

## **Bromley Adult Education College Fee Policy 2024-2025**

### **Scope of the policy**

This policy sets out how Bromley Adult Education College (BAEC, the College) applies fees that are charged to learners for courses held at any onsite venue used by the College, or for online courses. The policy is subject to rule changes introduced by government and funding agencies which may occur during an academic year.

BAEC receives an annual grant, the Adult Skills Fund, from the Greater London Authority (GLA), and the Education and Skills Funding Agency (ESFA) to deliver learning to adults in Bromley. This is divided into two sections, adult core funding and tailored learning. This policy is based on funding rules set out by the GLA and the ESFA, as well as locally agreed priorities to meet the GLA Skills' Agenda.

### **Policy rule**

This policy will be updated on an annual basis and issued during August every year, unless government guidance is unavailable. It will be approved by the Bromley Adult Learning Board.

Any comments regarding this policy should be sent to [enquiries@baec.ac.uk](mailto:enquiries@baec.ac.uk). Further information on fees can be obtained from staff at either the Kentwood or Poverest Centres, or by calling 020 8659 7976.

### **General principles**

BAEC's fee strategy supports the Adult Learning Strategic Priorities by setting out the principles under which the College generates income beyond the Adult Skills Fund grants from the ESFA and the GLA. Most courses attract a government subsidy and learners who do pay are making a contribution towards the cost.

### **Learners' fees**

BAEC asks learners to make a contribution towards the cost of their learning, depending on government funding regulations, individual circumstances and locally agreed priorities.

Tuition fees are charged on the basis of and with consideration towards:

- The age of the learner. Learners must be aged 19+ on the 31st August 2024
- The residency status of the learner; to be eligible for any funded course, learners must meet residency criteria required by the GLA/ESFA - for more information contact enquiries@baec.ac.uk
- The type and size of the course the learner is attending
- The level of prior attainments the learner has achieved
- The employment status of the learner and any benefits the learner is in receipt of
- The income of the learner
- The level of public subsidy the course and/or the learner attracts
- The target audience of the course

Courses with fees are costed on an hourly basis and rounded up to the nearest pound. The tuition fee does not include any additional costs such as materials, resources or examination fees. Where there are additional fees, these will be made clear on the website at the time of enrolment and by the tutors before/during the lessons. When applicable, learners will be sent information about what they will need to purchase, before the first lesson.

Late enrolments will be charged pro-rata to the nearest half-term, dependent on the course and approval by Curriculum Development Managers. Registration costs, materials and examination fees (if applicable) will be due in full.

BAEC cannot enrol individuals on another course while there is a balance of fees outstanding for any previous enrolment. Similarly, individuals cannot be enrolled on a course where there are fees to pay, without paying the fees at the time of enrolment.

<b>2024-25</b>	<b>Tuition fee per hour</b>	<b>Type of provision</b>
Adult Core funded courses	£4.06	Vocational courses leading to a qualification
Tailored Learning funded courses - standard	£6.17	Non accredited courses in standard classrooms
Tailored Learning	£6.54	Non accredited courses in specialist

funded courses - specialist		classrooms that incur higher fixed costs
Self Funded courses	£11.36	Courses that attract no government subsidies

### Eligibility and subsidies

With the exception of "self funded" courses, all learners benefit from subsidised course fees through the Adult Skills Fund from the GLA/ESFA. Learners must be eligible for funding by meeting residency requirements. More information on eligibility can be obtained from enquiries@baec.ac.uk. Learners may be asked to prove their residence status by showing a passport, biometric card or permit, share code or Home Office papers. Learners who are not eligible or who fail to provide proof of eligibility, will be subject to fees at the "self funded rate" regardless of the course attended.

### Adult Core funding

This part of the grant is used to provide courses leading to qualifications designed to help learners progress to employment, better work or further learning. Fees on courses that fall under Adult Core may be waived according to the learner's circumstances:

- In receipt of certain benefits such as:
  - Employment support allowance
  - Job Seekers Allowance
  - Universal credit
  - Income support
  - Working tax credits
  - Housing benefits
  - Disability allowance/PIP
  - Carers' allowance
  - Pension Guarantee Credit
  - NB state pension is **excluded** from this list
- Employed and earning below the London Living Wage earnings threshold (please check current threshold with enquiries@baec.ac.uk)
- Not in receipt of any benefits, not working but wanting to be employed, or seeking exceptional support with social integration

Evidence of low wage will need to be presented at the time of enrolment to qualify for fee remission under this category. All learners will be asked to self declare benefit and employment status.

Accredited and non accredited courses in English (literacy), maths and digital skills fall under the government's "legal entitlement" offer and are free of charge to all eligible learners.

### **Examination fees**

Examination, accreditation and administration costs are generally included in the overall course fee where applicable. All examination/accreditation and administration fees are non-refundable as they are passed on to external awarding organisations.

If students fail any examination and need to re-sit, they may need to pay the examination fee again. This is valid whether they re-sit during the same academic year or the following academic year. Different rules may apply for specific examinations; full details are available from the examination team at BAEC.

If students fail to attend their examination(s) at the original date, they will be required to pay the re-sit examination fee in full.

### **Tailored Learning**

The tailored learning funding grant is used to offer courses designed to help learners with one of the following:

- Engaging and/or building confidence
- Preparing for further learning
- Preparing for employment
- Improving essential skills including English, ESOL, Maths and Digital
- Equipping parents/carers to support children's learning
- Health and well-being
- Developing stronger communities

Some courses funded in this way fall under the category of "locally agreed priorities" and fees are waived but others attract a course fee payable by learners by way of a contribution to the cost of learning. A 20% discount is available on the fee paying courses for those in receipt of certain benefits, not including the state pension.

- Employment support allowance
- Job Seekers Allowance

- Universal credit
  - Income support
  - Working tax credits
  - Housing benefits
  - Disability allowance/PIP
  - Carers' allowance
  - Pension Guarantee Credit
  - NB state pension is **excluded** from this list
- Evidence must be provided at the time of enrolment to secure this discretionary discount.

Please ask for more information at Reception at either of the main centres or email [enquiries@baec.ac.uk](mailto:enquiries@baec.ac.uk).

### **Part Payments**

Learners who are attending a course that attracts fees and is longer than 16 weeks, can apply to pay in instalments. More information is available by emailing [enquiries@baec.ac.uk](mailto:enquiries@baec.ac.uk).

### **Locally agreed priorities**

BAEC has agreed to use its funding to support those most in need and fees are waived for certain types of provision, for example:

- Lip Reading courses
- Employability courses
- Targeted courses for adults with learning difficulties and disabilities
- ESOL courses
- Courses designed in partnership with local community organisations such as the Bromley Children Project
- NB this list is not exhaustive and is subject to change during the academic year.

### **Room Letting Fees - to follow**