

Nottinghamshire County Council Adult Learning Fees and Remission Policy 2024/2025

1. **COVERAGE:** this fees approach covers activity classified as Adult Skills Fund Community Learning, funded by the Education and Skills Funding Agency (ESFA) and contracted to Nottinghamshire County Council/Inspire Learning for delivery in Nottinghamshire. In addition, this policy also applies to the fees established by the ESFA for accredited provision which must follow the national regulations (the fees policy for the [2024/25 academic year](#)).
2. **IMPLEMENTATION DATE:** this policy will take effect from 1st August 2024.
3. **TUITION FEE:** the hourly charge for Community Learning courses will be £3.50 per hour. The collection method is at the discretion of the Community Learning provider. The regulations covering how charges for accredited courses are applied vary and are published by the ESFA in their annual fees guidance.
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 Learning Director.
 - Discrete Family Learning Courses delivered in conjunction with community partners (e.g., local schools or Children's Centres).
 - Any course where there is good reason (at the discretion of the Learning Director).
5. **REMISSIONS:** learners 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 and Support Allowance (ESA)
 - Income Support
 - Incapacity Benefit
 - Working Tax Credit
 - Child Tax Credit
 - Pension Credit (not savings credit)
 - Unwaged Dependents of those in receipt of the above benefits.

All benefits claimants will be required to provide evidence of their benefit status to qualify for fee remission.

6. **FINANCIAL SUPPORT:** Inspire Learning has a discretionary learner support fund to support fee or course costs for learners experiencing financial hardship but not otherwise eligible for fee remission.
7. **REFUNDS:** if a Community Learning course is terminated by the service, learners who have paid in advance will be refunded for the sessions cancelled by the service. Individual learners who choose to leave a Community Learning course before its completion will not be eligible for a refund.
8. **ADULT SKILLS FUND ACCREDITED PROVISION:** As mentioned above, the fee remissions for Adult Skills Fund Accredited courses will abide by the 2024/25 ESFA Funding Rules. In addition, individuals with earnings of less than £22,308 will be eligible for fee remission from the cost of their accredited courses using the 'Low Wage Threshold'.
9. **INELIGIBLE LEARNERS:** Where there are places remaining on a programme, these may be taken by learners who are not eligible for ESFA funding upon payment of full course fees of £10 per hour.