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FEE POLICY 2022-2023

PURPOSE AND SCOPE

- The Fee Policy provides a framework for setting Learn Welsh Carmarthenshire tuition fees for 2022-2023 and details the conditions under which tuition fees may be waived.

DETAIL OF POLICY

INTRODUCTION

- Learn Welsh Carmarthenshire annually charges fees for its mainstream courses. Fees for all courses at all levels within the mainstream will be £90 for 2022/2023 as set by the National Centre for Learning Welsh.
- There are no Examination Registration Fees. However, an administration fee of £20 will be payable for failure of attendance.
- All fees are payable at enrolment.
- Learners transferring between courses will not be charged additional fees
- Unless Employer Sponsorship is in place, learners retain ultimate liability for the payment of their fees, whether invoiced or not.
- Any learner with outstanding debt in relation to prior courses may not be permitted to enrol on any course, or progress within a programme of study, until all outstanding fees have been paid.
- Learners, depending on their circumstances and the course, may be entitled to a Concessionary rate. See below.
- Only one discount code can be applied to a course.
- Learners should be aware that Concessionary rates apply only against Mainstream Course Tuition Fees. All other courses are payable in full.

- Those learners who do not qualify for a Concessionary rate may still be entitled to access other means of Financial Support, details of which are available at <https://learnwelsh.cymru/support/financial-support/> and/or apply for a Bursary by writing to learnwelsh@cararthenshire.gov.uk.

SCHOOL PUPILS

- Pupils under the age of 16 are **NOT** permitted to enrol on any course.

FREE COURSES

The following groups are eligible for free courses:

- 16 – 18 years old – no fees
- 18 – 25 years old – no fees
- Teaching staff – no fees

CONCESSIONS

Only the concessions listed in this document will be available. You must provide evidence, otherwise the concession cannot be guaranteed. Upon receipt of evidence, the outstanding fees on your profile will be adjusted.

- Full time students
- People in receipt of state benefits and allowances listed:
 - Minimum Income Guarantee Element of State Pension Credit
 - Child Tax Credits, with an annual Household Income of under £16,190 pa
 - Income-Related Employment Support Allowance
 - Income-based Jobseekers Allowance (JSA)
 - Support under Part VI of the Immigration & Asylum Act 1999
 - Personal Independence Payment (PIP)
 - Contribution Based Jobseekers Allowance (JSACB)
 - Employment Support Allowance (ESACB)
 - Income Support
 - Working Tax Credit
 - Disability Living Allowance (DLA)
 - Bereavement allowance
 - Carer's allowance
 - Housing benefit
 - Universal credit is being introduced and certain benefits will apply
- 40% waiver is available on the concessions listed above. The waiver will be applied to the final Course fee. This does not apply to one-day courses.
- Please note that the 'confirmation of claiming benefit(s) form' must be valid on the day of enrolment in order to qualify for the fee waiver. All claimants must have similar documentation, which they can obtain from their local Job Centre Plus office.
- **Please note that the Proof of Benefit must be in the learners' name.**

- Learners who are not eligible for the above concessionary fee, can apply for a bursary by completing an application form and providing evidence, which will be assessed for eligibility for financial assistance. Please write to learnwelsh@cararthenshire.gov.uk for details.

DISCOUNTS

- If a discount code is used, you must enrol and pay by the expiry date of the discount.
- Only one discount code/beneficiary code may be used for each course.

REASSESSMENT OF FEES

- Reassessment of fees will only be considered under certain circumstances.

REFUNDS AND INSTALMENTS

- The refund structure is set out below where learners do not continue to learn (for the mainstream only).
 - Where the learner does not appear at the first lesson, 80% of the fee will be refunded.
 - Where the learner discontinues learning within the first 4 weeks, 50% of the fee will need to be refunded.
 - Where the learner decides not to continue after the first 4 weeks, no refund will be offered.
- No instalment structure will be offered to learners.

PAYMENT

PAYMENT TERMS

- All fees are payable at enrolment.

METHODS OF PAYMENT

- Payments can be made on-line by card or in person, by Cheque or Cash.
- Learners should be reminded that they retain ultimate liability for the payment of their fees, unless they have employer sponsorship in place (sponsorship forms are available by contacting learnwelsh@cararthenshire.gov.uk)
- Learners will be automatically invoiced unless proof of sponsorship has been received by the date of enrolment and will only be credited once subsequent proof of sponsorship has been received

NON-PAYMENT PENALTIES

- Failure to make payment will result in the learner being asked to leave the course.