



**WOKINGHAM  
BOROUGH COUNCIL**

## **Wokingham Borough Council Fee Policy for Adult and Community Learning Provision**

**2016-17**

Wokingham Borough Council receives an Adult Education Budget from the Skills Funding Agency (SFA) to support the delivery of adult education across Wokingham. The purpose of this budget is to

- provide adults with skills and learning needed for work and apprenticeships or further learning
- Help disengaged and hard to reach learners re-engage in learning, build confidence and enhance their wellbeing

The Council delivers a small number of courses itself, but contracts the majority of provision to local community, voluntary and learning organisations.

### **Who is Eligible to participate?**

Most individuals will be eligible if

1. they are 19 or older on the 31<sup>st</sup> August 2016  
AND
2. 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
3. have ordinarily been 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.

Other individuals, including asylum seekers may be eligible. Contact the Adult Education Team Tel 0118 974 3797 or email [lifelonglearning@wokingham.gov.uk](mailto:lifelonglearning@wokingham.gov.uk) for more information.

### **Fee Policy**

All courses are funded by the Skills Funding Agency. In order to receive this money we must ensure that funding is focused on people who are disadvantaged and least likely to participate in learning. We therefore collect fees from people who can afford to pay and use them to extend provision to those who cannot.

Fees are set by the individual provider and will range between £5 and £50 dependent on the course.

The courses below will be fully funded and therefore free to learners.

- Bitesize English and Maths ( Non accredited)
- Accredited English and Maths ( Eligibility criteria apply)

Learners will also be exempt from fees if they are unemployed and in receipt of one of the following benefits

- Job Seekers Allowance
- Employment Support Allowance
- Income Support
- Universal Credit (work related)

### **Discretionary Fee Remissions**

Other learners may also be exempt from fees or entitled to reduced fees at the discretion of the provider. These may include, but not exclusively, individual members of families engaged with Early Help and Troubled Families, care leavers, members of the GRT community, adults with LDD, homeless residents or those at risk of homelessness.

These charges will be clearly identified on any promotional literature.

### **Payment**

Each provider has its own process for collecting fees.

Fees should be paid in advance and learners will not be allowed to commence the course without having paid their fees.

### **Refunds**

If a course 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 their course before its completion will not be eligible for a refund.