

**LINCOLN COLLEGE FEE REMISSION POLICY FOR FURTHER EDUCATION, EDUCATION SKILLS FUNDING AGENCY, ADULT EDUCATION BUDGET FUNDED LEARNERS AGED 19+ STARTING A NEW QUALIFICATION AIM IN ACADEMIC YEAR 2023/2024**

This Policy is correct as at time of publication. It may be subject to change at any time in line with any future updates made by the Education Skills Funding Agency. Lincoln College cannot be held responsible for any changes that may subsequently arise. Learners should contact Lincoln College prior to enrolment to ensure there has been no change to the fee remission categories listed below. Fee Remission may not be available to learners resident in a Devolved Adult Education area (see Additional Information, Section D, below).

**Additional Information**

- A. It is the student’s responsibility to ensure that their hours of study do not conflict with the rules of the benefit they receive. They should contact the Job Centre for advice.
- B. To receive Fee Remission all learners **must** meet ESFA AEB Funding Rules and Residency Requirements.
- C. Learners can self-declare that their benefits meet one of the categories in 7,8 9 and 12Bii below to get fee remission. Physical proof of receipt of benefit is not required.
- D. Fee Remission is not available to learners whose post code shows their home address (not term-time address) is in one of the 10 “Devolved Adult Education” areas below:

The Greater Manchester Combined Authority  
 The Liverpool City Region Combined Authority  
 The West of England Combined Authority  
 The Tees Valley Combined Authority  
 The Cambridgeshire and Peterborough Combined Authority

The Newcastle Upon Tyne, North Tyneside and Northumberland Combined Authority  
 The Barnsley, Doncaster, Rotherham and Sheffield Combined Authority  
 The West Yorkshire Combined Authority  
 The Greater London Authority  
 The West Midlands Combined Authority

**Other Possible Sources of Fee Support for Learners Not Eligible for Fee Remission**

- A. 19+ Advanced Learner Loan. See <https://www.gov.uk/advanced-learner-loan> for full details.
- B. Enhanced Learning Credit Scheme for serving and former members of Her Majesty’s Armed Forces. See [ELCAS - Enhanced Learning Credits Administration Services](#) for further details.

FEE REMISSION CATEGORY	SUPPORT AVAILABLE
1. Learners studying English and/or Maths, up to and including Level 2, for individuals who have not previously attained a GCSE Grade 4 (C), or higher.	<b>Learner entitled to full fee remission</b>
2. Learners studying Functional Skills English or Maths from Entry to Level 2 who have not previously attained a GCSE grade A* to C or Grade 4 or higher in English and Maths.	<b>Learner entitled to full fee remission</b>
3. Learners aged 19 or above studying the Essential Digital Skills qualification (ESDQ), up to and including Level 1, who have digital skills assessed at below Level 1.	<b>Learner entitled to full fee remission</b>
4. Learners aged 19 to 24 that have an Education Health and Care (EHC) plan.	<b>Learner entitled to full fee remission</b>
5. Learners aged 19 to 23 who are studying provision up to and including level 1 to support progression to a first Full Level 2 qualification ( <b>NB</b> Students in this category who <b>do not</b> intend to progress to a first full Level 2 will be liable for fees).	<b>Learner entitled to full fee remission</b>
6. Learners aged 19 to 23 who are studying their first Full Level 2 qualification.	<b>Learner entitled to full fee remission</b>

<p>7. Learners aged 19 to 23 who are unemployed or whose take home pay (disregarding Universal Credit payments and other benefits) is less than £617 a month (learner is sole adult in the benefit claim) or £988 a month (learner has a joint benefit claim with their partner), who are studying a learning aim at Level 2 who already have a Full Level 2, or above, <b>AND</b> who are in receipt of one of the following benefits:</p> <ul style="list-style-type: none"> <li>• Attendance Allowance</li> <li>• Bereavement Support Payment</li> <li>• Carer's Allowance</li> <li>• Child Tax Credit</li> <li>• Disability Living Allowance</li> <li>• Employment and Support Allowance (ESA)</li> <li>• Guardian's Allowance</li> <li>• Housing Benefit</li> <li>• Incapacity Benefit (from the 29<sup>th</sup> week a learner gets it)</li> <li>• Income Support</li> <li>• Industrial Injuries Benefit</li> <li>• Released on temporary licence and studying outside a prison environment and not funded by the Ministry of Justice</li> <li>• Jobseeker's Allowance (JSA), including those receiving National Insurance credits only</li> <li>• Pension Credit</li> <li>• Pensions paid by the Industrial Death Benefit scheme</li> <li>• Personal Independence Payments</li> <li>• Severe Disablement Allowance</li> <li>• Universal Credit</li> <li>• War Widow(er) Pension</li> <li>• Widowed Parent's Allowance</li> <li>• Working Tax Credit</li> </ul>	<p><b>Learner entitled to full fee remission</b></p> <p>Learners in this category will be required to sign a self-declaration to confirm they want to enter employment or more sustainable employment. The college must be satisfied that the learning is directly relevant to their employment prospects and the local labour market needs.</p>
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<p>8. Learners aged 24 or above who are unemployed or whose take home pay (disregarding Universal Credit payments and other benefits) is less than £617 a month (learner is sole adult in the benefit claim) or £988 a month (learner has joint benefit claim with their partner), who are studying a learning aim up to and including Level 2, <b>AND</b> who are in receipt of one of the following benefits:</p> <ul style="list-style-type: none"> <li>• Attendance Allowance</li> <li>• Bereavement Support Payment</li> <li>• Carer's Allowance</li> <li>• Child Tax Credit</li> <li>• Disability Living Allowance</li> <li>• Employment and Support Allowance (ESA)</li> <li>• Guardian's Allowance</li> <li>• Housing Benefit</li> <li>• Incapacity Benefit (from the 29<sup>th</sup> week a learner gets it)</li> <li>• Income Support</li> <li>• Industrial Injuries Benefit</li> <li>• Released on temporary licence and studying outside a prison environment and not funded by the Ministry of Justice</li> <li>• Jobseeker's Allowance (JSA), including those receiving National Insurance credits only</li> <li>• Pension Credit</li> <li>• Pensions paid by the Industrial Death Benefit scheme</li> <li>• Personal Independence Payments</li> <li>• Severe Disablement Allowance</li> <li>• Universal Credit</li> <li>• War Widow(er) Pension</li> <li>• Widowed Parent's Allowance</li> <li>• Working Tax Credit</li> </ul>	<p><b>Learner entitled to full fee remission</b></p> <p>Learners in this category will be required to sign a self-declaration to confirm they want to enter employment or more sustainable employment. The college must be satisfied that the learning is directly relevant to their employment prospects and the local labour market needs.</p>
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<p><b>9.</b> Learners aged 19 or above who are unemployed or whose take home pay (disregarding Universal Credit payments and other benefits) is less than £617 a month (learner is sole adult in the benefit claim) or £988 a month (learner has joint benefit claim with their partner) and who are studying an <b>ESOL</b> learning aim up to and including Level 2 <b>AND</b> who are in receipt of one of the following benefits:</p> <ul style="list-style-type: none"> <li>• Attendance Allowance</li> <li>• Bereavement Support Payment</li> <li>• Carer's Allowance</li> <li>• Child Tax Credit</li> <li>• Disability Living Allowance</li> <li>• Employment and Support Allowance (ESA)</li> <li>• Guardian's Allowance</li> <li>• Housing Benefit</li> <li>• Incapacity Benefit (from the 29<sup>th</sup> week a learner gets it)</li> <li>• Income Support</li> <li>• Industrial Injuries Benefit</li> <li>• Released on temporary licence and studying outside a prison environment and not funded by the Ministry of Justice</li> <li>• Jobseeker's Allowance (JSA), including those receiving National Insurance credits only</li> <li>• Pension Credit</li> <li>• Pensions paid by the Industrial Death Benefit scheme</li> <li>• Personal Independence Payments</li> <li>• Severe Disablement Allowance</li> <li>• Universal Credit</li> <li>• War Widow(er) Pension</li> <li>• Widowed Parent's Allowance</li> <li>• Working Tax Credit</li> </ul>	<p><b>Learner entitled to full fee remission</b></p> <p>Learners in this category will be required to sign a self-declaration to confirm they want to enter employment or more sustainable employment. The college must be satisfied that the learning is directly relevant to their employment prospects and the local labour market needs.</p>
<p><b>10.</b> Learners who are employed or self-employed and would normally be co-funded for provision up to and including Level 2, where the learner:</p> <ul style="list-style-type: none"> <li>• is eligible for co-funding, and</li> <li>• earns less than £20,319.00 annual gross salary</li> </ul> <p><b>Additional Information:</b></p> <ul style="list-style-type: none"> <li>• Learners aged 19 to 23 who <u>DO NOT</u> hold a Full Level 2 qualification are not eligible for fee remission through this category for "Other" Level 2 qualifications. If they are studying a Level 2 qualification it must be a <u>FULL</u> Level 2 qualification. They may, however, be eligible for fee remission through this category for qualifications up to and including Level 1. This exception does not apply to learners aged 24+, or ESOL learners aged 19-23 who may be eligible for fee remission through this category for all qualification levels up to and including Level 2.</li> <li>• This category of fee remission is not available to learners enrolling on L3 or higher courses</li> </ul>	<p><b>Learner entitled to full fee remission</b></p> <p>To receive this category of fee remission the member of staff confirming the learner's entitlement to fee remission at enrolment must have seen evidence of the learner's gross annual wage. This could be a wage slip or a Universal Credit statement within 3 months of the learner's start date, or a current employment contract which states gross monthly/annual wages. Where a student's employment hours or salary are variable, three recent payslips are required, or official documentation to evidence <u>current</u> annual income e.g. contract of employment.</p>

<p><b>11.</b> Learners aged 19 to 23 who are studying their first Full Level 3 qualification.</p>	<p><b>Learner entitled to full fee remission</b></p>
<p><b>12.</b> Learners aged 19 and above who are studying a qualification which is included in the ESFA's Free Courses for Jobs (FCFJ) – Level 3 Adult Offer (see 2023-2024 Course List with Fees for eligible Free Courses for Jobs – L3 Adult Offer courses), <b>AND</b> meet the criteria shown in points A or B below:</p> <p>A. have not achieved,</p> <ol style="list-style-type: none"> <li>i. a Full Level 3 qualification, or</li> <li>ii. a qualification through the Level 3 FCFJ unless that qualification is a short qualification (identified by category code 49).</li> </ol> <p>B. already have a level 3 qualification (provided that level 3 was not achieved through FCFJ) or higher <b>AND</b></p> <ol style="list-style-type: none"> <li>i. are eligible for co-funding, and earn less than £20,319.00 annual gross salary, or</li> <li>ii. whose take home pay (disregarding Universal Credit payments and other benefits) is less than £617 a month (learner is sole adult in the benefit claim) or £988 a month (learner has a joint benefit claim with their partner), <b>AND</b> who are in receipt of one of the following benefits:</li> </ol> <ul style="list-style-type: none"> <li>• Attendance Allowance</li> <li>• Bereavement Support Payment</li> <li>• Carer's Allowance</li> <li>• Child Tax Credit</li> <li>• Disability Living Allowance</li> <li>• Employment and Support Allowance (ESA)</li> <li>• Guardian's Allowance</li> <li>• Housing Benefit</li> <li>• Incapacity Benefit (from the 29<sup>th</sup> week a learner gets it)</li> <li>• Income Support</li> <li>• Industrial Injuries Benefit</li> <li>• Released on temporary licence and studying outside a prison environment and not funded by the Ministry of Justice</li> <li>• Jobseeker's Allowance (JSA), including those receiving National Insurance credits only</li> <li>• Pension Credit</li> <li>• Pensions paid by the Industrial Death Benefit scheme</li> <li>• Personal Independence Payments</li> <li>• Severe Disablement Allowance</li> <li>• Universal Credit</li> <li>• War Widow(er) Pension</li> <li>• Widowed Parent's Allowance</li> <li>• Working Tax Credit</li> </ul> <p>NB) Learners are eligible to take one short qualification, <b>followed</b> by one further qualification as part of their Free Courses for Jobs offer, without exhausting their eligibility. Once a learner has achieved either a short qualification followed by one further qualification or achieved a 'long' qualification, they will have exhausted their eligibility for the offer.</p>	<p><b>Learner entitled to full fee remission</b></p> <p><b>12Bi)</b> To receive this category of fee remission the member of staff confirming the learner's entitlement to fee remission at enrolment must have seen evidence of the learner's gross annual wage. This could be a wage slip or a Universal Credit statement within 3 months of the learner's start date, or a current employment contract which states gross monthly/annual wages. Where a student's employment hours or salary are variable, three recent payslips are required, or official documentation to evidence <u>current</u> annual income e.g. contract of employment.</p> <p><b>12Bii)</b> Learners in this category will be required to sign a self-declaration to confirm they want to enter employment or more sustainable employment. The college must be satisfied that the learning is directly relevant to their employment prospects and the local labour market needs.</p>

**Other Financial Support Available**

We want you to get the very best from your studies whilst at College, but we also understand that sometimes it's not easy being a student. Lack of money can be a big frustration and can make things difficult for you. The College's Learner Support Fund (LSF) Scheme is a means tested fund through which you may qualify for help towards the cost of your travel, childcare costs and certain course-related costs. If you would like more information on the financial support available to you or to find out if you are eligible, please visit <https://lincolncollege-uk.libguides.com/financialsupport> or contact a member of the Financial Support Team on Tel: 01522 876000 / 01636 680680 or email: [financialsupport@lincolncollege.ac.uk](mailto:financialsupport@lincolncollege.ac.uk).