

## **Fees Policy – Community Learning Courses**

This fees policy covers the training delivered by TaylorITeX CIC within its Adult Education Budget Funding (non qualification courses), which is sub contracted by Lincolnshire County Council and as an independent training organisation. This updated policy commenced 31 July 2023 and will be freely available to all learners (including prospective learners), and any other agencies who wish to have sight of it.

As a Community Interest Company and not for profit organisation TaylorITeX CIC will ensure that all learning will be delivered on an economical basis thus working towards a sustainable business development plan.

All mainstream Employability Skills courses will be completely free of charge. Learners referred by Job Centre Plus who are on Universal Credit, Job Seekers Allowance (JSA) or Employment Support Allowance (ESA) will be offered courses leading to employability free of charge. Self-referred learners who are on either Universal Credit, JSA or ESA will also be offered full remission on employment related courses and 50% on all other community learning courses.

Learners who are wishing to enter employment or progress towards employability will be made aware of the level of Fee Remission of 100% if in receipt of the following:-

- Job Seeker's Allowance (JSA)(including receiving National Insurance Credits only)
- Employment and Support Allowance (ESA) in the Work Related Activity group
- Universal Credit
- Offenders who are released on a temporary licence, studying outside a prison environment, and not funded by the Ministry of Justice
- Asylum seekers in receipt of the equivalent of income based benefit state benefit
- The unwaged dependent of an Asylum Seeker
- An individual who is Economically Inactive because they are unable to claim income related state benefits
- An individual who earns less than £20319.00 annual gross salary, and on the assumption of a 37.5 hour contract with paid statutory holiday entitlement

To confirm eligibility the Provider (TaylorITeX CIC) must:-

- See and keep supporting evidence e.g. wage slip within 3 months of the learner's course starting date or a current employment contract stating gross monthly/annual wages
- Enter the ILR monitoring code (363) for each eligible learner they fully fund

Other learners may be fully funded if they meet both of the following criteria, this is at the discretion of the Provider (TaylorITeX CIC):-

- Receipt of other state benefits (not listed above) and their earned income (disregarding benefits) is less than £617.00 per month (learner is sole adult in their benefit claim) or £988.00 per month (learner has a joint benefit claim with their partner), and
- Wants to be employed or progress into more sustainable employment and their earned income is less than £617.00 per month (learner is sole adult in their benefit claim) or £988.00 per month (learner has a joint benefit claim with their partner) and the Provider



(TaylorITEX CIC) is satisfied identified learning is directly relevant to their employment prospects and their local labour market needs.

### **Evidencing Fee Exemption**

- To be eligible for fee exemption learners must provide appropriate written evidence, copies of which need to be retained to evidence an audit.
- Learner evidence which is inappropriate will result in the learner being charged a Full Fee rate.

### **General Concessions**

- Concessions of 50% are available for Ex-service personnel disabled in service
- Any learner who is over the age of 65 on 31 August 2023 will be given a 25% discount.

### **Discretionary Concessions**

For some categories of learners for example, but not exclusively travellers, the homeless and hostel dwellers, who, whilst not necessarily in receipt of are clearly unable to contribute to the cost of their learning. In such instances a discretionary fee remission may be agreed in discussion with the Director of Learning and Operations for groups of learners or individual learners. Records of all discretionary fee remissions will be retained securely with the course documentation.

Learners will be charged depending on their status up to £5.00 per hour for the duration of their learning. The proceeds of these courses will be used to incorporate expenditure, excesses will be put aside and utilised to set up courses in areas of deprivation and also for learners who may be deprived.

Although course fees are payable prior to the commencement of a course, barriers will not be put in the way of learners who are not able to pay in full, but they will be able to discuss with the Director of Learning and Operations (on an individual basis) the possibility of paying in instalments.

Learners will be made aware of the Lincolnshire County Council Learner Support Fund and members of staff will be trained in the method of assisting learners in applying for this support.

If a course does not run, due to a change in circumstances eg insufficient learners enrolled, learners will be entitled to a full refund of all monies paid. If a learner cancels prior to 5 working days before a course commences they will be charged an administration fee of £5.00 and the cost of any course materials purchased on their behalf.

### **Learner Support Fund**

Financial support can be accessed through the Learner Support Fund for learners who are unable to access the learning offered through any other funding source. This fund can help pay for specialist equipment, transport assistance, child care and course resources. Information is available on request.

This Policy is due to be reviewed on an annual basis.

Signed: *JAMitcher*

Date: 31 July 2023