



## **BROMLEY ADULT EDUCATION COLLEGE**

### **Bromley Adult Education College**

### **Fee Policy 2025-2026**

*Developing individuals and communities by providing accessible,  
high quality learning opportunities and skills training*

Reviewed and approved by:	SMT
Date:	April 2025
Next review date:	TBA

## **Scope of the policy**

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

BAEC receives an annual Adult Skills Fund grant from the Greater London Authority (GLA) and the DfE to deliver adult learning in Bromley. This grant is divided into Adult Core Funding and Tailored Learning Funding. This policy is based on funding rules set by the GLA and the DfE, alongside locally agreed priorities aligned with the GLA Skills Agenda.

## **Policy rule**

This policy will be updated annually and issued each August, unless government guidance is unavailable. It will be approved by the Bromley Adult Learning Board.

BAEC reserves the right to amend fees during the academic year in response to changes in government or funding agency rules or operational needs.

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 the principles under which the College generates income beyond the Adult Skills Fund grants. Most courses attract a government subsidy and learners are required to contribute towards the cost.

## **Learners' fees**

BAEC requires learners to contribute towards the cost of their learning depending on government funding regulations, individual circumstances and locally agreed priorities.

Tuition fees are charged with consideration to:

- The age of the learner (must be aged 19+ on 31 August 2025)
- The residency status of the learner (learners must meet residency criteria required by the GLA/DfE)
- The type and size of the course

- The level of prior attainment
- The employment status of the learner and any benefits received
- The income of the learner
- The level of public subsidy the course or learner attracts
- The target audience of the course

Courses are costed on an hourly basis and rounded up to the nearest pound. The tuition fee does not include additional costs such as materials, resources or examination fees. Where additional costs are included within the course fee, this will be clearly stated at the time of enrolment. Learners will be informed by tutors about any materials they will need to purchase separately before the first lesson.

Late enrolments will be charged on a pro-rata basis to the nearest half-term, subject to Curriculum Development Manager approval. Registration, materials and examination fees (if applicable) will be payable in full.

Learners cannot enrol on another course if a balance remains outstanding from any previous enrolment. Learners cannot be enrolled on a course unless payment is made at the time of enrolment or an agreed instalment plan is in place.

2025-26	Tuition fee per hour	Type of provision
Adult Core funded courses	£4.14	Vocational courses leading to a qualification
Tailored Learning funded courses - standard	£6.29	Non accredited courses in standard classrooms
Tailored Learning funded courses - specialist	£6.67	Non accredited <b>courses</b> in specialist classrooms that incur higher fixed costs
Self Funded courses	£11.59	Courses not eligible for government funding

### Eligibility and subsidies

Except for self-funded courses, all learners benefit from subsidised course fees through the Adult Skills Fund. Learners must meet residency requirements. Proof of eligibility will be required, such as a passport, biometric card, share code or Home Office documentation. Learners unable to provide proof will be charged the self-funded full course fee.

### Adult Core funding

Adult Core funding supports courses leading to qualifications aimed at improving employment prospects, supporting progression to further learning or achieving better work outcomes.

Fee waivers are available to learners who receive one of the following benefits:

- Employment Support Allowance
- Jobseeker's Allowance
- Universal Credit
- Income Support
- Working Tax Credit
- Housing Benefit
- Disability Allowance/PIP
- Carers' Allowance
- Pension Guarantee Credit
- Are employed and earning below the London Living Wage threshold (learners should confirm the current threshold with [enquiries@baec.ac.uk](mailto:enquiries@baec.ac.uk))
- Are unemployed, not claiming benefits but seeking employment, or requiring support with social integration

NB state pension is **excluded** from this list

Learners must present evidence at the time of enrolment to qualify for fee remission. All learners will be asked to self-declare their employment and benefit status.

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

### Examination fees

Examination, accreditation and administration costs are generally included in the overall course fee. These costs are non-refundable, as they are passed to external awarding organisations.

Learners who fail examinations or fail to attend their scheduled examinations may be required to pay re-sit fees. Different rules may apply to specific examinations; full details are available from the Examination Team.

### Tailored Learning

The Tailored Learning grant funds courses intended to:

- Build confidence and engagement
- Prepare learners for further learning
- Support learners into employment
- Improve essential English, maths, ESOL and digital skills
- Equip parents/carers to support children's learning
- Promote health and well-being
- Strengthen communities

Some courses are fee-free under locally agreed priorities to support local residents, while others require learners to contribute towards costs. A 20% discount is available to learners in receipt of the benefits listed below (excluding those in receipt of a state pension). Evidence must be provided at enrolment to secure this discount.

- 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.

### Part Payments

Learners enrolling on courses longer than 16 weeks that attract a fee may apply to pay in instalments. Payment plans must be agreed at the time of enrolment. Failure to maintain agreed payments may result in withdrawal from the course or refusal of future enrolments.

### Locally agreed priorities

BAEC has agreed to support those most in need by waiving fees for certain provision, including:

- 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

(This list is not exhaustive and may change during the academic year.)

### Room Letting Fees - to follow

Information regarding Room Letting Fees is available [here](#).

More information is available by contacting [enquiries@baec.ac.uk](mailto:enquiries@baec.ac.uk) or at the Reception at Kentwood or Poverest Centres.

## Glossary for Bromley Adult Education College Fee Policy 2025–2026

Term	Definition
Adult Skills Fund	Government funding provided by the GLA and DfE to support adult education.
GLA	Greater London Authority, one of the funding bodies for BAEC.
DfE	Department for Education, a UK government department that co-funds adult education.
Adult Core Funding	Funding for accredited courses aimed at improving employment and learning outcomes.
Tailored Learning Funding	Funding for non-accredited courses that support community and personal development.
Self-Funded Courses	Courses not eligible for government funding; learners pay the full cost.
Tuition Fee	The cost charged to learners for attending a course, excluding materials or exams.
Fee Waiver	A policy allowing eligible learners to attend courses without paying tuition fees.
Legal Entitlement Scheme	Government initiative offering free English, maths, and digital skills courses to eligible learners.

Residency Criteria	Requirements learners must meet to qualify for subsidised fees (e.g., UK residency).
Pro-Rata Fee	Adjusted fee for learners enrolling late, calculated based on the remaining course duration.
Instalment Plan	A payment arrangement allowing learners to pay course fees in parts over time.
Examination Fees	Costs associated with taking exams, often included in the course fee but non-refundable.
Fee Remission	Reduction or cancellation of fees for eligible learners based on benefits or income.
London Living Wage Threshold	Income level below which employed learners may qualify for fee waivers.
Community Partnership Courses	Courses developed in collaboration with local organisations to meet specific community needs.