

Further Education Fees Policy 2023/24

Applies to:	
Harrogate College	X
Keighley College	X
Leeds City College	X
Leeds Conservatoire	
Leeds Sixth Form College / Pudsey Sixth Form College	X
Luminate Group Services	X
University Centre Leeds	X

CHANGE CONTROL

Version:	2023/24 Version 1	
Approved by:		
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Name of author:	Ben Kelly, Head of Funding and Compliance	
Name of responsible committee:	College Boards	
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1. Policy Statement

Colleges' fees are set to ensure that, in line with funding body expectations and after public funding is considered, the colleges are able to cover the costs of every programme of study and contribute to their overhead costs.

The colleges reserve the right to cancel any course or change the charging policy where the costs may result in financial loss; cancel any course where there is a lack of appropriate resource; and/or refuse any person entry to a course, providing that the reason for refusal does not contravene the colleges' equality and diversity principles and all equality legislation currently in force.

This policy may change in line with changes in national/local government and college strategies.

2. Context and reasons for the policy

The colleges' Further Education Fees Policy is set annually based on the guidance from the Education and Skills Funding Agency (ESFA) and West Yorkshire Combined Authority (WYCA) regarding eligibility for funding and fees.

3. Policy Objectives

Our staff, students, prospective students and students' employers and sponsors will understand:

- What the colleges' fees are
- What additional charges may be made as part of the programme
- When and how the colleges' fees are payable

4. Policy

4.1. General

The colleges' fees comply with government and WYCA funding directives and are designed to contribute to the full costs the colleges incur in delivering education and training to all students. The colleges will not change fees on a programme of study more than once a year (unless there are significant changes in government policy that impacts on the colleges' ability to deliver the programme).

4.2. Devolution of adult education functions

As of 1 August 2019, the funding of students aged 19 and over undertaking adult education-funded courses (AEB) who reside within devolved authority areas is subject to funding rules set out and published by the devolved authority. As a result of this change this Further Education Fees Policy only applies to AEB-funded students who reside within the WYCA region, or a non-devolved area which is funded through the ESFA.

The college receives no AEB funding for individuals who reside in other devolved areas (other than WYCA) and such individuals will be liable for full cost fees. Where a student may be entitled to full or partial funding within their own devolved authority area, the student will be informed of this during the application and enrolment process and directed to their regional provision.

The devolved authority (WYCA) determines its own funding and eligibility rules, which in some instances may differ to the ESFA rules for specific aims or cohorts of students. Where this is the case, it will be identified within this policy and its appendices.

This policy will be updated to reflect any changes in funding agreements with funding agencies and any future devolution deals.

4.3. Eligibility for funding and fees

An individual's eligibility for funding (including whether a fee is payable) is based on the ESFA's/WYCA's published funding rules and college policy. These may be subject to amendments and clarifications, including (but not limited to) the criteria for residency eligibility. Where required, these changes will be reflected in subsequent iterations of this policy.

5. Fees

The colleges' fees may be made up of several elements:

- Tuition fees
- Awarding body registration fees or examination and certification fees
- Course specific charges

5.1. Colleges' fees vary according to your age, your level of study, qualifications on entry, the type of programme you are studying and where/how the course is delivered.

5.2. Colleges' fees are payable in advance, and for programmes of study which last for more than one year, are payable separately for each year of study.

5.3. Colleges' fees and examination fees (where applicable) are normally collected at enrolment, except:

- Where you are being sponsored, for example by an employer, the student must provide written confirmation from your sponsor/employer at the point of enrolment (an invoice will be sent out to the sponsor). Where the student is unable to provide confirmation at enrolment, they are still entitled to enrol, however fee liability transfers to the student, until such time as written sponsor/employer confirmation is received.
- Where you are entitled to remission as set out in the ESFA/WYCA funding rules (please see Appendix 2 of this policy).
- Where you are funding your course through an Advanced Learner Loan which has been approved.
- For certain examination fees for courses where the decision on which examination is to be sat is taken after some weeks of tuition (e.g. some language courses).

5.4. Awarding body registration fees, examination and certification fees are derived from actual awarding body charges.

5.5. The course-specific charge relates to the costs of consumables, course-specific computer licences, educational trips, specific course-related library resources, attendance on residential trips, materials, equipment, uniforms, Disclosure & Barring Service (DBS) checks, food, artwork, professional body subscriptions, etc. Some of these are purchased through the colleges, some through negotiated third party deals. These charges will be notified in the course information and will be applied consistently. These charges may be made after enrolment, but once billed, must be paid by you or your sponsor (if applicable).

5.6. Where the course of study is required to have a Disclosure and Barring Service (DBS) check, students are liable for the additional costs. If the learning is associated with your employment, your employer is responsible for carrying out and paying for this. However, where there is an

entitlement to full fee remission from the relevant funding agency (see Appendix 2 of this policy) or your learning is being financed by an Advanced Learner Loan (ALL) and the loan is in place, you will not be charged the fees for the DBS.

- 5.7. Fees due must be paid before you can be entered for any examination, unless there are exceptional circumstances that have been agreed with the colleges. If, for any reason, you have been registered for an examination, and your fees have not been fully settled, your certificate or award may be withheld until your debt has been settled in full. For further information, please contact the Finance Team.
- 5.8. The colleges will charge full cost fees for students who do not meet the funding agencies' eligibility criteria (see Appendix 1 of this policy – "Eligible students") on ESFA/WYCA-funded further education courses in accordance with funding directives (i.e. a minimum of 100% of the weighted value rate for the qualification as specified in the "[Find a Learning Aim](#)" online service).
- 5.9. The colleges will charge a commercial rate of fees for all students on courses not funded by the ESFA/WYCA, as there is no funding subsidy.
- 5.10. Learner Support Funds - In exceptional circumstances elements of a student's fees may be subsidised by awards from the colleges' Learner Support Funds (LSF). These awards are for students who face financial difficulty and have made a successful claim for assistance with fees through the fund. These awards will be in line with the colleges' Student Financial Support Funds Policy and will constitute full or part payment of the colleges' fees.
- 5.11. The ESFA/WYCA will not fund any students repeating qualifications/learning aims they have already achieved (with the exception of GCSEs where the grades were below a C or grade 4 and the student is undertaking the full course). Any repeat qualifications or re-sits will be charged at a full cost rate.
- 5.12. If a student falsely declares their eligibility to funding or remission, i.e. residency, prior attainment, qualifications, employment status or income in order to claim fee remission and/or funding that they are not entitled to, the colleges retain the right to invoice the student for any loss of fees/funding and additional costs incurred and may withdraw students from their programme of study.
- 5.13. Where the funding agencies make change(s) to the rules for the entitlement to funding or fee remission in-year, these changes will only apply to enrolments starting on or after the date determined by the agencies and will not be applied in retrospect, unless this is explicitly specified by the agencies.

6. Setting the fee rate

6.1. Further education courses

The minimum fee level for adult students on adult education-funded further education courses (AEB) is set at the fee remission value as determined by the ESFA/WYCA. For 2023/2024 this is 50% of the un-weighted rate for the qualification per year, plus examination fees and course-specific charges for those aged 19+ who are studying at, or below level 2. There is a minimum tuition fee of £1,100 for full time courses at level 2 or below.

For level 3 and above qualifications the fee rate will ordinarily be based on 100% of the weighted value for the qualification as set out in the "[Find a Learning Aim](#)" online service.

In exceptional circumstances departments can, where there is a market demand, use their discretion to apply a different fee rate. Where this is the case, the fees will apply to the full group/cohort.

In the case of English for Speakers of Other Languages (ESOL) qualifications, the college will charge a fee set at £3 per course planned delivery hour, plus examination/accreditation fees.

6.2. International Students

The colleges do not sponsor international students on Tier 4 visas. Students who wish to enrol on FE courses, are legally resident but do not meet the funding agencies' criteria for funding (i.e. residency eligibility) are able to enrol. These students will be charged at a full cost rate to cover all costs associated with the programme of study and as set out by the college department concerned.

6.3. Commercial rate courses

The fee for commercial rate (full cost recovery) courses is a minimum of £150 per teaching hour.

6.4. Awarding body registration/examination fees

All registration/examination fees are charged within a band based on awarding body charges.

6.5. Schools collaborative provision

Fees for school partnerships are set at a departmental level and at a rate which ensures the provision is viable and sustainable to the college.

6.6. Community Learning Provision

The colleges engage in Community Learning Provision (CLP) on behalf of the ESFA/WYCA and Leeds City Council.

Pound Plus Fee Remission Policy (CLP delivery)

Where the provision is funded directly to the college by the ESFA or WYCA as part of its contracted delivery (CLP), this policy will apply. The tuition fee rate will be set at £3 per teaching hour, plus any additional examination/registration fees payable by the student. If the student is eligible for a fee waiver under the ESFA/WYCA funding rules then the tuition and examination fees will be waived in line with college policy.

Please also see the colleges' Pound Plus Policy, which is available on the colleges' websites.

6.7. Apprenticeships

Employers are required to contribute to the costs of training for apprentices in line with government policy. This co-investment will be negotiated with the employer. Please see the colleges' Apprenticeship policy for further details.

6.8. Higher Education

The colleges' Higher Education Fees Policy is a separate document, available on request and on the Leeds City College website.

7. Fee Remission

The colleges will remit fees in line with ESFA/WYCA funding policies for students who meet the residency and eligibility criteria. The entitlement to fee remission is based on several factors

including student age, learning aim level and category, prior attainment, employment/benefit status and wage. For further information, please see Appendix 2 of this policy.

8. Refunds and transfers

- 8.1. The colleges operate a no refund policy for cancellations by an employer or applicant, except in limited circumstances. For further information, please see the Fees Refund and Recovery Policy available on the colleges' websites.

9. Payments Policy

- 9.1. All students are expected to arrange how to pay their fees at the time the student is notified that their enrolment is confirmed and accepted. The colleges have online payment platforms that students can use which accept payments by all major credit and debit cards. Students can also pay in person by cash, cheque or credit/debit card at their college site.

In certain circumstances students may start their course before payment arrangements have been finalised. Where students have been allowed to start the course, the expectation is that students arrange how to pay as soon as possible, usually no later than 6 weeks from the start of their studies. Failure to make payment arrangements may result in action being taken in line with section 10 of this policy.

- 9.2. The colleges offer instalment plans options for courses, depending on the value and length of the course. Instalment plans provide a maximum of six instalments (for short courses (less than two months in duration) the number of instalments permitted will not exceed three) and the final payment must be before the expected end date of the course.
- 9.3. Payments by instalment can include the cost of examination and registration fees. The debt on the examination/registration fees will be reduced first, followed by the tuition fees.
- 9.4. Employers will be invoiced for fees as soon as possible after the start of the course and will pay in accordance with the colleges' standard terms of business (30 days from date of invoice). Any transfer of fee liability from student to employer will require written confirmation of sponsorship from sponsor/employer.
- 9.5. Where examination or awarding body registration charges apply, students will be required to make payment in full before the entry can be processed.
- 9.6. In exceptional circumstances, a student's fees (examination/registration fees and course-specific charges) may be paid in full or part by application to the colleges' Discretionary Learner Support Fund.
- 9.7. Where a student has informed the colleges that they intended to take out an Advanced Learner Loan to cover fees, they remain liable for the tuition fees until the loan has been approved and payments received by the college from the Student Loans Company. If the student fails to apply for the loan or it is not approved, is ineligible, or the loan is cancelled; then the student must make arrangements to ensure fees are paid. Students are normally expected to have the loan in place, or payment arrangements made, no later than 6 weeks from the start of the course. Failure to do so may result in the student being withdrawn from their course and action taken in accordance with Section 10 of this policy to recover outstanding debt.
- 9.8. Where a student withdraws early from the course, the colleges reserve the right to charge the balance of remaining course fees, this includes where fees have been part paid by the Student Loans Company.

10. Failure to pay

- 10.1. Students are personally liable for payment of any tuition fees owed to the college. Failure to pay the agreed tuition fees or to pay agreed arrangements may result in the student being withdrawn from the course, while remaining liable for any outstanding fees.
- 10.2. Students with outstanding debts will not normally be permitted to re-enrol for any further courses in either the current or future academic years until all debts have been paid.
- 10.3. The college will take reasonable steps to recover debts which may include the use of a debt collection agency and/or other legal action.
- 10.4. The colleges will take reasonable steps to advise and support students in financial difficulty. Any student who is having difficulty paying their fees should speak to their School Administration team as soon as possible. Students can also seek advice from the Student Life team if they are in financial difficulties.

11. Contacts

- 11.1 Students should speak to the relevant departmental teams for further information.

12. Responsibility

- 12.1 It is the responsibility of all staff to adhere to the policy and to advise students and potential students accordingly.
- 12.2 It is the responsibility of the MIS and Finance teams to publicise and enforce the policy.

13. Conclusion

- 13.1 The adoption of this policy will enable the colleges to fund their courses appropriately in line with ESFA/WYCA guidance and good business practice, for the overall benefit of students.

Appendix 1 – Definitions

Age (of student): The student's age for funding purposes is normally determined by their age on 31st August in the academic year when the student begins a programme of study. However, a student is classed as being 24+ for funding purposes if they have turned 24 by the first day of learning. In the case of students on Apprenticeship funded programmes, the student's age for funding purposes is their age at the start of the programme (further guidance on this can be provided on request).

Eligible students: Students who meet the ESFA's/WYCA's eligibility criteria, as outlined in the relevant funding rules applying to the student's circumstances.

ESOL qualifications: ESOL (English for Speakers of Other Languages) qualifications are intended for students whose first language is not English.

Find a Learning Aim (FaLA): Web-based search facility allowing users to find the latest information about available qualifications, Standards, Apprenticeships, T Levels and units.

Full level 2: Full level 2 is the level of attainment which is demonstrated by:

- a General Certificate of Secondary Education (GCSE) in 5 subjects, each at grade 4 (C) or above, or
- a Technical Certificate at level 2 which meets the requirements for the 16 to 19 performance tables

Full level 3: Full level 3 is the level of attainment which is demonstrated by:

- a General Certificate of Education at the advanced level in 2 subjects
- a General Certificate of Education at the AS level in 4 subjects
- a QAA Access to Higher Education (HE) Diploma at level 3
- a Technical, or applied general qualification at level 3, which meets the requirements for the 16 to 19 performance tables
- Core maths at level 3

Please email qualifications.esfa@education.gov.uk if you need advice on a previous qualification's designation.

Legal entitlements: WYCA/ESFA-funded adult education (AEB) includes support for four legal entitlements to full funding for eligible adult learners. These entitlements are set out in the Apprenticeships, Skills, Children and Learning Act 2009, and enable eligible learners to be fully funded for the following qualifications:

- English and maths, up to and including level 2, for individuals aged 19 and over, who have not previously attained a GCSE grade 4 (C), or higher, and/or
- first full qualification at level 2 ["full level 2"] for individuals aged 19 to 23, and/or
- first full qualification at level 3 ["full level 3"] for individuals aged 19 to 23
- essential digital skills qualifications, up to and including level 1, for individuals aged 19 and over, who have digital skills assessed at below level 1

When exercising their legal entitlement, a student can only be fully funded for one vocational qualification from the entitlement qualifications list (please see "List of Qualifications approved for funding" (<https://www.qualifications.education.gov.uk>)). Students who meet the legal entitlement eligibility criteria will not be charged any course and examination fees.

Level 3 Adult Offer/Free Courses for Jobs: A targeted level 3 offer to support adults without an existing full level 3 qualification and adults who meet the definition of "low wage" or "unemployed". For

more information, please see [ESFA funded adult education budget: funding rules 2023 to 2024 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/esfa-funded-adult-education-budget-funding-rules-2023-to-2024).

Local flexibility: Flexible, tailored provision for adults, including qualifications and components of these and/or non-regulated learning, up to level 2 (local flexibility provision is assigned category code 40 in “Find a Learning Aim”).

Low wage threshold: Students who meet the low wage threshold are those who are employed or self-employed and earn below the threshold set by the relevant funding body (based on the student’s address at the start of the course).

- For students resident within the WYCA region, the low wage threshold is £21,255 gross per annum.
- For students resident in non-devolved areas the low wage threshold is £20,319 gross per annum.

The low wage threshold may change during the academic year.

Non-regulated learning: Learning which is not subject to awarding organisation external accreditation in the form of a regulated qualification.

Unemployed: For funding purposes, a student 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
- receive Employment and Support Allowance (ESA)
- receive Universal Credit (UC), and their take-home pay as recorded on their UC statement (disregarding UC payments and other benefits) is less than £617 a month (student is sole adult in their benefit claim) or £988 a month (student has a joint benefit claim with their partner)
- are released on temporary licence, studying outside a prison environment, and not funded by the Ministry of Justice

The colleges may also use their discretion to fully fund other students if both of the following apply. The student:

- receives other state benefits (not included in the list above) and their take-home pay (disregarding UC payments and other benefits) is less than £617 a month (student is sole adult in their benefit claim) or £988 a month (student has a joint benefit claim with their partner), and
- wants to be employed, or progress into more sustainable employment, and their take-home pay (disregarding UC payments and other benefits) is less than £617 a month (student is sole adult in their benefit claim) or £988 a month (student has a joint benefit claim with their partner), and you are satisfied identified learning is directly relevant to their employment prospects and the local labour market needs

Appendix 2 - 2023/24 Entitlements and Fee Remissions

Students are expected to contribute towards the costs of their course unless they are entitled to full funding by the relevant funding agency (ESFA/WYCA).

The details of entitlement to remission are below and are correct at the time of writing, but can be changed with no notice.

Where the funding agency rules differ, it will be made clear which rules apply to which agency (WYCA-specific rules are shown in purple text below).

16-19 study programmes students

Individuals aged 16 to 18 (or 19 to 24 with an Education, Health and Care (EHC) plan) on 31 August 2023 who are enrolling on an agreed programme of further education, are eligible for Education and Skills Funding Agency (ESFA) funding, and are not studying at any other institution or undertaking an apprenticeship at any other institution; will not be charged tuition, awarding body registration, or examination fees. If the individual or course is not funded by the ESFA (i.e., full cost) the individual will be expected to pay the fees as advertised.

High Needs students aged 19 to 24

Individuals aged 19 to 24 with a learning difficulty or disability, whose place in college has been commissioned as a 'High Needs' placement by the Local Authority, will not be charged any tuition, examination or other mandatory fees.

All other individuals aged 19 to 23

Individuals aged 19-23 will not be charged course or examination fees for the following provision:

English and mathematics up to and including level 2 (not including ESOL provision):

As part of their legal entitlement, individuals aged 19 or older (including those who are employed) who have not previously attained a GCSE grade 4 (C)³, or higher, in English and mathematics, will not be charged course or examination fees for the following qualifications:

- GCSE English language or mathematics. Please note: Students must participate in a full course of learning and cannot be funded to simply re-take the examination(s). If a student has previously achieved a GCSE grade 4 (C) in English Language or mathematics and wishes to improve their grade, there is no funding available, regardless of employment status, and full cost tuition and examination fees are payable.
- Functional Skills English or mathematics from Entry to level 2
- Stepping-stone qualifications (including components, where applicable) in English or mathematics approved by the Department for Education (DfE).

Please note: Students not undertaking a GCSE or Functional Skill level 2 can only be enrolled on qualifications which are necessary in order for them to progress towards a GCSE or Functional Skill level 2.

The colleges will fully fund non-regulated English and mathematics learning for students, including those assessed at pre-entry level with significant learning difficulties and/or disabilities as part of a personalised learning programme, where assessment has identified that the student cannot undertake the provision detailed above.

Students must study for a qualification which is at a higher level than any qualification previously obtained with either the college or any other institution, regardless of awarding organisation. If a student is undertaking non-regulated learning, they must be enrolled on a level above that at which they were assessed.

Please note: Eligible learners exercising their legal entitlement must be enrolled on qualifications that the Department for Education has approved for funding through the relevant entitlement.

Essential digital skills (ESFA: and digital functional skills) qualifications up to and including level 2 (WYCA)/level 1 (ESFA):

As part of their legal entitlement, individuals aged 19 or older who have been assessed at (WYCA: below level 2; ESFA: below level 1) (including those who are employed), will not be charged course or examination fees for the following qualifications:

- Essential digital skills qualification (EDSQ) up to and including level 1
- ESFA only: Digital functional skills qualifications (DFSQ) up to and including level 1
- Non-regulated learning, where a student's assessment shows that they cannot undertake qualifications. Non-regulated learning must be aligned with the national standards for essential digital skills and must not be a non-regulated version of a regulated qualification.
- WYCA only: Digital Skills qualifications from Entry Level up to Level 2 approved for use in West Yorkshire

Please note: Students must be enrolled on a level above that at which they were assessed.

Please note: Eligible learners exercising their legal entitlement must be enrolled on qualifications that the Department for Education/WYCA has approved for funding through the relevant entitlement.

First full level 2 (excluding English, mathematics, digital and ESOL):

As part of their legal entitlement, individuals aged 19 to 23 who do not already hold a full level 2 qualification³ (or qualifications equivalent to a full level 2 (including overseas qualifications)) (including those who are employed), will not be charged course or examination fees for the following qualifications:

- Qualifications that the DfE has approved for funding through the legal entitlement (not local flexibility)

Please note: A student can only be fully funded for one vocational qualification from the entitlement qualifications list when exercising their legal entitlement.

Level 3 legal entitlement (learner's first full Level 3):

As part of their legal entitlement, individuals aged 19 to 23 who do not already hold a full level 3 qualification³ (or qualifications equivalent to a full level 3 (including overseas qualifications)) (including those who are employed), will not be charged course or examination fees for the following qualifications:

- Qualifications that the DfE has approved for funding through the legal entitlement

Please note: A student can only be fully funded for one vocational qualification from the entitlement qualifications list when exercising their legal entitlement.

Level 3 Free Courses for Jobs offer:

Individuals aged 19 or older who do not already hold a full level 3 or above³ and who meet the eligibility criteria for the Level 3 Adult Offer/Free Courses for Jobs⁴, will not be charged course or examination fees for the following qualifications:

- Qualifications from the Level 3 Adult Offer

Individuals aged 19 or older who already hold a full level 3 qualification or above and who meet the definition of unemployed¹, or who are employed but meet the low wage threshold² and who meet the eligibility criteria for the Level 3 Adult Offer/Free Courses for Jobs⁴, will not be charged course or examination fees for the following qualifications:

- Qualifications from the Level 3 Adult Offer

Please note: College staff undertaking fees assessments for learners enrolling on level 3 courses must ensure that the learner is made aware of any funding that may be available through the Level 3 Free Courses for Jobs offer, prior to the learner making a decision to pay fees or take out an Advanced Learner Loan.

Learning aims to progress to a full level 2 – up to and including level 2 (WYCA)/level 1 (ESFA):

Individuals aged 19 to 23 who do not already hold a full level 2 qualification³ (or qualifications equivalent to a full level 2 (including overseas qualifications)) (including those who are employed), will not be charged course or examination fees for the following qualifications:

- Provision at (WYCA: entry level to level 2; ESFA: entry level or level 1) from local flexibility

Learning aims up to and including level 2, where the learner has already achieved a first full level 2, or above:

Individuals aged 19 or older who meet the definition of unemployed¹, or who are employed but meet the low wage threshold², will not be charged course or examination fees for the following qualifications:

- Provision up to and including level 2 from the legal entitlement or local flexibility

English for speakers of other languages (ESOL) learning up to and including level 2:

Individuals aged 19 or older who meet the definition of unemployed¹, or who are employed but meet the low wage threshold², will not be charged course or examination fees for the following qualifications:

- ESOL provision up to and including level 2

WYCA provision for asylum seekers

Asylum seekers who meet WYCA's funding eligibility criteria will not be charged course or examination fees when they enrol on a WYCA-funded course that would otherwise only be partially funded (co-funded) by WYCA.

WYCA Bridging Programmes that Support Progression to Level 3:

Eligible learners engaging in a bridging programme will not be charged course or examination fees.

All other individuals aged 24+

Individuals aged 24+ will not be charged course or examination fees for the following provision:

English and mathematics up to and including level 2 (not including ESOL provision):

As part of their legal entitlement, individuals aged 19 or older (including those who are employed) who have not previously attained a GCSE grade 4 (C)³, or higher, in English and mathematics, will not be charged course or examination fees for the following qualifications:

- GCSE English language or mathematics. Please note: Students must participate in a full course of learning and cannot be funded to simply re-take the examination(s). If a student has previously achieved a GCSE grade 4 (C) in English Language or mathematics and wishes to improve their grade, there is no funding available, regardless of employment status, and full cost tuition and examination fees are payable.
- Functional Skills English or mathematics from Entry to level 2
- Stepping-stone qualifications (including components, where applicable) in English or mathematics approved by the Department for Education (DfE).

Please note: Students not undertaking a GCSE or Functional Skill level 2 can only be enrolled on qualifications which are necessary in order for them to progress towards a GCSE or Functional Skill level 2.

The colleges will fully fund non-regulated English and mathematics learning for students, including those assessed at pre-entry level with significant learning difficulties and/or disabilities as part of a personalised learning programme, where assessment has identified that the student cannot undertake the provision detailed above.

Students must study for a qualification which is at a higher level than any qualification previously obtained with either the college or any other institution, regardless of awarding organisation. If a student is undertaking non-regulated learning, they must be enrolled on a level above that at which they were assessed.

Please note: Eligible learners exercising their legal entitlement must be enrolled on qualifications that the Department for Education has approved for funding through the relevant entitlement.

Essential digital skills (ESFA: and digital functional skills) qualifications up to and including level 2 (WYCA)/level 1 (ESFA):

As part of their legal entitlement, individuals aged 19 or older who have been assessed at (WYCA: below level 2; ESFA: below level 1) (including those who are employed), will not be charged course or examination fees for the following qualifications:

- Essential digital skills qualification (EDSQ) up to and including level 1
- ESFA only: Digital functional skills qualifications (DFSQ) up to and including level 1
- Non-regulated learning, where a student's assessment shows that they cannot undertake qualifications. Non-regulated learning must be aligned with the national standards for essential digital skills and must not be a non-regulated version of a regulated qualification.
- WYCA only: Digital Skills qualifications from Entry Level up to Level 2 approved for use in West Yorkshire

Please note: Students must be enrolled on a level above that at which they were assessed.

Please note: Eligible learners exercising their legal entitlement must be enrolled on qualifications that the Department for Education/WYCA has approved for funding through the relevant entitlement.

First full level 2 (excluding English, maths, digital and ESOL):

WYCA: Individuals aged 24 or older who do not already hold a full level 2 or above³ (or qualifications equivalent to a full level 2 (including overseas qualifications)), will not be charged course or examination fees for the following qualifications:

- Qualifications that the DfE has approved for funding through the legal entitlement

ESFA: Individuals aged 24 or older who meet the definition of unemployed¹, or who are employed but meet the low wage threshold², will not be charged course or examination fees for the following qualifications:

- Qualifications that the DfE has approved for funding through the legal entitlement

Level 3 Free Courses for Jobs offer:

Individuals aged 19 or older who do not already hold a full level 3 or above³ and who meet the eligibility criteria for the Level 3 Adult Offer/Free Courses for Jobs⁴, will not be charged course or examination fees for the following qualifications:

- Qualifications from the Level 3 Adult Offer

Individuals aged 19 or older who already hold a full level 3 qualification or above and who meet the definition of unemployed¹, or who are employed but meet the low wage threshold² and who meet the eligibility criteria for the Level 3 Adult Offer/Free Courses for Jobs⁴, will not be charged course or examination fees for the following qualifications:

- Qualifications from the Level 3 Adult Offer

Please note: College staff undertaking fees assessments for learners enrolling on level 3 courses must ensure that the learner is made aware of any funding that may be available through the Level 3 Free Courses for Jobs offer, prior to the learner making a decision to pay fees or take out an Advanced Learner Loan.

Learning to progress to level 2 (local flexibility and legal entitlements):

Individuals aged 24 or older who meet the definition of unemployed¹, or who are employed but meet the low wage threshold², will not be charged course or examination fees for the following qualifications:

- Provision up to and including level 2 from the legal entitlement or local flexibility

Learning aims up to and including level 2, where the learner has already achieved a first full level 2, or above (local flexibility and legal entitlements):

Individuals aged 24 or older who meet the definition of unemployed¹, or who are employed but meet the low wage threshold², will not be charged course or examination fees for the following qualifications:

- Provision up to and including level 2 from the legal entitlement or local flexibility

Learning aims up to and including level 2, where the learner has not achieved a first full level 2, or above (local flexibility and legal entitlements):

Individuals aged 24 or older who meet the definition of unemployed¹, or who are employed but meet the low wage threshold², will not be charged course or examination fees for the following qualifications:

- Provision up to and including level 2 from the legal entitlement or local flexibility

English for speakers of other languages (ESOL) learning up to and including level 2:

Individuals aged 19 or older who meet the definition of unemployed¹, or who are employed but meet the low wage threshold², will not be charged course or examination fees for the following qualifications:

- ESOL provision up to and including level 2

WYCA provision for asylum seekers

Asylum seekers who meet WYCA's funding eligibility criteria will not be charged course or examination fees when they enrol on a WYCA-funded course that would otherwise only be partially funded (co-funded) by WYCA.

WYCA Bridging Programmes that Support Progression to Level 3:

Eligible learners engaging in a bridging programme will not be charged course or examination fees.

Footnotes:

¹The individual must provide evidence to the colleges that they meet the definition of unemployed as set out in Appendix 1 of this policy (Definitions).

²The individual must provide evidence of their gross annual wages (for example, a wage slip or Universal Credit statement dated within 3 months of their course start date, or a current employment contract which states gross monthly/annual wages) to demonstrate that they meet the definition of low wage as set out in Appendix 1 of this policy (Definitions).

³Confirmation of prior attainment and entitlement to this remission will be checked against the individual's Personal Learner Record (PLR).

⁴The individual must not have already exhausted their entitlement to Free Courses for Jobs funding. The Free Courses for Jobs list includes short qualifications (identified by category 49 in "Find a Learning Aim"). Students are able to take one short qualification from the list and then progress to a larger designated qualification. The entitlement to Free Courses for Jobs is exhausted once the student has achieved the learning aim/s set out as above. If qualifications are subsequently added to the Free Courses for Jobs list, any entitlements cannot be back-dated or applied in retrospect. For further information, please see the West Yorkshire Combined Authority Adult Education Budget funding and performance management rules 2023 to 2024 or the ESFA funded Adult Education Budget funding rules 2023 to 2024; as apply to the individual.