

Course Fees, Exam Fees, Other Costs and Eligibility 2010/11

Eligibility

Leicester City Council receives funding from the SFA / YPLA to subsidise its Adult Skills and Learning programme.

You must be over 19 to be eligible for our non-accredited courses.

We may ask you to bring evidence of your eligibility for the SFA subsidy, such as Home Office documentation of your residence status.

Please speak to a member of staff for more details. Learners not eligible for SFA funding would pay a course fee of £13.50 per hour.

Free Courses

- Literacy and Numeracy Courses that lead to a qualification
- A learner's first full Level 2 qualification (equivalent to 5 GCSEs A-C)
- A 19-25 year old's first full Level 3 qualification (equivalent to 2 A Levels)

Fee Remission and Learner Support Funds

Financial support for learners on low income and some benefits is available through the Fee Remission scheme and Learner Support Funds.

You must provide evidence of your entitlement to these fee reductions when you enrol.

If you receive Income-related benefits

- Housing Benefit
 - Council Tax Benefit
 - Income Support
 - Unwaged Dependant of MTB
 - Asylum Seeker Benefit
 - Job Seeker's Allowance
 - Disabled Persons Tax Credit
 - Working Tax Credit (Income less than £15,276)
 - Pensions Credit Guarantee
- or are 16-18 yr-old not in full time education (Accredited courses only)

- There are no course fees for Qualification Courses (Q)
- A 70% concession is available on fees for non-accredited courses
- Applications for exam fees, childcare costs and other costs of learning can be made through the Learner Support Funds.

If you receive Non-income related benefits

- Incapacity Benefit
 - Disability Living Allowance
 - Severe Disability Living Allowance
 - Attendance/Carers Allowance
 - One Parent Benefit
 - Unwaged Dependant of NMTB
- A 70% reduction on course fees is available for learners on listed non-income benefits. Applications for related childcare and other costs of learning can be made through Learner Support Funds.

If you have a Low Household Income

- Learners able to provide evidence of a low household income (less than £15,276 per annum) can apply for Learner Support Funds to assist with exam fees, childcare and other costs of learning.*Conditions apply

For more information please ask for an LSF Application Form.

Proof of benefit/status is required and needs to be shown to a staff member of college/centre at time of enrolment

Exam Fees and Other Costs are indicated in the Course Information Sheet available from all centres or www.lasals.co.uk. Courses with exam fees are indicated in the course listings. From time to time other sources of financial support are available and details will be available on the website and in centres.

General Information

Minimum numbers and cancellations

While every effort is made to run all the courses advertised, we may have to close a course where the enrolment is low. Courses usually require a minimum of 12 enrolments. If the minimum number of enrolments has not been reached one week before the course is due to start, we reserve the right to cancel the course. We also reserve the right to cancel a course if the number attending falls below a number that, in our view, remains viable. It will be assumed that a student has withdrawn from a course if they have not attended for a period of more than 3 weeks. We aim to inform all enrolled learners as early as possible of a course cancellation.

Refunds

Refunds are not normally given, except when a course is closed. Consideration will be given to written requests from learners who withdraw in exceptional circumstances. If a refund is made, a £10 administration fee will be charged. Refunds are not given for one-day courses, unless the place is filled by another learner.

Extra costs

Charges are made for some materials and equipment, as well as examination fees, and are not included in the tuition fees – please see your course information sheet for details.

Data Protection

All records will be held in line with Data Protection legislation and Leicester City Council's policies on confidentiality (available at centres and on www.lasals.co.uk).

Equal Opportunities

We respect the equal rights of all our learners. We actively implement Leicester City Council's Equal Opportunities and Disability Equality policies (available at centres and on www.lasals.co.uk).

We follow the guidelines of the Disability Discrimination Act (DDA) and will not discriminate against disabled learners by treating you less favourably for a reason related to your disability. We deliver in a wide range of settings and where appropriate we will always endeavour to make reasonable adjustments to

ensure access for all learners to a full range of classes. We aim to create a learning environment without discrimination. If you should encounter discrimination in any form, please notify a member of staff and we will arrange to discuss the issue with you.

Learner Handbook

In your first class, you will be given a Learner Handbook, which outlines our services for learners.

Every effort has been made to ensure all information is correct at the time of printing. However, we reserve the right to make amendments as necessary. All updates can be found at www.lasals.co.uk.