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# CITY OF LONDON CORPORATION

## Adult Skills and Education Service

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# Fees & Charges Policy 2025-2026

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# ASES FEES POLICY 2025/2026

## SCOPE

This document covers two main areas:

- The fees for all courses that are considered to be Adult Skills Fund (ASL) including accredited Skills Fund Adult Core (ASL-AC) and Skills Fund Tailored Learning (ASL-TL).
- Supply chain fees across all areas of delivery (Adult Skills Fund, Apprenticeships, Skills Boot Camps and any other funding stream associated with ASES)

## POLICY STATEMENT

City of London Adult Skills and Education Service (ASES) is committed to a transparent fees structure and has adopted a fees policy that operates within funding body guidance and at market levels. We aim to ensure that learners, prospective learners and those supporting learners are aware of:

- The cost of courses
- Who is eligible for fee remission and the evidence required to claim remission?
- The courses that attract fee remission (concessions)
- The criteria for discretionary fee reduction and how to apply
- The arrangements for fee payment and refunds.

## RESPONSIBILITY

The Head of Service is responsible for developing the fee policy, DCCS Senior Leadership Team is responsible for agreeing the fee's structure.

DCCS Senior Leadership Team are responsible for reviewing and approving the policy and providing guidance on its implementation.

The Learner Support Officer or designated person is responsible for ensuring that fees are explained in the course listing.

The Adult Skills and Education Quality and Performance Lead Officer, centre staff and tutors are responsible for ensuring that fees are explained to learners and collected.

## REVIEW

The policy, fee structure and operational procedures will be reviewed each year and updated, as necessary.

## FUNDING OVERVIEW

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Most of Adult Learning Courses are supported by the Greater London Authority (GLA). These courses are funded in the following ways:

- Adult Skills Fund (ASF) – grant funding
- Adult Skills Fund (ASF) – procured
- Free Courses for Jobs (as part of the ASF procured and grant contracts)
- Tailored Learning (TL) – grant funded
- Skills Boot Camps

Other contracts may be awarded during the year, and it is anticipated will be covered by this policy, if not this policy will be updated accordingly.

It is noted a small amount of monies is given by the ESFA for both Tailored Learning and ASF and these will be covered by the same rules.

These vary in the guidance regarding fees payable by learners.

Our apprenticeship provision is funded by the ESFA via the Apprenticeship Service system.

# SECTION A: LEARNER FEES

## STANDARD FEE RATES FOR ELIGIBLE LEARNERS

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The following rules apply to those participants who are on direct delivery courses (i.e. those delivered directly by ASES staff) and those that are delivered by our supplychain.

In all cases the GLA funding rules must apply – please see:  
[Information for Adult Skills Fund providers | London City Hall](#)

### Accredited Adult Skills Fund (ASF) courses

The current ASF fee remission rules focus on providing full funding for eligible adults with earning below the London Living Wage <sup>1</sup>, unemployed learners (\*), and adults aged 19 and over, without or low-level Digital Skills, English and Maths up to level 2. These courses are therefore free for the eligible learners.

Currently individuals who do not fall into one of these categories may have to pay a full fee or contribute 50% towards the cost of their learning (commonly known as co-funding).<sup>2</sup>

Learner Loans (available through the Student Loan Service<sup>3</sup>) may be available for some courses. Please contact ASES for more details.

\* The learner who is **unemployed** is considered as such (under GLA rules) if

- receives Jobseeker's Allowance (JSA) OR
- receives Employment and Support Allowance (ESA) OR
- receives Universal Credit (UC) and their take-home pay recorded on their UC statement under deductions (disregarding UC payments) is less than £952/month (learner is sole adult in their benefit claim) or £1534/month (on joint benefit claim)

By provider discretion, the learner can also be classified as Unemployed, if

- receives other state benefits (not included in the list above) and their take-home pay recorded on their UC statement under deductions (disregarding UC payments) is less than £952/month (learner is sole adult in their benefit claim) or £1534/month (on joint benefit claim) OR
- is not receiving any benefits and the learner wants to be employed, including those with no recourse to public funds (including asylum seekers).

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<sup>1</sup> Annual London Living Wage Threshold is £27,007.50 or £13.85 hourly pay based on 37.5 hours/week (as at 23/10/2024)

<sup>2</sup> For full information on courses that are fully or co-funded please see documents found at:  
<https://www.london.gov.uk/programmes-strategies/jobs-and-skills/training-providers-teaching-skills/adult-skills-fund/funding-rules-adult-education-budget>

<sup>3</sup> For more details please see: <https://www.gov.uk/government/organisations/student-loans-company>

## Tailored Learning (TL) courses

Fees for these courses are based on the number of weeks delivered and material costs. For 2025/2026, full course fees will range between **£50** and **£210**.

Fixed concession fees of **£75** (excluding Philosophy) are available for:

- Learners age 60+ at point of enrolment
- Unemployed, in receipt of JSA, ESA, UC or other benefits
- Employed where the annual gross salary is below London Living Wage<sup>4</sup>

The Learner will be required to provide suitable evidence at the time of the enrolment.

## Family Learning (FL) Courses

There will be no course fees (other than some material costs) for Family Learning courses which is where parents/guardians and children undertake learning together.

## Free Courses for Jobs

There will be no fees for participating in these courses.

## Skills Boot Camps

There will be no fees for participating in these courses.

## Apprenticeships

There will be no fees for participating in these courses.

## STANDARD FEE RATES FOR NON-ELIGIBLE LEARNERS

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Learners who are not eligible for GLA funding — for example, non-UK nationals and EEA learners without settled status — will be charged a **full fee** for Tailored Learning courses and the **full GLA rate** for ASF courses. For more information on residency/entitlement, refer to the website.

## 16 to 19-YEAR-OLD LEARNERS

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ASES is unable to offer study programmes for learners who are under the age of 19 on 31 August 2025

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<sup>4</sup> Annual London Living Wage Threshold is £27,007.50 or £13.85 hourly pay based on 37.5 hours/week (as at 23/10/2024)

## **OTHER FEES AND CHARGES EXAMINATION COSTS**

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Examination fees are set at the rate charged by the Awarding Body and are included in the overall cost of the course and are payable in full at enrolment.

Examination fees do not apply to any of the courses where the GLA meet the full costs (see above).

## **RE-SITS**

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Learners are responsible for the cost of any re-sits and additional tuition required to achieve their qualification.

## **MATERIALS COSTS**

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The cost of materials used on the course will be paid, where applicable, by the learner at the time of enrolment and is included in the course costs where indicated.

## **COLLECTION OF FEES**

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Tuition costs, concessionary and reduced rates and methods of payment will be clearly presented in the course listing and explained at enrolment.

With the exception of free courses, all learners who start a course will pay at the time of enrolment.

Payments can be made by the following means:

- Online payments and enrolment are now possible for some courses.
- Cheques.

Please note cash is no longer accepted.

## **DEBT COLLECTION**

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Learners are responsible for payment of their fees. We will make every effort to ensure that all fees are collected. Non-payment will result in suspension from the course.

## **APPEALS/MITIGATING CIRCUMSTANCES**

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Any appeals regarding the fee policy should be submitted within 10 working days from receipt of the decline and in writing to the Head of Service at ASES where this will be reviewed by the Appeals Panel.

## **INSTALMENTS**

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Tuition fees for some courses can be paid by instalments. Please seek further detail at the reception. The first instalment is to be paid when you enrol and will be for the first term's

tuition fee plus the full examination and other fees where applicable. Subsequent instalments will need to be paid before the start of each term as necessary. Full details, including instalment dates, will be given when the initial enrolment is processed.

Follow up letters will be sent to the learners' home addresses in the second week after each term as necessary informing them that if they fail to pay, they will be excluded from the course.

Lists of learners who have not paid their due instalment will be available for centre staff/tutors so that learners can be refused tuition.

The Quality and Performance Lead will consider request for extended instalments plans from learners who are prevented from enrolling on a course due to financial difficulties. However, the course fee will need to be paid in full by the half term of the final term of the course. Failure to do so will result in withdrawal of the learner. The enrolment system will be updated with a note against the learner's name, and they may be refused enrolment for the new academic year.

The ASES senior management team will consider written appeals by learners who are unable to enrol on a course due to financial constraints after all other fee remission and access options have been considered, following further discussions.

## REFUNDS

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Entitlement to refunds applies as follows:

- Where a course is **cancelled** by ASES and a learner has attended **less than 20%** of the total course, a **full refund** will be given.
- Where a course is **cancelled** by ASES and a learner has attended **20% or more** of the total course, a **partial refund** will be made, proportionate to the remaining number of sessions.
- Where a learner submits a **written request to withdraw** at least seven days before the course start date, an **administration fee** will be deducted from the refund as follows:
  - **£10** for full-fee courses
  - **£5** for concessionary-fee courses
- Where a learner withdraws through **ill health** and a doctor certifies that they are too unwell to continue, a proportionate refund of the remaining course fees—less the relevant administration charge—will be made.
- Where a course closure or interruption occurs due to **circumstances beyond ASES's reasonable control**, no additional compensation will be payable.
- **Examination Fees** will normally be **non-refundable**.

# SECTION B: MANAGEMENT FEES TO SUPPLY CHAIN

## TAILORED LEARNING AND FAMILY LEARNING (TT AND FL)

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For these organisations delivering TT and FL the maximum management fee is 20%. The 80% will be paid in line with a timetable agreed at the start of the contract.

## ASF DELIVERY

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For those organisations delivering ASF (both grant and tendered contract) the maximum management fee is 20%. The remaining 80% will be paid monthly and will depend on the draw down from the GLA unless otherwise agreed.

## FREE COURSES FOR JOBS (FCFJ)

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For those organisations delivering FCFJ the maximum management fee is 20%. The remaining 80% will be paid monthly and will depend on the draw down from the GLA unless otherwise agreed.

## APPRENTICESHIPS

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For those organisations delivering apprenticeships and where we are claiming from the Apprenticeship System (AS) from our ILR return, the maximum management fee is 20%. The remaining 80% will be paid monthly and will depend on the draw down from the AS/ESFA unless otherwise agreed.

## SKILLS BOOTCAMPS

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For those organisations delivering Bootcamp provision the maximum management fee is 20%. The remaining 80% will be paid on the agreed milestone payments points.

## PAYMENTS

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Monthly or milestone payments will only be made if:

- a) All relevant evidence is submitted;
- b) Evidence is submitted 7 working days before the ILR return deadline – ILR deadline is fourth working day of the month.

This applies unless individual arrangements are made in separate SLA agreement.

## SUPPORT ON OFFER TO SUBCONTRACTORS

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ASES offer a range of services and support to our supply chain in return for the management fee charged.

Examples include, but are not limited to:

- Monthly performance reviews
- Monitoring reports
- Regular telephone updates
- Management information including funding/financial and enrolment performance
- Cleansing of enrolment data and highlighting and data issues that need to be resolved
- Training Sessions
- Formal PIP reviews, where required
- Referrals, both direct and between subcontractors
- Quality and compliance visits
  - Observations
  - Audits
- (ILR) submissions
- Development and maintenance of attendance records
- Support with various accreditations