**Knowsley FACE**

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| **Policy:** | Fees and Concessions |
| **Date created:** | September 2020  |
| **Date to be renewed:** | September 2021 |

This policy explains the fees and concessions for adult and community learning that will be applied in 2020/21 academic year. The majority of fees and charges are determined by the Liverpool City Region Combined Authority, based on guidance provided by the Education and Skills Funding agency.

From August 2020, charges for learners over the age of 19 who live in the Liverpool City Region are determined by the Liverpool City Region Combined Authority based on Education and Skills Funding Agency funding rules for the academic year 2020/21. Charges are set annually for each academic year (1 August to 31 July). Funding for a very small proportion of learners who reside outside of the Liverpool City Region and learners aged 16-19 continues to come from the Education and Skills Funding Agency. ESFA funding allocations are announced annually in March/April.

Education and Skills Funding Agency Funding Guidance is published annually between June and August. The guidance is subject to frequent change and new versions can be published throughout a funding year. Qualifications can be added or removed from eligibility throughout any funding year. The Service ensures that eligibility criteria is collected and accurately applied.

An assessment of the costs involved in delivering each course is undertaken as well as provision match against the Liverpool City Region priorities. This, along with the Education and Skills Funding Agency guidance, is used to determine the courses to be provided and the charges to be set for each course. Based on previous levels of demand, learner enquiries and regional skills priorities, courses are no longer provided if there is no or low demand, whilst new courses are introduced to respond to new priorities and demand. Fees set for new programmes may vary in order to increase participation.

The Education and Skills Funding Agency rules state a number of entitlements as detailed in the service’s Fees and Concessions Table over the page.

For discretionary fees and charges set by the Council, the Head of Service is responsible for deciding the degree to which the full cost of service provision should be recovered.

All of the fees and charges relate to the provision of education and therefore VAT is not chargeable.

Additional annual charges are set by Awarding Bodies/Examination Boards to cover exam or certification costs. The service has no control over these costs which are payable by learners unless they are eligible for 100% concession. Learners are informed of these fees either during enquiry or enrolment. The Service is expected to cover examination/awarding body costs as well as tuition costs for learners who are entitled to 100% concession.

Fees are benchmarked with similar authorities and FE colleges where appropriate. Accredited course costs are set using Education and Skills Funding Agency weighted funding formulae. Community Learning charges are benchmarked with Greater Merseyside and Cheshire Authorities as part of a Merseyside and Cheshire Adult Education Partnership activity.

Fees, charges and concessions along with details of additional support available are published on the service’s Website and are available in hard copy.

Fees, charges and concessions are reported to Cabinet as part of an annual consolidated Fees and Charges Report.

**FACE SERVICE FEES AND CONCESSIONS 2020/2021**

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| **Category of Eligibility** | **Aged** **16-18**  | **Aged** **19-23**  | **Age 24 and over - unemployed\*** | **Age 24 and over - other** |
| **ACCREDITED COURSES** |
| * **English, Maths, ICT** up to and including Level 2
* **GCSE English and/or Maths** (Grade C/Grade 4 or below)
 | FREE | FREE | FREE | FREE |
| * **FIRST FULL Level 2** and accredited learning to progress to and including Level 2
 | FREE | FREE | FREE | FREE if: * in receipt of other state benefits\*\* and also meets\*\*\* below
* earning less than £18.135 gross salary

HALF PRICE if earning more than £18,135 gross salary - Awarding Body registration costs still payable  |
| * **SECOND Level 2** and accredited learning aims up to and including Level 2 (if already achieved a first full Level 2 or above)
 | FREE | FREE if:* unemployed\*
* in receipt of other state benefits\*\* and also meets\*\*\* below
* in receipt of other state benefits\*\* and also meets\*\*\* below
* earning less than £18,135 gross salary

HALF PRICE if earning more than £18,135 gross salary - Awarding Body registration costs still payable | FREE | FREE if: * in receipt of other state benefits\*\* and also meets\*\*\* below
* earning less than £18,135 gross salary

HALF PRICE if earning more than £18,135 gross salary - Awarding Body registration costs still payable |
| **Other - anyone aged 24 or older** who has left the British Armed Forces in the past 10 years after completing 4 or more years of service, or who has been medically discharged from the British Armed Forces due to an injury on active service or after completing basic training is entitled to FREE learning up to and including Level 3 |
| **COMMUNITY LEARNING** |
| FACE **Community Learning - Universal** | Not eligible | £60.00 FULL FEEor £30.00 (HALF-PRICE) if:* unemployed
* In receipt of any state benefit\*\*
* earning less than £18,135 gross salary
 | £30.00 (HALF-PRICE) | £60.00 FULL FEEor £30.00 (HALF-PRICE) if:* unemployed
* In receipt of any state benefit\*\*
* earning less than £18,135 gross salary
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| FACE **Community Learning - Targeted** (eg English Language Development, Reading Support, Maths Support, Digital Drop In Support | Not eligible | FREE | FREE | FREE |
| REACH OUT TO FACE FORWARD / **Community Learning Mental Health** | FREE | FREE | FREE | FREE |
| 1. Concessions and eligibility criteria may apply at the point of enrolment when a disclosure is made about age, current/previous levels of qualifications and employment status. Learners are responsible for informing the service of any change to personal, financial or employment circumstances
2. **Evidence of eligibility is required if entitled to a concession**
3. Tuition costs may vary depending upon individual financial circumstances. The service requests all individuals phone to speak to an adviser about exact costs payable
4. The service will not charge associated costs for specialist resources and/or materials for learners who are entitled to FREE learning on accredited programmes, however, there may be a charge for resources and/or materials on some Community Learning courses
5. Registration, examination and/or certification costs set by Awarding Bodies/Examination Boards will still payable by learners in full who are entitled to half-price course tuition costs
6. The service reserves the right to reclaim any cost from learners relating to awarding body/examination board registration, certification and/or exam costs incurred by the service should any learner:
	* leave a course without valid reason
	* fail to notify the service of any change to personal, financial or employment circumstances
	* fail to attend pre-arranged examinations, regardless of any concession
7. Anyone “resitting” to improve upon an existing Grade C/Grade 4 or above in GCSE English or Maths will not be eligible for any concession. The service will not cover resit costs
8. The service reserves the right to amend tuition costs and concessions if there are changes to national funding rules
9. Course costs need to be paid in full by Week 3
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| \*For funding purposes, a learner is unemployed if one or more of the following apply:1. Receive Job Seeker’s Allowance including those receiving National Insurance credits only
2. Receive Employment and Support Allowance AND are in the Work Related Activity Group
3. Receive Universal Credit: earn either <16 times the appropriate age-related rate of the national minimum wage / national living wage a week, or £338 a month (individual claims) or £541 a month (household claims) and Jobcentre Plus determine as being in one of the following groups:
* All Work-Related Requirements Group
* Work Preparation Group
* Work-Focused Interview Group
* They are released on temporary licence, studying outside a prison environment, and not funded by the Ministry of Justice
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| \*\* Other state benefits include for example Carer’s Allowance, Council Tax Reduction, Pension Credit, Housing Benefit, State Pension, Work Tax Credit, Severe Disablement Allowance, Income Support, Incapacity Benefit. |
| \*\*\* earns either <16 times the appropriate age-related rate of the national minimum wage / national living wage a week, or £338 a month (individual claims) or £541 a month (household claims), **AND** wants to be employed or progress into more sustainable employment. The service needs to be satisfied that the learning is directly relevant to employment prospects and local labour market needs. Current National Minimum Wages per hour: aged 25+ £8.72, aged 21-24 £8.20, aged 18-20 £6.45, aged 16-17 £4.55, apprentice rate £4.15. |
| **FINANCIAL ASSISTANCE AVAILABLE (for Accredited Learning only)*** **Discretionary Learner Support Funds (DLSF):** these funds are administered by the service to support learners who are experiencing financial hardship with course related costs. This funding is only available to learners aged 19+ and who are enrolled on an accredited course (up to and including Level 2). Funds can support with travel costs, childcare and other course related costs. Funding is subject to eligibility criteria. **It is a discretionary fund and due to the limited allocation, meeting the criteria does not guarantee all learners will receive the funding**.
* **Additional Learning Support:** this funding is available to support learners on accredited courses. Support includes specialist equipment/resources, specialist teaching support, specialist software and support with learning difficulties such as dyslexia, dyscalculia, dyspraxia, visual impairment, hearing impairment, 1-2-1 classroom support or other. It can also support any learner who requires materials in alternative formats, for example, Braille, audio tape or large print.
* **16-18 Bursary:** This bursary provides financial support to learners to purchase equipment, materials and other course related costs. The Bursary Award grants up to £1,200.00 depending on personal circumstances. The Bursary fund is discretionary and due to the limited allocation. Meeting the criteria does not guarantee all learners receive the funding. A Bursary can help with paying for course related costs such as travel expenses, childcare provider costs, trips, essential equipment or books.
* Vulnerable bursaries up to £1,200 are also available for vulnerable learners with high needs aged 19-25 accessing Flourish FE provision subject to eligibility criteria.
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