

# High Trees Fees Policy for Lambeth Adult Learning courses 2024-25

## Introduction

High Trees Community Development Trust runs a wide range of courses under different fundings and contracts. Some of our courses are funded through Lambeth Adult Learning Service (LALS) which receives grant funding from the Greater London Authority (GLA).

Almost all of our courses are free, because of the way they are funded, some have certain requirements attached to the funding, but our team will help you ensure that the course you are interested in is free, or what other options there are if you do not meet the funders requirements.

This policy is to explain the requirements for Lambeth Adult Learning Service funded courses, but you can also just ask our staff who can explain.

## Non-accredited Course Fees

Non-accredited Lambeth Adult Learning Service courses are always free to those who are claiming benefits excluding Child Benefit, or those whose total household income is less than £27,007.50 per annum OR £13.85 per hour (not including benefits).

If you do not fall into these categories and no other discretionary considerations apply, fees may be charged at the following rates:

- £5.00 per course hour for individuals.
- £10.00 course hour for organisations funding a member of their staff.

If that is the case for you our E&T team will inform you in advance.

## Accredited Course Fees

If you are in receipt of one of the active benefits below at the time of enrolment, your LALS accredited course will be free (**fully funded/zero fees**) and subsidised by GLA. You will need to provide a proof of receipt of one of the following:

- Job Seeker's Allowance (JSA)
- Employment Support Allowance (ESA) in the Work-Related Activity Group (ESA WRAG)
- Universal Credit - mandated to undertake skills training - earning (not including benefits) less than £617 a month (sole benefit claim), or £988 a month (joint benefit claim with partner)
- are unemployed or earning less than 16 times the national minimum wage per week or £617 per month (not including benefits) or £988 (joint benefit claim with partner) a month, and in receipt of one of the wider benefits below and declare that taking this qualification will directly help you to gain employment, you will qualify for full funding.
- Income support
- Housing Benefit
- Council Tax Benefit
- Working Tax Credit
- Pension Credit

You may qualify for full funding if your identified learning is directly relevant to your employment prospects and the local labour market needs or if to be supported to be part of the community.

Also, if you are caring for a young child or a disabled dependent you may also qualify for full funding.

English and Maths qualifications up to and including Level 2 are always free for those who do not already hold these qualifications.

## Do I qualify for subsidised fees and how much will I need to pay?

You may be eligible to pay 50% of the basic fee (be co-funded) if you do not meet the criteria for zero fees/be fully funded. In order to be considered for subsidised fees, you need to be aged 19 years (as on 31st August 2024) or over and have permission to live in the UK for at least 12 months on the first day of learning.

Please remember that eligibility to funding does not give you the right to funding. Circumstances such as previous achievement, economic status, age and so on need to be taken into account.

## Can I pay in instalments?

If you need to pay a fee and would like to pay in instalments, our team is happy to help with a manageable plan for you.

## Additional charges

Additional charges may also be made for additional resources, specialist materials, technical support and, where appropriate, for examination or assessment fees. If that is the case for you, you will be informed at enrolment.

## Refund Policy

Unless there are exceptional circumstances, course fees will only be refunded in the following situations:

- if the course is cancelled or closed prematurely by High Trees
- if the date and time are altered and you have to withdraw as a result

Refunds will not be granted if you choose to withdraw part way through the course.

## Sample Courses Fees 2024/25

Course	Course Hours	Individual	Organisation
1-day workshops	6	£30.00	£60.00
ESOL & Active Citizenship	20	£100.00	£200.00
A beginners guide to community organising	7	£35.00	£70.00
Yoga for Mindfulness	15	£75.00	£150.00
Digital Skills for Work	40	£200	£400

*A “No fee charge” policy is applied at discretion.*

## **Discretionary Considerations and Additional Support**

We recognise that some learners may face other barriers to accessing learning, such as digital exclusion or financial hardship. If you feel that you may need additional support or would like to be considered for a discretionary fee waiver, please speak to a member of our team.

We aim to make learning accessible for all and will consider each case on an individual basis.

## **Advice and Information**

Should you have any queries on fees or course information, including deciding on which course/level is right for you, please contact us on 020 8671 3132 or email us at [courses@high-trees.org](mailto:courses@high-trees.org)

*Note: This Fees Policy is correct as of 7<sup>th</sup> November 2024 and may be updated in year to reflect changes to funding as required by the Greater London Authority Adult Education Budget. The next review is scheduled for April 2025.*