



Covering the cost of your course

This guidance is subject to change once we receive confirmation from the Government regarding funding for courses starting from September 2021. Current figures refer to 20/21.

▪ **Beginners: Courses with CLPC in the course code**

1) *You may be entitled to have your fees waived for a beginner type course if you receive one of the following benefits:*

- JSA
- ESA (WRAG or Support)
- Universal Credit
- Housing Benefit
- Council Tax Benefit (not single person discount)
- Income Support
- Working Tax Credit

You will need to provide evidence of your benefit when you enrol; this must be dated within 6 months of the date you enrol. You will also need to provide your National Insurance number when you enroll. You will be asked to sign a self-declaration form as part of the enrolment process.

Please note: further restrictions may apply to some courses.

▪ **Level 1 and 2: Courses with AD or CLFS in the course code**

You may be entitled to have your fees waived for a Level 1 or Level 2 course

1) *If you are unemployed - or earning less than £338 per month (single claim) or £541 per month (joint claim)- **and** receive an eligible benefit **and** are taking the course to help you find employment or improve your current employment situation **and** the course is relevant to your job prospect. Eligible benefits are:*

- JSA including National Insurance credits only
- ESA (WRAG or Support)
- Universal Credit (All Work Related Requirements Group, Work Preparation Group, Work Focused Interview Group)
- Housing Benefit
- Council Tax Benefit (not single person discount)
- Income Support
- Working Tax Credit

You will need to provide evidence of your benefit when you enrol; this must be dated within 6 months of the date you enrol. You will also need to provide your National Insurance number when you enroll. You will be asked to sign a self-declaration form as part of the enrolment process.

Please note: further restrictions may apply to some courses.

2) *You may be entitled to have your fees waived for a Level 1 or 2 course if you work and earn less than £18,315*

You will need to provide 1 pay slip dated within 3 months of the COURSE START DATE showing max of £1,526.25 per month or £352.21 per week before stoppages (aka Gross pay not take home pay) **or** your current employment contract which states Gross wage. If you have weekly pay slips you will need to provide 4 consecutive slips as evidence of your earnings.

3) *You may be entitled to have your fees waived for a Level 2 course if you do not already have a full level 2 qualification in any subject: The course you want to study must be listed by the ESFA on the Full Level 2 entitlement list and must be funded through Adult Education Budget Class Based. A full level 2 qualification is equivalent to (5 or more GCSEs grades A*-C/9-4, NVQ Level 2 or 1 A Level. You will be asked to sign a self-declaration and consent form when you enrol giving us permission to check your previous qualifications via your personal learner record.*

4) *You can pay for your course in full when you enrol: we accept cash, cheque and all major credit/debit cards.*

5) *You can pay for your course in instalments if the fees total £150 or more and the course is longer than 12 week; the total cost of the course is split into 6 equal payments. You will need to pay the first one when you enrol. If you enrol before your course starts in September the second payment will not come out until 1 October. If you wish to pay by instalments please bring your bank card to enrolment and know the name and address of your bank account holding branch. Note: All fees must be paid before the course end date and therefore the number of instalments may be reduced.*

▪ **Level 3 or higher course if you are aged 19 – 23 at the start of the course:**

1) *You **may** be entitled to have your fees waived if you do not already have a full level 3 qualification in any subject: The course you want to study must be listed by the SFA on the Full Level 3 entitlement list. A full level 3 qualification is equivalent to 2 or more A level passes, 4 or more AS Levels, or an NVQ 3, Diploma (Subsidiary or above). There are other qualifications which are equivalent to a full level 3 so please ask if you are unsure. You will be asked to sign a self-declaration and consent form when you enrol giving us permission to check your previous qualifications via your personal learner record.*



- 2) **You *may* be able to take out an Advanced Learning Loan:** Please see our separate Advanced Learning Loan information sheet. If you have any questions about whether a Loan is right for you please contact The Money Advice Service via moneyadviceservice.org.uk or 0300 500 5000.
- 3) **You can pay for your course in full when you enrol:** we accept cash, cheque and all major credit/debit cards.
- 4) **You can pay for your course in instalments if the course fees total £150 or more and the course is longer than 12 weeks;** the total cost of the course is split into 6 equal payments. You will need to pay the first one when you enrol. If you enrol before your course starts in September your second payment will not come out until 1 October. If you wish to pay by instalments please bring your bank card to enrolment and know the name and address of your bank account holding branch. Note: All fees must be paid before the course end date and therefore the number of instalments may be reduced.

▪ **Level 3 or higher course if you are aged 24 or over at the start of the course:**

- 1) **You may be able to take out an Advanced Learning Loan:** Please see our separate Advanced Learning Loan information sheet.

If you have any questions about whether a Loan is right for you please contact The Money Advice Service via moneyadviceservice.org.uk or 0300 500 5000.

- 2) **You can pay for your course in full when you enrol:** we accept cash, cheque and all major credit/debit cards.
- 3) **You can pay for your course in instalments if the course fees total £150 or more and the course is longer than 12 week;** the total cost of the course is split into 6 equal payments. You will need to pay the first one when you enrol. If you enrol before your course starts in September your second payment will not come out until 1 October. If you wish to pay by instalments please bring your bank card to enrolment and know the name and address of your bank account holding branch. Note: All fees must be paid before the course end date and therefore the number of instalments may be reduced.

For Access to HE Diploma courses only: If you use an Advanced Learning Loan to pay for your Access to HE Diploma course and you go on to successfully complete an applicable HE course the outstanding balance of your Advanced Learning Loan may be cancelled. Please see our separate 'Advanced Learning Loan' information sheet.

▪ **Full Cost Recovery: courses with IG in the course code**

These courses must be paid for by everyone; there are no fee reductions.

- 1) **You can pay for your course in full when you enrol:** we accept cash, cheque and all major credit/debit cards.
- 2) **You can pay for your course in instalments if the course fees total £150 or more and the course is longer than 12 week;** the total cost of the course is split into 6 equal payments. You will need to pay the first one when you enrol. If you enrol before your course starts in September your second payment will not come out until 1 October. If you wish to pay by instalments please bring your bank card to enrolment and know the name and address of your bank account holding branch. You will be required to set up a Direct Debit agreement with the College. Note: All fees must be paid before the course end date and therefore the number of instalments may be reduced.

Important Information for 2021/22 Learners

- In response to the Coronavirus outbreak and Government guidelines on social distancing, we encourage all learners to enrol online where ever possible. Full details of how to do this will be emailed to those who have followed our Admissions process and supplied a valid email address. Information will also be provided on our College website – www.boltoncollege.ac.uk
- Funding regulations may change for 2021/22 courses and therefore the information in this handout may become out of date. Please refer to the College website for confirmed information before enrolling - <https://bit.ly/bcfinances>
- The health and safety of our learners and staff is still very important to us and so there may continue to be an element of study outside of the classroom during the 2021/22 academic year. The proportion of these hours will depend on the individual qualification(s) being undertaken. You must do the work set during these times or it will impact your progress on the course and therefore your achievement.
- If you leave the course you may still be liable to pay the full course fee.

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Please also take a look at our handouts on:

- Financial Support for Students 19+
- Advanced Learning Loans
- Full Level 2 and 3 Fee Remission