

Waltham Forest Adult Learning Service Fees Policy 2024-25

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Introduction

Waltham Forest Adult Learning Service (WFALS) is part of Employment Business and Skills (EBS) in the Stronger Communities Directorate, Waltham Forest Council. We are the council's provider of choice for adult learning, qualification courses, employment opportunities, health and wellbeing and business support.

Our Vision: To create and target opportunities that connect our residents and learners with high quality jobs, qualifications to raise the level of skills for life, wellbeing and support our businesses to be sustainable.

Purpose

The policy applies to all fees relating to courses available at the Waltham Forest Adult Learning Service (WFALS). The purpose of this policy is to provide a framework within which WFALS can work to ensure that:

- Fees are charged appropriately, consistently, fairly and transparently.
- Fee information is published in a manner that is timely and accessible.
- The Service is operating in accordance with the requirements of Greater London Authority (GLA), Education Skills Funding Agency (ESFA) funding rules and any other applicable funding or monitoring bodies' regulations.

Learners in the following categories will not be charged for their course

ALS is committed to working with adults from diverse backgrounds, skills and starting points with a range of reasons from gaining a qualification, getting a better job, or improving health and wellbeing. With this backdrop, ALS takes care and pride in delivering a fair, open, transparent and impartial skills and employment Information Advice and Guidance. As it is important that all learners understand the reason they are engaging with ALS. It is equally important to ensure that every learner is assessed to ensure that they are able to engage on their course and are fully supported in their skills or employment journey with ALS.

We deliver adult learning courses that either lead to a qualification (accredited courses) or are (non-accredited courses). We receive funding from the Greater London Authority (GLA) - Adult Skills Fund (ASF) and the Education, Funding and Skills Authority (ESFA). The service aims to create an environment that enables individuals to access and participate fully in learning, gain qualifications, employment and making sure that no one gets left behind, especially those directly impacted by the current cost of living crisis and economic inequalities.

When you apply for a course with us, we will tell you about any fees you may have to pay before you enrol and commit to your course of study.

Most learners will not need to pay fees. This policy will explain who does not need to pay fees.

Waltham Forest Adult Learning Service Fees policy supports the aims of the Adult Learning Strategic Priorities 2024-25 by setting out the principles under which the Waltham Forest Adult Learning Service generates income beyond the Adult Skills Fund (ASF) allocation from the Greater London Agency (GLA) and the Education and Skills Funding Agency (ESFA). It is the expectation from funders that those who can afford to pay for their course do pay and the

additional income enables the service to improve participation in learning for those who need it most.

Waltham Forest Adult Learning Service encourages learners to make a contribution towards the cost of their course, dependent on government funding regulations and locally agreed priorities. The Fees Policy is reviewed annually and approved by the ALS Adult Learning Board and Council Portfolio Leader. Most of our courses are subsidised by the Government. The advertised price already includes the Government subsidy if one applies. Some courses are fully subsidised so there is no fee to pay. But not everyone is entitled to a subsidised place.

A basic hourly fee forms the basis for all fee calculations. There are different fee thresholds, according to the type of provision and learners' individual circumstances. The course fee is rounded up to the nearest pound. Adult Skills courses, including those leading to qualifications, attract a lower hourly fee than Tailored Learning (previously community learning) courses. Cost of fees include any materials and exam fees as applicable. Fees have been frozen for over three years in view of recent world challenges e.g., the current cost of living crisis. Fee breakdowns are available as required. The rates for academic year 2024-25 are set out in **Appendix 1**.

Who can access our adult learning courses?

Most of our courses are funded through the GLA. To enrol on one of these courses, you must be:

- Aged 19 or over as of the 31st August 2024.

Resident in London, a UK citizen, a citizen of the European Economic Area (EEA) who has the right of abode in the UK. You must have generally lived in the UK / EEA for at least the previous 12 months before your first day of learning. If you do not fit into one of these categories, you may still be able to access our courses. You may still have to pay a fee, which will depend on things like your previous educational achievement, your income, employment status or your age. You will need to talk to our staff at reception at the centre where you want to study for more information.

The staff at the centre will need to see evidence of your residency status, such as valid permission to live in the UK for at least last 12 months. You will also have the option to complete a self-declaration residency form if you are unable to provide evidence. You will be legally declaring that you are eligible for funding by completing and signing the self-declaration residency form.

Some courses require an interview and or an assessment. Please don't worry, this is for you to meet a subject expert who can help you decide if the course is right for you to help you make a decision about your learning. Enrolling on the right course will allow you to achieve. During your visit we can also identify any additional help you might need when studying with us, including paying the correct fee or free if you are eligible, books, equipment and any financial support you may be eligible for such as cost of childcare. we cannot take your enrolment if you haven't attended an interview or assessment as required for the course you may want to enrol on.

ALS reserves the right to cancel any course or change its charging policy where its costs may result in a financial loss, cancel any course where there is a lack of appropriate resources and / or refuse entry to a course on any non- discriminatory grounds. ALS reserves the right to apply its discretion when making fee-setting decisions in order to meet the needs of the local areas in which ALS delivers and to ensure the provision offered is priced competitively.

1. Charges

1.1 General Principles

Fee charges will be calculated based on costs of provision (including annual inflation) and Government fee expectations.

A basic minimum hourly rate will be set annually for standard courses. This will form the basis for all fee calculations. However, the final advertised course price will include other elements and represents the price for providing the whole learning aim. It cannot be broken down into a sessional or weekly price and it will not be amended if the number of sessions is reduced, unless there are exceptional circumstances (see refund section).

ALS will vary the hourly rate applied to some courses and will adjust fees according to market circumstances, where appropriate.

General discounts and/or reduced fees or discounts for specific learners or programmes may be introduced from time to time for promotional purposes.

ALS reserves the right to change a course fee, even if it has been advertised previously. This right will be exercised if an error has been made, or if there are changes to funding rules, the type of provision, minimum numbers or costs.

1.2 Exam Fees

Some of our advertised course fees already include the full exam and registration costs, but not all. You may be asked to pay for your exam nearer the time. This information will be in the course information sheet. Exam entries are not refundable and cannot be transferred. If you do not attend the examination or fail, you may have to pay the full exam entry fee if you want to enter again. Exam charges levied by awarding bodies will be passed on for payment to individual learners, unless the learner is exempt from payment under Government, GLA/ESFA or local funding regulations.

Re-Sits

Where the learner has failed (or failed to achieve the required grade for the qualification aim) and is re-sitting within the same funding year, no charge will be made. Full charges will apply if the learner re-sits the following year. Those learners wishing to improve a grade and who are re-sitting within the same academic year will pay the full cost of entry.

ALS reserves the right to charge a supplement where an awarding body increases exam charges during the year.

1.3 Other Learner Charges

Learners who are required to pay a course fee and / or registration fee will also be charged the full cost of materials and consumables.

2. Fee Categories

2.1 General Principles

The fee charged will depend on:

1. Whether a learner is eligible for Government funding:
 - Learners not eligible for Government funding are full cost learners and will be charged the full cost of a course place and all additional charges. They are not entitled to any learner support.
2. The type of course and where the learning takes place:
 - Learners have a legal entitlement to free tuition on certain provision.
 - Some courses will be fully or part-funded by the Government or third parties.
3. The learner's fee status:

There are three levels of funding irrespective of delivery mode available for learners:

- Full Funding
- Co-Funding
- Non-funding (or Full Cost)

Full Funding

No fee will be charged. Learners will not pay any course tuition fees, exam fees, registration or other course charges which are a requirement of the learning aim.

Co-Funding

The GLA/ESFA will subsidise the cost for these learners. The advertised price covers the balance of the cost. Learners will pay the advertised price for the course and will be entitled to a reduced price or free course if they are on certain state benefits. Additional charges for materials, examinations and other costs will be added, where applicable.

Non-Funded

Learners will be charged the full cost of a course place and all additional charges.

Fee exemption and reduced fees include the expectation that those who can afford to pay should pay and that public funding should be refocused on those who need it most.

Learners must have been permanently resident in the UK for 12 months and eligible for GLA or ESFA funding to be eligible for fee exemption, reduced fees or the advertised prices shown in the tables below. This is in addition to any funding eligibility criteria and applies to all courses.

Evidence of entitlement is always required and in the case of benefits the applicant must be receiving benefit at the time of enrolment. Evidence must be current (within the last 6 months).

2.2 Fee Status - Learners aged 19+

Unless learners are listed in the table below, they will have to pay the full cost of the course plus any additional costs.

2.3 Definition of Unemployed

A learner is defined as unemployed if one or more of the following apply:

- They receive Jobseeker's Allowance (JSA), including those receiving National Insurance credits only.
- They receive Employment and Support Allowance (ESA).
- They receive Universal Credit (UC), and their take-home pay as recorded on their UC statement (disregarding UC payments and other benefits) is less than £892 a month (learner is the sole adult in their benefit claim) or £1437 a month (learner has a joint benefit claim with their partner).
- They receive other state benefits (not included in the list above) and their take-home pay (disregarding UC payments and other benefits) is less than £892 a month (learner is the sole adult in their benefit claim) or £1437 a month (learner has a joint benefit claim with their partner).
- They are not receiving any benefits, wants to be employed, and we are satisfied identified learning is directly relevant to their employment prospects and the local labour market needs.
- They are released on temporary licence, studying outside a prison environment, and not funded by the Ministry of Justice.

2.4 Advanced Levels and Other Level 3 or 4 Courses

- If you study at Level 3 or 4 the cost of your course is based on your age.
- If you are 19-23 and undertaking your first full level 3 programme - the course is likely to be free for you.
- If you are 24 years old or over or you are 19-23 and not undertaking your first full level 3 programme - you will have to pay the full cost of the course. But you can apply for a student loan to help with the course fee.

You are eligible for a student loan if you are resident in the UK and are accepted onto an approved course at level 3 or 4. Repayments don't start straight away, and you won't have to pay anything back until you're earning over £25,000 a year. The amount you pay back is linked to your earnings, not to the amount you have borrowed. If you stop working, then your repayments stop until you are earning over £25,000. There is no up-front cost if you choose to take out a loan.

If you take out a loan for a level 4 Access to Higher Education Diploma and then go onto university and complete your undergraduate programme, then your Advanced Learner loan balance will be written off once you have completed your degree.

Note: you must complete the loan application process and present your approved loan letter form to the Student Loans Company to keep your place on the course three weeks prior to course start date.

If your loan is not approved or you do not complete the application process, then you will be asked to pay the full cost of the course or you will lose your place.

Advanced learner loan process:

1. Choose - Decide on level 3 or higher course you would like to do and complete assessments and or interview.
2. Apply (a) – Apply to join the course by contacting us (call us or visit our centres).
3. Apply (b) – Once you have your course confirmation letter visit: <https://www.gov.uk/advanced-learner-loan> and fill in your application.
4. Show evidence of loan approval letter. **You will not be able to start course without loan approval letter.**
5. Start your course – We will let student finance know that you have started studying with us and your course fees will be paid directly to us as you attend your course.
6. If you are unable to complete your course, you may be asked to pay the remaining cost of the fee to the service.

To find out more, visit: <https://www.gov.uk/advanced-learner-loan>

2.4.1 GLA/ESFA Funding Rules Table

2024-25 GLA/ESFA Funding Rules Table Provisions leading to fundable qualification aims			
Provision	19 - 23-Year-olds	24+ Unemployed	24 and Over
<p>English & Maths, up to and incl. Level 2</p> <p>[Must be delivered as part of the legal entitlement qualifications list]</p>	<p>Fully Funded (Free)</p> <p>[For individuals who have not previously attained a GCSE grade A* - C or grade 4 or Higher]</p>	<p>Fully Funded (Free)</p> <p>[For individuals who have not previously attained a GCSE grade A* - C or grade 4 or Higher]</p>	<p>Fully Funded (Free)</p> <p>[For individuals who have not previously attained a GCSE grade A* - C or grade 4 or Higher]</p>
<p>Essential Digital Skills Qualifications up to and incl. Level 1</p> <p>[Must be delivered as part of the Digital legal entitlement qualifications list]</p>	<p>Fully Funded (Free)</p> <p>[For individuals who have digital skills assessed at below level 1]</p>	<p>Fully Funded (Free)</p> <p>[For individuals who have digital skills assessed at below level 1]</p>	<p>Fully Funded (Free)</p> <p>[For individuals who have digital skills assessed at below level 1]</p>
<p>Learning to progress to Full level 2 - up to and incl. Level 1</p> <p>[Must be delivered as entry or level one provision from local flexibility]</p>	<p>Fully Funded (Free)</p>	<p>N/A</p>	<p>N/A</p>
<p>Learning to progress to level 2</p>	<p>N/A</p>	<p>Fully Funded (Free)</p> <p>For those who meet the definition of unemployed or meet the eligibility criteria for low wage.</p>	
		<p>Co-Funded (Advertised Price)</p> <p>For those who do not meet the definition of unemployed or do not meet the eligibility criteria for low wage.</p>	

<p>First Full Level 2 (excl. English & Maths)</p> <p>[Must be delivered as part of the legal entitlement]</p> <p>Note: Level 2 provision from the local flexibility offer will not be funded for 19-23-year-olds who do not have a first full Level 2.</p>	Fully Funded (Free)	Fully Funded (Free) For those who meet the definition of unemployed or meet the eligibility criteria for low wage.	Co-Funded (Advertised Price) For those who do not meet the definition of unemployed or do not meet the eligibility criteria for low wage.
<p>Learning Aims up to and incl. Level 2</p> <p>[Where the learner <u>has already achieved</u> a first full level 2 or above]</p>	Fully Funded (Free) For those who meet the definition of unemployed or meet the eligibility criteria for low wage.		Co-Funded (Advertised Price) For those who do not meet the definition of unemployed or do not meet the eligibility criteria for low wage.
	Co-Funded (Advertised Price) For those who do not meet the definition of unemployed or do not meet the eligibility criteria for low wage.		
<p>First Full Level 3</p> <p>[Must be delivered as part of the level 3 legal entitlement list]</p>	Fully Funded (Free)	N/A	N/A
<p>Level 3 Adult Offer (National Skills Fund: FCFJ)</p> <p>[Free courses for jobs (FCFJ) is a targeted level 3 offer to support adults who meet the definition of being below the London Living Wage earnings threshold]</p>	Fully Funded (Free) Learners without a full level 3 or above can access a qualification on the FCFJ offer qualifications list.		
	Fully Funded (Free) Learners who already hold a level 3 or higher qualification and meet the London Living Wage earnings threshold.		
	Loan Funded For those who do not meet the London Living Wage earnings threshold and already hold a level 3 or higher qualification.		

<p>Additional Level 3 covered under London Recovery Flexibility</p> <p>[Flexibilities apply to Level 3 qualifications in 2021/22 as part of the London Recovery]</p>	Fully Funded (Free)	Fully Funded (Free)	
<p>English for Speakers of Other Languages (ESOL) learning up to and including Level 2</p>	<p>Fully Funded (Free)</p> <p>For those who meet the definition of unemployed or meet the eligibility criteria of low wage.</p>	<p>Fully Funded (Free)</p> <p>For those who meet the definition of unemployed or meet the eligibility criteria of low wage.</p>	<p>Co-Funded (Advertised Price)</p> <p>For those who do not meet the definition of unemployed or do not meet the eligibility criteria for low wage.</p>
	<p>Co-Funded (Advertised Price)</p> <p>For those who do not meet the definition of unemployed or do not meet the eligibility criteria for low wage.</p>		

3. Reduced Fees

3.1 Learners on Tailored Learning course are entitled to a reduced fee for their learning if they are:

- in receipt of Job Seekers Allowance
- in receipt of Employment Support Allowance
- in receipt of Universal Credit
- in receipt of Other State benefits
- a dependent of someone in one of the categories above who is named on the benefit entitlement letter/document.

Reduced fees only apply to course fees - not to registration, exams, materials or other charges.

3.2 Course Fees for Specific Groups

- a. Waltham Forest Adult Learning Service offers an increasing volume of education and training, which is planned and delivered in response to the identified needs of particular groups, including employees.
- b. Provision planned for employees of the London Borough of Waltham Forest, grant aided voluntary organisations and businesses at Waltham Forest Adult Learning Service premises will be charged at a rate of £20 per hour for standard room and £40 per hour for ICT room.
- c. Offsite provision planned for employees of the London Borough of Waltham Forest, grant aided voluntary organisations and businesses are charged a rate of £95 per guided learning hour for each course.
- d. Provision planned for learners in partnership with voluntary or community groups who are not grant aided will be charged the appropriate learner fees for the course plus a flat rate of £3 per guided learning hour to cover the cost of outreach, liaison and planning.
- e. One to one training is available in exceptional circumstances at a cost of £125 per hour.

3.3 Learner Hardship Support Fund

- a. Waltham Forest Council provides a grant to the Waltham Forest Adult Learning Service so that they may provide, at their discretion, financial help to students whose access to, or completion of education, might be inhibited by financial considerations.
- b. Fee paying learners on courses, who are in receipt of an income-based benefit or who demonstrate financial hardship can apply for a grant given by the GLA to cover the cost of course materials, books, exam/accreditation fees and (in exceptional circumstances) travel where appropriate. Financial assistance towards Ofsted registered external childcare may be available to those learners who meet the criteria for assistance from the Discretionary Learner Support Fund.

4. Payment

4.1 Payment may be made by Card (e.g., Mastercard or visa). Receipts will be issued to the registered learner with whom the contract for service provision has been made unless an employer or other organisation is sponsoring an enrolment, in which case an invoice will be issued to that organisation and the receipt will be issued on receipt of payment. Payment will be credited to the learner's account even if actual payment has been made by a third party on behalf of the learner.

5. Withdrawals

5.1 Withdrawal is the complete termination of a learner's registration in both the programme of study and all units associated with it.

5.2 Withdrawal by a learner

If a learner is planning to withdraw from a course at the Waltham Forest Adult Learning Service, the learner must:

1. Make an appointment with a member of the curriculum team to discuss the reasons and possible options.

If the learner cannot withdraw in person, they should telephone: 0208 496 2974 or email: adult.learnig@walthamforest.gov.uk, supplying the following details: Name, date of birth, date of withdrawal, reason for leaving and what they will be doing next (e.g., employment, another course).

Leaving the course early - you will still have to pay the full cost of the course. Each course requires a minimum number of enrolments to cover the running costs and a maximum number of enrolments to make sure you are able to receive the right amount of tuition. Once we have accepted your enrolment, we will not offer your place to anyone else. If you leave early, we will lose all the government subsidy for you. We cannot always fill places that become available during the year and for some courses we cannot accept late enrolments as they would be joining too late to complete the work required for the course.

2. Return any Waltham Forest Adult Learning Service property within set timeframe.

Learners who have a Student Loan must also:

3. Complete the Student Loans Company Withdrawal Form. Failure to do so may mean that the loan liability will continue to increase.

5.3 Withdrawal of a course place by the Waltham Forest Adult Learning Service

- a. Absence – WF Adult Learning Service will automatically withdraw a learner from a course because of non-attendance or non-participation of any element of their agreed learning plan after four consecutive weeks of absence from planned sessions of their course. If a learner knows the reason why they are going to be absent for more than four weeks, they must inform the respective curriculum team in writing explaining why they are going to be absent, and the timeframe of this absence.

Waltham Forest Adult Learning Service reserves the right to withdraw the learner after four weeks absence if we are not satisfied that the learner is going to genuinely return to their programme of learning and to invoice for any outstanding fees.

Funding regulations require accurate recording of withdrawals on the learners' electronic learning record. If a learner leaves early, it is crucial that any recorded achievement has credibility and can be justified. Achievement of learners who leave early will be reviewed to ensure these judgements are accurate and credible.

6. Refund Policy

6.1 Some courses are classroom based or blended (in person and online) or fully remote delivery, as indicated on the course information sheets, prospectus and website. The Waltham Forest Adult Learning Service will not refund fees to learners who do not want to continue their course due to such a transition.

Learners should bear in mind before they pay that fee payments are non-refundable. Neither refunds nor credits are given for absences due to changes in work commitments, personal or financial circumstances or any other reasons for not being able to attend the course. Refunds are only available in the following circumstances:

The refund policy does not affect statutory rights.

6.2 Refund Categories

1. Full Refund:

- Courses cancelled by the Waltham Forest Adult Learning Service prior to opening.
- Course hours may be responsibly adjusted due to unforeseen circumstances. This will not normally lead to a refund entitlement.
- Courses cancelled by Waltham Forest Adult Learning Service within three sessions.
- Learner cancellation, notified in writing within 14 working days of initial booking and prior to attending the course (under The Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013, if there has been no face-to-face contact with the Waltham Forest Adult Learning Service at the point of enrolment, there is a right to cancel the course within 14 days of signing the agreement. However, this Refund Policy allows that statutory period to be extended to all enrolments and to a maximum of 14 days providing the course has not commenced during that period).
- An overcharge in error.
- Transfer to a lower priced course following cancellation of a course by the Waltham Forest Adult Learning Service.
- Learner dissatisfaction with a course, reported in writing prior to the start of the session, and unresolved to the learner's satisfaction.
- Permanent withdrawal from a course by a learner due solely to a long-term new medical condition of the learner which prevents attendance on the course, or of a person for whom the learner has a permanent care responsibility, reported in writing and supported by the written advice of a qualified medical practitioner.

2. Other Refund Requests:

- Will only be granted in exceptional circumstances, such as a close family bereavement, notified in writing to adult.learning@walthamforest.gov.uk

In the case of a change of mind or a change in circumstances, the Waltham Forest Adult Learning Service may authorise a credit of fees to last for 12 months so that fees can be transferred to another course. Refunds will not be authorised in these circumstances.

Transferring to another course where possible, we will try to accommodate. Transfers must be agreed by the relevant Curriculum Manager and cannot be guaranteed. An administrative charge will be levied for such transfers. This is not refundable. Transferring your enrolment or fees to someone else is not allowed.

6.3 Material charges and other non-tuition fees, including the Registration fee, are not refundable.

6.4 Examination entry fees are non-refundable, except as provided in Examination Board Regulations.

6.5 All refunds will be made to the registered learner unless (a) the registered learner provides written authorisation to make a payment to a third party or (b) the enrolment is being sponsored by an employer or similar organisation.

6.6 If a refund is due to a learner and a third party (other than an employer or other organisation sponsor) made the original payment on the learner's behalf, the refund will still be made to the registered learner.

6.7 The decision of the Strategic Head of Service or Head of Service is final.

Equality Impact Assessment - Fees Policy

Waltham Forest Adult learning Service is committed to the promotion of equality, diversity and providing a supportive environment for all. Our commitment means that this policy has been reviewed to ensure that it does not discriminate (either intentionally or unintentionally) any of the protected characteristics of age, disability, gender (including gender identity), race, religion or sexual orientation and meets our obligations under the Equality Act 2010

Disclaimer

Every effort has been made to ensure that the information contained in this policy is as accurate as possible. ALS reserves the right to cancel any course or change its charging policy where its costs may result in financial loss; cancel any course where there is lack of appropriate resources; and/or refuse entry to a course on any non-discriminatory grounds.

Appendix 1 - Scale of Fee Charges

SCALE OF FEE CHARGES Effective from 1 st August for published courses and activities Note: Fees for 19+ Learners. No concessions for learners aged 16-18				
Provision	Charging Basis	Fee Charge	Exam/Accreditation Fee	Notes
Adult Skills Fund (ASF)	Standard Fee	Course hourly rates will vary from:	Where applicable: + Accreditation Fee + Exam Fee	Administration Fee included in hourly rate. Early bird bookers discount of 10% on learners who book during advertised discount period.
	Discounted Fee (70%) No cost for learners on: - Job Seekers Allowance (JSA) - Employment and Support Allowance (ESA) - Universal Credit (UI) - Other State Benefits or on a Low Wage completing the self-declaration Form.	£4.00 per hour for courses from 1 - 20 hours to £2.90 per hour for courses from 252 - 370 hours.		Learners entitled to support from the Discretionary Learner Support fund (DLSF) or Exceptional Fund will pay either 30% or 100% of the full fee, (i.e., listed income based benefits)
	English Speakers of Other Languages (ESOL)		+ £20 Accreditation Fee (excl. learners on benefits)	
Adults in receipt of a state benefit other than JSA, ESA or Universal Credit, and their take-home pay (disregarding UC payments and other benefits) is less than £892 a month (learner is sole adult in their benefit claim). FREE				
Or is named in a joint benefit claim with their partner, and their take-home pay (disregarding UC payments and other benefits) is less than £1437 a month, who signs a self-declaration form stating they are looking for a job and provides supporting evidence. FREE				

Learners with Learning Difficulties / Disabilities.				FREE
Legal Entitlement – Eligible learners aged 19-23 who do not already have a qualification at Level 2 or above				FREE
Legal Entitlement – Eligible learners who do not have a digital skills qualification above Level 1				FREE
Tailored Learning (TL) - ACL 1 - Engaging and/or building confidence - ACL 2 - Preparation for further learning - ACL 3 - Preparation for employment essential skills including English, ESOL, Maths and Digital - ACL 5 - Equipping parents/carers to support children's learning - ACL 6 - Health and well-being - ACL 7 - Developing stronger communities	Standard Fee	Course hourly rates will vary from: £5.00 per hour for courses from 1 - 12 hours to £4.30 per hour for courses from 61 - 80 hours.		Administration Fee included in hourly rate. Early bird bookers discount of 10% on learners who book during advertised discount period. Discounted Fee: Adults in receipt of a means tested benefit. Note: Learners need to provide supporting evidence to qualify for the concession.
	Discounted Fee (70%)			
TL Family Learning: - AFL 1 - Family Learning provision type	Standard Fee	Free	Where applicable: + Materials *	
Level 3 & 4 Courses	Learners not entitled to a FREE provision	Advertised Price		

Overseas Learners	Standard Fee	£12 per hour	Where applicable: + Accreditation Fee + Exam Fee	Overseas' learners who do not meet the definition of a 'home' learner are not eligible for GLA/ESFA funding.
Full Cost Courses	Standard Fee	Advertised Price	Where applicable: + Accreditation Fee + Exam Fee	

Notes:

* This does not include additional costs such as examination fees, specialist resources, etc. There may be additional charges for provision of materials or other resources. These may be included in the course fee or entail learners providing their own resources on a weekly basis e.g., floristry, arts and crafts. Additional charges will be made clear on the course information sheets available online or at centres.

- All courses are subject to Government, Council and Governing Body Fee Policy and other Regulations.
- Waltham Forest Adult Learning Service and the Council reserve the right to amend the quoted fee when errors arise or Council/Government policy changes.
- The provision of a course is subject to class sizes. Class times may change, and classes may be amalgamated, divided or closed at the discretion of the Head of Skills.
- Examination dates are usually set by external awarding bodies. Waltham Forest Adult Learning Service cannot be held responsible for any inconvenience or loss caused in the event that an exam date is not suitable for a learner.
- Waltham Forest Adult Learning Service reserves the right to refuse enrolment or entry to a course or examination.

If you don't understand something or need further help – please get in touch with us at: adult.learning@walthamforest.gov.uk



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