

## 2019-2020 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]

You will **also** need to meet the residency and “settled” status requirements requested on enrolment.

### **ADULTS AGED 19 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 National Insurance Credits only
- Employment & Support Allowance (ESA)
- Universal Credits if you earn less than (disregarding benefits) £338 a month (individual claim) or £541 a month (joint benefit claim with your partner)

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.

You will **also** need to meet the residency and “settled” status requirements requested on enrolment.



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

On enrolment, if you are unemployed or on a low income (per below)

AND

in receipt of Housing Benefit or Income Support

AND

you earn less than (disregarding benefits) £338 a month (individual claim) or £541 a month (joint benefit claim with your partner)

AND

agreed with the College that you need training directly relevant to your employment prospects or to progress into more sustainable employment dependent on local labour market needs.

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.

You will **also** need to meet the residency and “settled” status requirements requested on enrolment.

- **APPLICABLE TO LOW WAGE– Level 2 Courses**

If you are eligible for the Subsidised Fee (see below) but are unable to pay this AND you earn less than £16,009.50 gross annual salary subject to satisfactory evidence, you may be entitled to the course for free.

### **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 COURSES – SUBSIDISED FEE**

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 - 1/3<sup>rd</sup> course fee + exam/accreditation fee + materials costs + £25 admin fee;
- Second payment: due on 5<sup>th</sup> of the 2<sup>nd</sup> month after the course start date - 1/3<sup>rd</sup> course fee;
- Third payment: due on 5<sup>th</sup> of the following month after the second payment - 1/3<sup>rd</sup> course fee.





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For example, if you enrol in July for a course that starts in September, the 2<sup>nd</sup> payment will be due 5 November and the 3<sup>rd</sup> on 5 December or if the course starts in November, the 2<sup>nd</sup> payment will be due 5 January and the 3<sup>rd</sup> 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 £25,725 with deductions taken directly through the tax system from the April after the end of your course.

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 subject to attendance on your behalf. The minimum loan amount that you can apply for is £300. So, if you never earn over £25,725, 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

**Please note that if you withdraw or are withdrawn from your course, you will be personally liable for any outstanding fees not paid by the Loan or Instalment Plan.**



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