



Ealing Adult Learning Service

Fees Policy

2021/22

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1. Introduction

Ealing Adult Learning Service (EALS) receives funding from the Education and Skills Funding Agency (ESFA) and the Greater London Authority (GLA) for the delivery of accredited and non-accredited adult education provision. All courses offered by Ealing Adult Learning are therefore subject to the GLA and ESFA funding rules.

This policy sets out the guidance for the eligibility of any fees remission.

When you apply for a course with EALS, you will be fully supported in completing your application and made completely aware of any fees you may have to pay for your course before you enrol and commit to your course of study.

2. Eligibility for access to funded provision

To qualify for ESFA/ GLA funding, you must be:

- Aged 19 or older on 1st August 2021
- Resident in London; and
- are a citizen of a country within the European Economic Area (EEA) or other countries determined within the EEA, including those with bilateral agreements such as Switzerland, or have the Right of Abode in the UK; and
- have been ordinarily resident in the EEA or other countries determined within the EEA, including those with bilateral agreements such as Switzerland, for at least the previous three years on the first day of learning.

If you do not meet the above criteria, you may still be eligible for access to funded provision. Please contact Ealing Adult Learning (adultlearning@ealing.gov.uk) for more information. We will need to see evidence of residency status, such as a Home Office letter or passport.

Even if you are eligible for funding you may or may not have to pay a fee. Circumstances such as previous achievement, income, employment status, or age for example will be taken into account as follows.

3. Fees

3.1. Zero Fees

You will qualify for zero fees on our courses, if you are:

- Aged 19-23 and are studying for a first full Level 2 qualification
- Aged 19-23 and are studying for a first full Level 3 qualification
- On a functional skills English and/or maths course up to and including Level 2

- Receiving one or more of the following:
 - a) Jobseeker's Allowance (JSA), including receiving National Insurance credits only
 - b) Employment and Support Allowance (ESA)
 - c) Universal Credit, and your earned income from employment (disregarding benefits) is less than £338 a month (learner is sole adult in their benefit claim) or £541 a month (learner has a joint benefit claim with their partner)
- In employment earning less than £21,157.50 annual gross salary. Evidence such as a wage slip within 3 months of the course start date or current employment contract stating gross monthly/annual wages must be provided at time of enrolment.

3.2. Co-Funded and Full Fees

If you are not in any of the categories set out in section 3.1, you will need to pay either a 'co-funded' fee or a full fee.

- If you are not in any of the categories set out in section 3.1 and **ARE** eligible for funded provision, you will need to pay a co-funded fee (50% of the full fee).
- If you are not in any of the categories as set out in section 3.1 and are **NOT** eligible to access funded provision, you will need to pay the full fee.

3.3. Payment of Fees

Fee rates will be provided to everyone wishing to enrol on a course. Learner fees where applicable are collected at the time of enrolment. No learner can attend without having paid their fees.

3.4. Can I pay in instalments?

If you are enrolling on a course which is over ten weeks, you may be able to spread the cost of your course and pay your course fees by Direct Debit instalments. Please speak with a member of the EALS team for an application form. Please note terms and conditions apply for scheduled repayments.

*Please note: you will be entering into an agreement with EALS to pay for your full course fees, regardless of whether you complete the course or not.

4.2. Refund Policy

We want to ensure you have chosen the right course and you are enjoying your learning experience. If your circumstances change and prevent you from attending your course, we can only refund in exceptional personal or family circumstances. For example, in the event of sickness, a full or partial refund will be given on production of a valid doctor's certificate, depending on the number of sessions attended.

Requests for a refund should be made in writing and submitted to EALS for approval. If you believe you are entitled to fee refund, please write adultlearning@ealing.gov.uk.

Withdrawals for holidays, loss of interest, new time commitments and similar domestic changes are unlikely to qualify for refunds.

NB: Transfers are subject to any necessary adjustment fees, availability of places and authorisation being given by the tutor of the new courses.

4.3. Course cancellations

We need a minimum number of learners enrolled on each course for these to be viable. If there are not enough learners enrolled on a course, we may need to:

- Cancel the course before the first class, and give learners a full refund; or
- Meet for the first class and give learners the opportunity to transfer to another course.

In the event of severe weather, EALS will let you know how this will affect classes.

4. 2021/22 Fees

ACCREDITED COURSES		
Fully-Funded	Co-Funded	Full Cost
No fee for course, administration charges where applicable.	50% of full fee plus administration charges where applicable. Fees for accredited courses aimed at ESFA/GLA priorities e.g. Covid priorities, digitally disadvantaged, low incomes, ESOL, LLDD, first steps into learning, social inclusion, etc. range from nil to £2.45ph	100% of full fee plus administration charges where applicable.

NON-ACCREDITED COURSES		
Fully-Funded	Co-Funded	Full Cost
No fee for course, *administration charges where applicable.	We offer a range of fees from £3.70 per hour up to market rate, *administration charges where applicable. Fees for non-accredited courses aimed at ESFA/GLA priorities e.g. Covid priorities, digitally disadvantaged, low incomes, ESOL, LLDD, first steps into learning, social inclusion, etc. range from nil to £2.45ph	We offer a range of fees starting from £6.70 per hour up to market rate, *administration charge where applicable.

*Administration charges: administration or additional charges may be made for resources, specialist materials, technical support, examination, certification or assessment fees. This information will be provided at enrolment.

Provision	19-23 year-olds	24+ Unemployed	24+ Other
English and Maths up to and including Level 2 (Must be delivered as part of the legal entitlement)	Fully funded*	Fully funded*	Fully funded*
English for Speakers of Other Languages (ESOL) learning up to and including Level 2	Co-funded+	Fully funded	Co-funded+
	Fully funded - unemployed		
Level 2 (excluding English and maths) (First full level 2 must be delivered as part of the legal entitlement)	Fully-funded* (first and full)	Fully funded	Co-funded+
Level 3 (First full level 3 must be delivered as part of the legal entitlement)	Fully funded* (first and full)	Loan-funded	Loan-funded
	Loan-funded** (previously achieved Level 3 or above)		
	Fully funded - unemployed		

Note: This Fees Policy is correct as at 26 April 2021. This policy will be reviewed regularly and may be changed to reflect changes to funding as required by the Education and Skills Funding Agency and/ or Greater London Authority.