



Nottingham City Council, Community & Family Learning FEES, REMISSION AND REFUND POLICY FOR 2024/2025

1. COVERAGE: this fees policy covers activity classified as Adult Education Budget (AEB), Community & Family Learning, funded by the Education and Skills Funding Agency (ESFA) which is sub-contracted to a range of delivery providers within Nottingham City. This provision includes Community Learning, and Family Learning programmes. All learners must be:

- aged 19 years or over and:
- a national of any European Union (EU) country or are the spouse, civil partner or child of an EU national and have been continuously resident in the European Economic Area (EEA) for at least the three years before the start of your course.

2. IMPLEMENTATION DATE: this policy will take effect from 01.09.24

3. TUITION FEE: the hourly charge for Community & Family Learning, including digital skills, health & wellbeing, personal development & health and wellbeing will be £4.00 per hour. The collection method is at the discretion of Nottingham City Council and its sub-contractors. Any course with examination fees will be covered within the course fees. Exemptions/remissions in respect of course fees are listed in 4 & 5.

4. EXEMPTIONS: the following provision within Community Learning will be exempt from fees:

- **Customised Provision for Learners with Learning Difficulties and/or Disabilities (LLDD):** discrete provision for LLDD cohorts will be exempt from fees. Individual members of the LLDD cohort enrolling on Community Learning courses will be charged fees unless they are covered by one of the remissions detailed under section 6, below.
- **Discrete Courses for Volunteers:** prior approval for remission is required from the Community & Family Learning Lead.

5. REMISSIONS: learners aged 19 and in receipt of the following benefits will be eligible for fee remission:

- Universal Credit
- Income based Job Seekers Allowance (not contribution based)
- Housing Benefit or Council Tax Support (not Single Person's Discount)
- Employment Support Allowance
- Income Support
- Incapacity Benefit
- **Working Tax Credit**
- Pension Credit (not savings credit)
- **Unwaged Dependents** of those in receipt of the above benefits.
- Identified elements of Universal Credit

All benefits claimants will be required to provide evidence of their benefit status to qualify for fee remission. To confirm learner's eligibility sub-contractors must:

Have seen evidence of learners gross annual wages in these circumstances, for example this could be a wage slip or Universal Credit statement, with 3 months of the learner's learning start date, or a current employment contract, which states gross monthly/annual wages.

6. DISCRETIONARY REMISSIONS: there are some categories of learners, for example but not exclusively foster carers, young adults leaving carers, travellers, the homeless and hostel dwellers who, whilst not necessarily in receipt of benefits, are clearly unable to



contribute to the cost of their learning. In such instances, Community & Family Learning may agree discretionary fee remission to groups of learners or individual learners without the prior consent of the ESFA. Records of all such discretionary remissions will be retained. These categories of discretionary remission will be actively kept under review to widen participation

7. REFUNDS: If a Community Learning courses is terminated by the provider because, for example of low numbers, learners who have paid in advance will be refunded for the sessions cancelled by the provider. Individual learners who choose to leave a Community Family Learning course before its completed will not be eligible for a refund. All refunds are given at the discretion of Nottingham City Council and its subcontractors.

Refunds will be made by the learner's initial payment method. If payment was made in cash this will be refunded by cheque to the learner's home address.

If you wish to apply for a refund, complete contact the delivery tutor in the first instance for a refund, failing that please email learning@nottinghamcity.gov.uk or post to Nottingham City Council, Community & Family Learning, 4th Floor, Loxley House, Station Street, Nottingham NG2 3NG. Including the following details: delivery partners name, tutor name, course title/code, evidence of fee payment and contact name/number.

8.AEB Formula Funded Provision: The fee remissions for AEB Formula Funded courses will abide by the 2022/23 ESFA Funding Rules. In addition, individuals with an income of less than £25,000 will be eligible for fee remission from the cost of their accredited courses using the 'Low Wage Threshold'.