

Boston College Community Learning Fees Policy 2018/19
Applicable to all Community Learning courses.

Learners aged 19 or over on 31 August 2018, are eligible to participate in Community Learning courses.

The tuition fee is the fee charged by the College for the delivery of the learning activity. This tuition fee represents only a proportion of the full cost of the course, with the remainder being paid for with funding from central government. Fees are payable at the beginning of each course as part of the enrolment process. We charge tuition fees at a maximum of £2.50 per hour.

Learners will be expected to provide their own resources or, where available, purchase them from the College. This is called the Materials Fee and is payable in full by all learners.

The Education & Skills Funding Agency (ESFA) through its Funding Rules requires us to seek fees from those who can afford to pay in order to ensure that the maximum amount of public funding can be focused on supporting and maximising the number of disadvantaged learners. To support local needs, and Lincolnshire County Council policy, target groups of learners are able to access concessions on the tuition fee.

We offer a full concession on tuition fees (not materials fees) for those learners who are in receipt of the following benefit entitlements:

- *Job Seeker's Allowance (JSA)*
- *Employment & Support Allowance (ESA) in the Work related Activity Group (WRAG)*
- *Claiming Universal Credit + Works less than 16 hours per week at National Minimum/Living Wage OR earns less than £330 a month + Work Related/Work Prep/Work-Focused Interview Group)*
- Offenders who are serving their time in the community
- Asylum seekers in receipt of the equivalent of income-based benefit (assistance under the terms of the Immigration and Asylum 1999) and their dependents
- Learners on a Low Wage may also be eligible for fee remission. Low Wage remission applies when a learner:
 - Would be eligible for Co-Funding
 - Is on a course below a Level 3 and is delivered in the classroom
 - Is in employment and earns less than £15736.50 Annual Gross Salary (evidence via a wage slip dated within 3 months or Employment Contract)

Evidence Required

Official letter confirming receipt of one of the 3 benefits mentioned above dated within 3 months of enrolment date or a Boston College Learner Declaration (stamped and signed by JobCentre +).

Lincolnshire County Council Discretionary Remissions:

There are also concessions on tuition fees available for the following groups of learners who are undertaking learning on a Lincolnshire County Council course:

- Those aged 65 and over as at 31 August 2018 (at 25%)
- Those who are ex-service personnel disabled in service (at 50%)

There are some categories of learners, for example but not exclusively travellers, the homeless and hostel dwellers who, whilst not necessarily in receipt of benefits, are clearly unable to contribute to the cost of their learning. In such instances, the Community Learning Service may agree a discretionary fee remission to groups of learners or individual learners without the prior consent of the ESFA. Records of all such discretionary remissions will be retained. If this applies to you, please contact the Funding and Registry Data Manager to discuss.

Learner Support Fund

The Learner Support Fund aims to remove financial barriers to learning. Financial support is available for learners who would otherwise not be able to access the learning provision offered. This fund can help pay for specialist equipment, transport assistance, child care and course resources. Please contact our Information Officers to apply for the Learner Support Fund.

Refunds

Fees will only be refunded in the following circumstances:

- Where the course is cancelled prior to commencement due to low enrolment (the College reserves the right to cancel courses where enrolment fails to meet the required level) – automatic refund of all fees.
- Where a course is cancelled by the College after commencement – automatic refund of all fees.
- Where a learner is unable to continue owing to exceptional circumstances such as health reasons – refund upon application with supporting medical evidence.
- Where a learner can demonstrate that their withdrawal from the course has resulted from the failure of the College to deliver what could have been reasonably expected. This would only be applicable where a formal complaint has been upheld.
- If the learner withdraws from the course, and is entitled to a refund, this refund may be subject to a £5 administration fee.

Note:

1. Resource and examination fees will be refunded only where no costs have been incurred by the College.
2. Refunds will be issued only where a formal request has been received within 21 days of the last date of attendance or of the start date of the course

3. Exceptional circumstances would normally relate to ill health that necessitates withdrawal. A change of job, address or mind would not be classed as exceptional circumstances.
4. Fees will not be refunded where course closure is temporary due to fire, flood, adverse weather conditions or industrial action.
5. You will be required to submit evidence, so it will be helpful if you include a letter from your doctor, or other confirmation of the reasons for a refund. This should be submitted together with your refund request.
6. **Only** the Principal and the Vice Principal of Corporate Services have the authority to agree a refund.
7. Refund of tuition fees will be calculated on the length of the course and the number of weeks remaining.

Please allow approximately 28 days for refunds to be processed.