

## Introduction

This document provides guidance on the levels, application and collection of fees for Thurrock Adult Community College (TACC) for the period **1 August 2020 to 31 July 2021**.

Central government funding through the Skills Funding Agency (SFA) and the Education Funding Agency (EFA) support the majority of our courses.

### **Section 1 details fee levels for the 2020/21 academic year.**

These fee levels are set annually and approved by Thurrock Adult Community College's governors and the fees and charges scrutiny committee.

Fees are subject to change without prior notice in response to changes to central government funding policy and guidance.

### **Section 2 describes the Fees Policy for the 2020/21 academic year.**

This section provides information about a learner's eligibility for a subsidised fee rate and explains the regulations surrounding fees for different learners and different types of learning.

### **Section 3 describes the Payment Options & Learner Support Funds for the 2020/21 academic year.**

### **Section 4 provides Refund Guidelines for the 2020/21 academic year**

Outlines our cancellation, and refunds policies.

### **Section 5 deals with non-payment of fees.**

This section is intended to assist staff collect fees fairly and effectively and outlines TACC policy toward learners who accrue a fee debt.

#### **Please note:**

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

## SECTION 1: FEE LEVELS FOR LEARNERS ELIGIBLE FOR SUBSIDISED FEE RATES IN THE 2020/21 ACADEMIC YEAR

### 16 – 18 Year Old Learners (plus learners up to 24 years old with an EHCP)

The Education Funding Agency fund TACC to deliver particular programmes developed for 16 -18 year olds. TACC is using this limited, allocated funding to deliver Prince's Trust Team programmes and two Education Programmes for Young Adults aged 16-24 with an Education, Health and Care Plan (EHCP), subject to residency requirements. Only 16 – 18 year olds enrolling onto one of these programmes can be accepted into TACC provision for 2020/21 academic year.

16 – 18 years olds (up to 24 years old for those with an Education, Health and Care Plan (EHC)) will be fully funded for their learning. They are not eligible if in full time education elsewhere.

### 19+ Year Old Learners

The table below summarises when an adult learner will receive a fully funded place on a course or a co-funded place.

Provision	19-23 year olds	24+Unemployed	24+ Other
English and Maths up to and including Level 2	Fully funded*	Fully funded*	Fully funded*
Level 2	Fully funded* (first and full)	Fully funded	Co-funded+
Learning to progress to Level 2	Fully funded	Fully funded	Co-funded+
Level 3	Fully funded* (first and full)	Loan-funded	Loan-funded
	Loan-funded** (previously achieved full Level 3 or above)		
Traineeship#	Fully funded (including 24 year olds)	N/A	N/A
English for Speakers of Other Languages (ESOL) learning up to and including Level 2	Co-funded+	Fully funded	Co-funded+
	Fully funded - unemployed		
Learning aims up to and including Level 2, where the learner has already achieved at Level 2 or above	Co-funded+	Fully funded	Co-funded+
	Fully funded – unemployed		

Based on guidance from the ESFA and performance-management Rules July 2020-21

\*Subject to change and availability - Must be delivered as one of the qualifications required for the legal entitlement.

+Low wage flexibility may apply - see Learners in receipt of low wage statement below

#Excludes flexible element where funding depends on age and level

\*\*Availability of loans at level 3 does not replace the legal entitlement to full funding for learners aged 19 to 23 undertaking their first full level 3

### Learners in receipt of low wage (\*subject to criteria, change and availability)

Learners who are employed or self-employed might be entitled to support with funding, subject to eligibility and based on total annual gross household income amount. See our Discretionary Learner Support Fund (DLSF) & Loans Bursary Fund Policy for details.

Based on guidance from the ESFA and performance-management Rules July 2020-21

**Co-funded learners will pay a fee based on the information in the tables below:**

<b>Qualification Courses for learners aged 19+ only</b> <i>(subject to meeting residency eligibility)</i>		<b>Hourly Rate</b>
1	Adult Learners not in full time education elsewhere, standard rate course	£5.10
2	Adult learners in receipt of JSA, ESA, receive Universal Credit and earn less than £338 per month (single claim) or £541 per month (joint claim).	Free (Fully Funded)
3	Adult learners in receipt of other state benefits and earns less than £338 a month, who wants to be employed and the learning is directly relevant to their employment prospects and local labour market needs	Free (Fully Funded)
4	Adult Learners joining courses at Level 3 and above – no government subsidy available, may apply for an Advanced Learning Loan, if applicable, or pay a full course fee	varies according to course
5	Adult learners aged 19+ and in full time education elsewhere (no government subsidy available), or who do not meet residency eligibility requirements	£13.00
<b>Community Learning for learners aged 19+ only</b> <i>(subject to meeting residency eligibility)</i>		<b>Hourly</b>
1	Tuition fee standard rate course	£5.10
	Concessionary rate (adults in receipt of other state benefits, not listed below, and over 65s)	£3.40
	Adult learners in receipt of JSA, ESA, receive Universal Credit and earn less than £338 per month (single claim) or £541 per month (joint claim).	Free (Fully Funded)
2	Family Learning	Free
3	Tuition Fee taster course	£15.75 per course
4	Community Led Learning Targeted Provision Community Engagement programmes Up to 12 hours	Free
5	Non - eligible learners	£13.00

<b>Commercial Offer</b>	<b>Hourly</b>
Courses that do not target priority learners	£6.80
Concessionary rate (adults in receipt of a state benefit, over 65s and SEN learners)	£4.20

<b>Accreditation Fees</b>	
Fee as charged by awarding body	Variable

<b>Resource Costs for Learners</b>
Learners are expected to provide their own resources or, where available, purchase them from their tutor. The course tuition fee and government subsidy cover the cost of resources used by tutors in the classroom.

**Recruitment Drives – New Learners/Community Engagement**

At such times when it is necessary to recruit to a range of specific courses, such as targeted provision, or a Summer Term programme, the college may devise an income based offer to attract new learners (in this instance a new learner is someone who has not already enrolled onto a programme in the current academic year).

## **SECTION 2: FEES POLICY FOR 2020/21 ACADEMIC YEAR**

### **Fees and Charges**

Many learners are able to access courses free of charge. These courses are paid for with grants received from central government.

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 with the exception of full cost recovery courses, which are not subsidised.

Learners joining a classroom based qualification course at Level 3 or above are not eligible for grant funding, but may be eligible to apply for an Advanced Learning Loan to cover the cost of their course.

Eligible learners may apply for a concession or financial support to help meet the fees for their course.

### **General Eligibility Criteria**

TACC needs to establish a learner's eligibility either for funding from its central government grants, or for an Advanced Learning Loan for classroom based courses at Level 3 and above, before the start of their programme. TACC must also be satisfied that there is a reasonable likelihood that the learner will be able to complete their programme of study.

- The fee structure outlined in Section 1 of this policy outlines fees available to learners who are eligible for central government funding to support the costs of their course.
- Learners joining a classroom based qualification course at Level 3 and above are not eligible for central government funding, but may apply for an Advanced Learning Loan.

### **Learners who are full-time students elsewhere**

If a learner of any age is attending a fully funded full-time course of study elsewhere, they are not eligible to access funding to subsidise the cost of additional programmes of study with TACC. For example, a full-time school sixth form learner or a learner taking a full-time course at a college or university is not eligible to take an additional funded course with TACC, unless their full time provider pays for their course.

Please note:

- If a learner aged 19+ who is attending a full-time course of study elsewhere wishes to join one of our courses, and their full time provider is not willing to pay for the course, the learner can pay a full cost fee to join the course.

### **Eligibility and Residency**

Individuals will be eligible for funding if they:

- Aged 19+ as at 1st August (except where stated otherwise)
- Are a UK citizen
- Are a citizen of a country within the EU or European Economic Area (EEA) or other countries determined within the EEA including Switzerland and Turkey, or
- Have the Right of Abode in the UK granted by the Home Office (evidence required),

**and:**

- Have been ordinarily resident in the UK/EEA for at least the previous 3 years on the first day of learning

TACC cannot use government funds for an individual if any of the below apply:

- They are here illegally
- They have overstayed their immigration or visitor visa
- Their immigration status restricts access to government funding

**Learners from Greater London Authority (GLA)**

Due to the devolution of AEB funding to the Greater London Authority, learners that reside in postcodes in the GLA are no longer eligible for the ESFA funding that the college operates under. In these instances, we will signpost learners to the provision that they are eligible to access. If they prefer to attend TACC, full cost recoverable charges will apply.

This also applies to learners resident in any other devolved area as deemed so by the ESFA.

More information about eligibility can be found in the Education and Skills Funding Agency's Funding Rules for the 2020 to 2021 Funding Year.

**SECTION 3: PAYMENT & LEARNER SUPPORT FUNDS**

**Early Payment Incentive**

For courses that are 16 weeks and over or 32 hours and above, learners will receive a discount of 10% from tuition fees if payment is made in full at the time of enrolment. This discount is not available online.

**Instalments Proposal**

Payment by instalments are available to learners who find their financial circumstances a barrier to enrol and pay in full at the point of enrolment. Our Learner Services Team can advise and support, taking each individual's circumstances into account.

**Financial hardship**

A learner, enrolled on and attending an Adult Skills Budget course, if not receiving an income-based benefit but subject to and able to demonstrate financial hardship, may be able to apply for support from the Discretionary Learner Support Fund (DLSF). Such funds are limited and decisions will be made on a case-by-case basis upon application.

## **SECTION 4: COURSE CANCELLATIONS, REFUNDS AND TRANSFERS**

It is not the policy of Thurrock Adult Community College to refund fees automatically when a change in circumstances prevents or discourages a learner from continuing with a particular class.

Refunds will be allowed as below:

1. If a course is withdrawn from the programme then TACC will offer a full refund or a transfer
2. If a learner wishes to cancel/transfer from a course before it starts **or** on the first session a transfer can be arranged and any additional costs paid can be refunded. If however a learner wishes to transfer thereafter, a charge of £15 will be administered.

## **SECTION 5: NON-PAYMENT OF FEES**

### **5.1 No entitlement to enrol**

Learners will not be permitted to enrol on a course until either the course fees have been paid in full, or a payment plan agreement has been made.

**TACC reserves the right to refuse enrolment to learners with outstanding fee debts.**

### **5.2 Extension of time to pay**

A learner that is unable to pay the course fees must inform the Business Support Manager at the earliest opportunity. It is at the discretion of the Business Support Manager that an extension of time to pay be granted, but the circumstances shall have to be exceptional to justify an extension.

### **5.3 Failure to pay**

Formal notification is sent to the learner requesting payment within 7 working days. Failure to pay instigates action from the college finance team instructing the Debt Recovery Team to take action to recover the debt.

### **5.4 Advanced Learner Loans (accredited courses L3+ only)**

Learners must apply for a loan to cover part or all of their tuition fees, where applicable, within one month of starting their programme of learning. Failure to pay will result in an invoice from Thurrock Council and/or instigation of debt recovery procedures and learners may be subject to the actions described in paragraph 5.3