

Fee Policy Non- Qualification courses 2018/19 Version 1



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Fees are charged on a course by course basis and vary according to the length and nature of the programme. Fees are made up of two components: the tuition fee and the administrative fee.

Some courses offer partial or full fee reductions for individuals that meet certain criteria and others are available at **full cost only**.

Full cost courses

Some courses are full cost and do not have any reduced fees. Please see the Learning for Everyone brochure for individual fee details.

Reduced tuition fees

Reduced tuition fees are available for anyone who is unwaged and claiming the state pension and/or pension credits

Full tuition fee concession

The following groups in receipt of the benefits below do not pay a tuition fee for some non accredited courses (where no formal qualification is attached).

Where this applies, an administration fee of £35 will be charged for each enrolment.

If you are eligible for a full tuition fee remission, this will only apply for **up to 2 courses at any one time**.

List of benefits that attract full fee concessions:

- Universal Credit –claimants who receive Universal Credit and earn less than £542 a month (individual claims) or £616 a month (household claims).
(Details of a claimant's earned and unearned income can be found on their Universal Credit Home Page Statement. As Universal Credit entitlements change on a monthly basis, eligibility for a fee concession will be determined at the time of booking and evidence dated within the previous calendar month will be required.)

In addition, claimants of the following legacy benefits will be able to claim a full fee concession:

- Jobseekers Allowance (JSA)

- Employment and Support Allowance (ESA) and they are in the 'All Work-Related Requirements Group' the 'Work Preparation Group' or the 'Work-Focused Interview Group'.
- Housing Benefit
- Income Support
- Pension Credit (Guarantee credit only)
- Asylum seekers eligible for SFA funding according to the guidance and in receipt of the equivalent of income-based benefit (assistance under the terms of the Immigration and Asylum Act 1999) and their dependants.

Proof of receipt of the above benefits is required at the time of enrolment or within 2 weeks of the enrolment.

Acceptable proof of receipt of Universal Credit is a screenshot of the claim assessment from a mobile device/tablet (UC claim process is paperless). For other benefits, a benefit award letter dated within the current financial year is required as proof.

If the required proof is not presented within the time frame specified, the learner will be required to pay the full fee (and will be invoiced accordingly).

Additional Notes

- Family Learning Courses are offered free
- Material costs will be additional on most programmes. These will be highlighted in the Course Guide and/or by confirmation email
- **16-18 year olds.** Generally under 19's are only accepted on programmes by exception, and then only on an in-fill basis. This will be at the discretion of Curriculum Managers.
- **Under 16's.** Under 16's are only permitted on programmes at the discretion of the Head of York Learning, where exceptional circumstances apply. (Please note that the service occasionally runs programmes aimed at parents and their children. Clearly in these circumstances under 16's will be admitted to these programmes.)

Non EU residents – Non EU residents will be required to pay the full cost of the programme, including registration fees. The full cost of a programme is **double** the advertised course fee.