes fee income, funding from other sources, resources in kind and other sources of revenue / sponsorship / volunteering. This additional income can then be used to further support people in the city

The city council therefore collects fee income from people who can afford to pay and use where possible to extend provision to those who cannot.

The following concessions and charges will apply to Adult and Community Learning provision.

Course Type: -

Tailored Learning -General adult learning workshops and courses,

Fee applicable: -Fees are set appropriate to course length.

- The hourly rate is £4.50, Courses are free or a fee reduction applies subject to learner eligibility (please see other concessions).
- Learners who do not meet eligibility criteria will incur a fee that is double the course fee for that particular course.

Tailored Learning - Adult Family Learning

- No charge for learners on these programmes.

Tailored Learning - Subcontracted provision

- No charge for learners on these programmes.

Adult Skills

Adult Skills consists of accredited learning courses that are officially recognised qualifications set to an approved standard.

Adult Skills Fees and Concessions

Fee applicable: -

There is no charge for fully funded learners on core accredited programmes who meet eligibility criteria.

- Core Accredited Courses are: -Functional Skills English, Mathematics (up to and including) Level 2, Essential Digital skills to Level 1, Employability.
- Fees will be collected from co-funded learners to meet funding shortfalls on core accredited courses (ESOL, First other non-core Level 2 qualification). Dependent on individual courses and eligibility.
- Learners who are not eligible for any fee reduction (not full or co funded) may have to pay the full funding fee for that course.
- Fees are applicable to learners on accredited subcontracted provision if the they are not eligible for a fee reduction (not full or co funded) funding or the course is not a core accredited course.
- Individual learner circumstances may be considered in accordance with the fee waiver policy.

All withdrawal cancellations must be made in writing to [**adult.learning@stoke.gov.uk**](mailto:adult.learning@stoke.gov.uk)

All non-fundable learners (not eligible for any free funding) will be subject to a course fee based on course and level.

Examination Fees

ACL will pay for your initial examination and a first resit if this is required. Any further resits must be paid by the learner, the fee will be the cost of the resit set by the course awarding body.

Schools

If a school cancels a Family Learning Course within the 24 hours period prior to the course start time, they will be charged an hourly rate to cover the cost of paying the tutor. The current hourly rate is £16.26 per hour. Family Learning courses run for 2 hours, therefore the total fee payable is £32.52.

Concessions

Fee remission for low income (Adult Skills)

Learners who are unemployed, employed, or self-employed, up to and including level 2 and the level 3 offers, are entitled to a fee remission if: -

- they meet eligibility criteria, **and**
- earn less than £25,000 annual gross salary.
- Evidence must be provided that confirms the gross salary.
This may be a contract of employment stating gross month / annual; wages, a payslip or Universal Credit statement (dated within 3 months of the enrolment date). Other evidence may be provided, this must show sufficient detail of income for a decision on funding to be made.

Both conditions must be met and evidence of income/hours provided.

Fee remission for Tailored Learning

Some employability courses are free, please ask which courses this is applicable to.

- **JSA, ESA and Universal Credit claimants**
Free: - Employability and Personal Development courses, meeting funding eligibility criteria.
- **JSA, ESA and Universal Credit claimants**
20% reduction on other non-accredited courses, and for low income learners (please refer to the section “Fee remission for low income learners” below) Evidence of low income must be provided prior to the commencement of the course.

Special offers and discounts may be made to targeted groups throughout the year.

Fee waiver policy

Help with payment of fees may be available if a learner does not qualify for concessions, if they express severe hardship, or if fees are preventing that learner from accessing a course or learning programme. Each case will be assessed on an individual basis and any information provided will be treated as private and confidential.

Payment for all courses

All courses must be paid for in advance of the course start date by cash, debit or credit card. Cash payment must be made in person at the Adult and Community Learning Hub, High St. Tunstall, ST6 5TJ.

If you have difficulty paying for the course in one payment please discuss this with the Post 16 Management team.

Cancellation and refund policy

1. For a course to take place there must be a minimum number of learners booking/enrolling on it. Where this number is not achieved a full refund will be made. (Courses may be closed on the first session of the course as a result of insufficient numbers). Refund will be by cash, credit or debit card depending on how the fee was originally paid.
2. Where a learner cancels a booking, up to 24 hours prior to the start date a full refund will be given (by credit or debit card). If for any reason a course is cancelled by ACL part way through (for whatever reason), learners may be offered:
 - a. A full refund by the method the course was paid originally
 - b. The opportunity to join an alternative class running at a later date.
3. Once a course has begun no refund will be made to any learner who wishes to leave the course. Any exceptional personal or family circumstances may be considered for a refund (but are not guaranteed). Holidays, loss of interest, other time commitments do not qualify as reasons for a refund.
4. If a learner wishes to challenge any refund decision, they should contact the Post 16 Team Leader whose contact information is: -
email: Tel; 01782 234775 / stacey.hargreaves@stoke.gov.uk.

Review Date

June 2025

Appendix 1-Eligibility Requirements

Learners must be: -

- Resident in Staffordshire on the first day of learning
- Over 19 years of age before the 31 August 2024 (D.O.B Must be Before 31.08.2005)
- **UK National and others with the right of abode** - must have resided in the EEA or Switzerland, EU overseas territories or Gibraltar by 31 December 2020 (or resided in the UK, having moved to the UK from the EEA, Switzerland, EU overseas territories or Gibraltar after 31 December 2017), and- resident in the UK for at least the previous 3 years on the first day of learning or
- **UK national in the EEA and Switzerland** - lived in the EEA only or the EEA and UK only for at least the previous 3 years on the first day of learning
- **EEA national in the UK** - Must have obtained either pre-settled or settled status under the EU Settlement Scheme and have lived continuously in the EEA, Gibraltar or UK for at least the previous 3 years on the first day of learning – Evidence of status required
- **A non-UK national who:** has been ordinarily resident in the UK for at least the previous 3 years on the first day of learning and has permission granted by the UK government to live in the UK and such permission is not for educational purposes only, or has been granted pre-settled or settled status under EUSS.
- **Family members of UK and EEA nationals** - A 'family member' is the husband, wife, civil partner, child, grandchild, dependent parent or grandparent of a UK or EEA national. A family member is eligible for funding if they: where required to do so, have obtained pre-settled or settled status under the EU Settlement Scheme and have been ordinarily resident in the UK or EEA for at least the previous 3 years on the first day of learning. Evidence of status required.
- **Individuals with certain types of immigration status and their family members** are exempt from the 3-year residency requirement rule: Evidence of status is required for example a biometric residence card, in some circumstances a letter from the home office. Funding rules must be checked for the individual eligibility status of learners i.e. refugees, asylum seekers, discretionary leave to remain.
- **Afghan and Ukrainian citizens are eligible under the schemes applicable**

Appendix 2 -This sets out the countries falling within the below categories as referenced in Eligibility requirements: -

British Overseas Territories

- Anguilla
- Bermuda
- British Antarctic Territory
- British Indian Ocean Territory
- British Virgin Islands
- Cayman Islands
- Falkland Islands
- Gibraltar
- Montserrat
- Pitcairn, Henderson Island, Ducie and Oeno Islands
- South Georgia and the South Sandwich Isles
- St Helena and its dependencies (Ascension and Tristan da Cunha)
- Turks and Caicos Islands

EEA

The EEA comprises of the following countries:

All Member States of the European Union:-

- Austria
- Belgium
- Bulgaria
- Croatia
- Cyprus*
- Czech Republic
- Denmark
- Estonia
- Finland
- France
- Germany
- Greece
- Hungary
- Ireland
- Italy
- Latvia
- Lithuania
- Luxembourg
- Malta
- The Netherlands
- Poland
- Portugal
- Romania
- Slovakia
- Slovenia
- Spain
- Sweden

With respect to EEA nationality, note that any Cypriot national living on any part of the island qualifies for EU residency and is considered an EU national.

- Iceland
- Lichtenstein
- Norway
- Switzerland

Although Switzerland is not part of the formally recognised EEA, its nationals are eligible under various international treaties signed by the UK and Swiss governments.

Territories that are categorised as being within the EU and or territories that are categorised as being part of the listed countries such that they satisfy our residency requirements for the purposes of the ASF funding rules.

Denmark the following is part of Denmark:

- Greenland
- Faroe Islands

Finland the following is part of Finland and the EU:

- Aland islands

France the following is part of France and the EU:

- the French Overseas Department (DOMS)
- (Guadeloupe, Martinique, French Guiana
- (Guyana), Reunion and Saint-Pierre et
- Miquelon)
- New Caledonia and its dependencies
- French Polynesia
- Saint Barthélemy

Germany the following is part of Germany and the EU:

- Tax-free port of Heligoland

Netherlands the following is part of the Netherlands:

- Antilles (Bonaire, Curacao, Saba, St
- Eustatius and St Maarten)
- Aruba

Portugal the following is part of Portugal and the EU:

- Madeira
- The Azores

Spain the following is part of Spain and the EU:

- the Balearic Islands,
- the Canary Islands,
- Ceuta
- Melilla

To note: Andorra, Macau, Monaco, San Marino and the Vatican are not part of the EU or the EEA.

Appendix 3-Devolved Authority Areas.

To be eligible you cannot be a resident of a devolved authority area, they their own funding and funding rules.

Devolved Authority Areas are: -
• Greater London Combined Authority
• The Greater Manchester Combined Authority
• The Liverpool City Region Combined Authority
• The West of England Combined Authority
• The West Midlands Combined Authority
• The Tees Valley Combined Authority
• The Cambridgeshire and Peterborough Combined Authority
• The North East Combined Authority(County Durham, Gateshead, Newcastle Upon Tyne, North Tyneside and Northumberland, South Tyneside and Sunderland) Combined Authority
• South Yorkshire Mayoral Combined Authority
• The West Yorkshire Combined Authority