

2018-2019 Fees and Costs – Further Education

If you are applying for a Government subsidised course, which normally leads to a professional qualification, and you comply with the Fees Agency residency/settled status criteria requested on enrolment, are not repeating learning already undertaken to achieve a qualification, then you may be entitled to fee remission or subsidies. Adults aged 19 and over at the start of your learning must be aged 19 or older on 31 August in the academic year in which they are enrolling in to receive any applicable funding (excluding Advanced Learner Loans).

UNDER 19s

The course and exam fees are free. Re-sit exam fees, if needed in the future, will be charged.

ADULTS AGED 19-23 at the start of your learning

LEVEL 2 & LEVEL 3– COURSE FEE FREE [Legal Entitlement 2 or 3 – (LE2 or LE3)] for eligible courses only

- Applicable to your FIRST FULL Level 2 or FIRST FULL Level 3

On enrolment, you will need to declare that you are enrolling on an eligible full Level 2 or Level 3 Education & Skills Funding Agency subsidised accredited course and do not already have a FULL Level 2 or FULL Level 3, meet the residency and “settled” status requirements requested on enrolment. This is applicable to Biology GCSE if this is the fifth GCSE you are taking to make it a full Level 2.

[A FULL Level 2 = five GCSEs at A*-C / 9-4 or five CSEs at Grade 1 or one A Level or two to three AS Levels or BTEC First Diploma, NVQ Level 2 or equivalent]

[A FULL Level 3 = two or more A Levels or four or more AS Levels or BTEC ONC/OND or NVQ Level 3 or an Access to HE qualification or equivalent]

- **APPLICABLE TO BENEFITS – Level 2 Courses**

On enrolment, if you have already achieved a Level 2 but are unemployed and need this qualification to remove a barrier to get into work, you need to provide an up to date benefit notification (dated within the last 6 weeks) of one of the following:

- Job Seekers Allowance (JSA) including the partner where the claim is joint (not dependants)
- Job Seekers Allowance – National Insurance Credits only
- Employment & Support Allowance (ESA) in the Work Related Activity Group (WRAG) (not dependants)
- Universal Credits if you earn less than 16 times the National Minimum wage / national living wage per week or £338 a month (individual claims) or £541 a month (household claims)

AND are determined by JobCentrePlus (JCP) as being in one of the following groups:

All Work Related Requirements groups;

Work Preparation group;

Work Focused Interview group.

You will need to provide benefit evidence again within 4 weeks of the course start date (if enrolling before that time) to confirm you are still in receipt and to firm up your enrolment.



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- **APPLICABLE AT COLLEGE DISCRETION – Level 2 Courses**

On enrolment, if you have already achieved a Level 2 but are unemployed but not on an Active Benefit, you will need to provide a benefit notification of those listed below (ESA and Income Support notifications need to be dated within the last 6 weeks). This is for courses deemed eligible and agreed by the College where skills training could help you gain employment or progress into more sustainable employment. You will need to meet the residency and “settled” status requirements requested on enrolment and you are named on one of the following benefit notifications (not a dependant): Employment & Support Allowance (ESA) – Income Related, Council Tax Benefit (not 25% single person’s discount), Housing Benefit, or Income Support.

You must **also** earn less than 16 times the National Minimum wage / national living wage per week or £338 a month (individual claims) or £541 a month (household claims). You will need to provide benefit evidence again within 4 weeks of the course start date (if enrolling before that time) to confirm you are still in receipt and to firm up your enrolment.

ADULTS AGED 24 and Over at the start of your learning

- **APPLICABLE TO BENEFITS – Level 2 Courses**

On enrolment, if you are unemployed and need this qualification to remove a barrier to get into work, you need to provide an up to date benefit notification (dated within the last 6 weeks) of one of the following:

- Job Seekers Allowance (JSA) including the partner where the claim is joint (not dependants)
- Job Seekers Allowance – National Insurance Credits only
- Employment & Support Allowance (ESA) in the Work Related Activity Group (WRAG) (not dependants)
- Universal Credits if you earn less than 16 times the National Minimum wage / national living wage per week or £338 a month (individual claims) or £541 a month (household claims)

AND are determined by JobCentrePlus (JCP) as being in one of the following groups:

All Work Related Requirements groups;

Work Preparation group;

Work Focused Interview group.

You will need to provide benefit evidence again within 4 weeks of the course start date (if enrolling before that time) to confirm you are still in receipt and to firm up your enrolment.

- **APPLICABLE AT COLLEGE DISCRETION – Level 2 Courses**

On enrolment, if you are unemployed or on a low income (per below) but not on an Active Benefit, you will need to provide a benefit notification of those listed below (ESA and Income Support notifications need to be dated within the last 6 weeks). This is for courses deemed eligible and agreed by the College where skills training could help you gain employment or progress into more sustainable employment.

You will also need to meet the residency and “settled” status requirements requested on enrolment and be named as a recipient on one of the following benefit notifications (not a dependant):

- Employment & Support Allowance (ESA) – Income Related
- Council Tax Benefit (not 25% single person’s discount)
- Housing Benefit
- Income Support

AND you earn less than 16 times the National Minimum wage / national living wage per week or £338 a month (individual claims) or £541 a month (household claims).

You will need to provide benefit evidence again within 4 weeks of the course start date (if enrolling before that time) to confirm you are still in receipt and to firm up your enrolment.



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ADULTS AGED 19 AND OVER at the start of your learning

LITERACY, NUMERACY AND GCSE ENGLISH AND MATHS – COURSE FEE FREE

On enrolment, you need to declare that you do not already hold a GCSE grade A*-C or 9-4 in English and/or Maths, otherwise you will need to pay for the GCSE and will be unable to attend Literacy and/or Numeracy.

UP TO & INCLUDING LEVEL 2 -SUBSIDISED COURSES

For courses that do not fall into the above fee remission categories, you will need to pay for the course yourself, but the fee does already include a 50% reduction from the Government. You may pay the course fees in full in one payment on enrolment or spread the cost by entering into an Instalment Plan, if applicable (see Instalment Plan Option below).

LEVEL 3 COURSES

If your course does not fall into the above category, it may attract an Advanced Learner Loan to be able to pay the fees with (see Advanced Learner Loan section below).

INSTALMENT PLAN OPTION

For courses longer than 12 weeks and costing more than £100. Payment in instalments is available for courses costing over £100 and that last longer than 12 weeks. If you would like to pay by instalments, you will need to sign an agreement with our Registry office: First payment due on enrolment - 1/3rd course fee + exam/accreditation fee + materials costs + £25 admin fee;

- Second payment: due on 5th of the 2nd month after the course start date - 1/3rd course fee;
- Third payment: due on 5th of the following month after the second payment - 1/3rd course fee.

For example, if you enrol in July for a course that starts in September, the 2nd payment will be due 5 November and the 3rd on 5 December or if the course starts in November, the 2nd payment will be due 5 January and the 3rd on 5 February.

The second and third payments can either be taken on a credit or debit card that is still in date on the third instalment payment date or two post-dated cheques.

ADVANCED LEARNER LOAN

Some eligible Level 3 or 4 courses still attract fee remission if it is your first FULL Level 3 course (see above under "ADULTS AGED 19-23 at the start of your learning" section) otherwise there are no longer any subsidies. For eligible Level 3 or 4 courses, if you are aged 19 or over, instead of paying in full on enrolment or by instalment plan, you may be eligible to take advantage of the Advanced Learner Loan. [Click here](#) to determine your eligibility.

If you take out an Advanced Learner Loan for an Access to Higher Education Diploma, complete it and progress to, and complete a Student Finance England fundable HE course designated under the [Education \(Student Support\) Regulations 2011](#) at Level 4, 5 or 6, the outstanding balance of the loan for the Access to HE diploma will be written off.

The Advanced Learner Loan allows you to apply for funding for eligible Further Education Level 3 and Level 4 course fees. This does **not** apply to Level 4 Foundation Degree courses, which are Higher Education courses. Repayment of the loan will not start taking place until you earn above £25,000 with deductions taken directly through the tax system from the April after the end of your course.



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To qualify you will need to:

- be aged 19 and over at the start of your course
- be a resident in the UK
- have not previously had an Advanced Learner Loan to do the same qualification type and level of qualification
- be up to date with any previous 24+ Advanced Learning, Advanced Learner or Higher Education Loans (not in arrears)
- be studying an eligible Level 3 or Level 4 (including QCF Certificates and Diplomas, Access to HE and Advanced and Higher Apprenticeships)
- have a National Insurance Number (NINO) by the start of the course to enable payments to be released to the College
- satisfy nationality and residency criteria

The loans are not means tested or credit checked and if you meet the criteria, you will be able to apply for a loan whether you're employed or unemployed - the loan will then be paid directly to the College on your behalf. The minimum loan amount that you can apply for is £300. So, if you never earn over £25,000 (subject to Parliamentary approval), you will not need to pay anything!

For more information, please visit the National Careers Service website and the Money Advice Service for independent financial advice:


National Careers Service


Money Advice Service





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