

LINCOLN COLLEGE FEE REMISSION POLICY FOR FURTHER EDUCATION, EDUCATION SKILLS FUNDING AGENCY, ADULT SKILLS FUND (ASF) LEARNERS AGED 19 OR OVER STARTING A NEW QUALIFICATION AIM IN ACADEMIC YEAR 2024/2025

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 is available to individual's resident in areas of ENGLAND outside of the devolved funding authority areas listed in Section E 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 ASF Funding Rules and Residency Requirements.
- C. Learners can self-declare that their benefits meet one of the categories in 6B, 8B and 9B below to get fee remission. Physical proof of receipt of benefit is not required.
- D. Staff must consult the college's 2024/2025 Course List with Fees to confirm whether a learning aim is eligible for fee remission.
- E. 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 Skills Fund" 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 His Majesty's Armed Forces. See [ELCAS - Enhanced Learning Credits Administration Services](#) for further details.

Other Financial Support Available

We want learners to get the very best from their studies whilst at College. The College's Learner Support Fund (LSF) Scheme is a means tested fund through which learners may qualify for help towards the cost of travel, childcare costs and certain course-related costs. If you would like more information on the financial support available or to find out our eligibility criteria, 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

The learners in the following categories are eligible for full fee remission.

1. Learners studying GCSE English and/or Maths, for individuals who have not previously attained a GCSE Grade 4 (C), or higher, and/or have been assessed as having an existing skill level lower than grade 4 (even if they have previously achieved a GCSE or equivalent qualification in English or maths).
2. Learners studying Functional Skills English or Maths from Entry to Level 2 who have not previously attained a GCSE Grade 4 (C), or higher in English and Maths, and/or have been assessed as having an existing skill level lower than grade 4 (even if they have previously achieved a GCSE or equivalent qualification in English or maths).
3. Learners studying the Essential Digital Skills qualification (ESDQ) or the Digital Functional Skills qualifications (DFSQ), up to and including Level 1, who have digital skills assessed at below Level 1.
4. Learners aged 19 to 24 that have an Education Health and Care (EHC) plan.
5. Learners aged 19 to 23 who are studying their first Full Level 2 qualification. (Eligible courses are shown in column L as FL2 in Lincoln College 2024/25 Course List with Fees)
6. Learners (including ESOL learners) who are studying a learning aim up to and including Level 2, through the local flexibility offer (see Point D of Page 1) AND meet the criteria shown in either point A or B below: A. Learners who are employed or self-employed AND earn below £25,000.00 per annum 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 learner'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. B. Learners who meet the ASF's definition of unemployed (see Annex A) 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

7. Learners aged 19 to 23 who are studying their first Full Level 3 qualification (eligible courses are shown in column L as FL3 in Lincoln College 2024/25 Course List with Fees).

8. Learners aged 19 or over, who are studying a Level 3 qualification included in the ESFA's Free Courses for Jobs (FCFJ) – Level 3 Adult Offer (eligible courses are shown in column L as FCFJ in Lincoln College 2024/25 Course List with Fees) **AND** meet the criteria shown in either point A or B below:

A. Learners who are employed or self-employed **AND** earn below £25,000.00 per annum

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 learner's employment hours or salary are variable, three recent payslips are required, or official documentation to evidence current annual income e.g. contract of employment.

B. Learners who meet the ASF's definition of [unemployed \(see Annex A\)](#)

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

Annex A – Unemployed Definition

For funding purposes, a learner is defined as unemployed if one or more of the following apply, they:

1. receive Jobseeker's Allowance (JSA), including those receiving National Insurance credits only
2. receive Employment and Support Allowance (ESA)
3. receive Universal Credit (UC), and their take-home pay as recorded on their UC statement (disregarding UC payments and other benefits) is less than £892 a month (learner is sole adult in their benefit claim) or £1,437 a month (learner has a joint benefit claim with their partner)
4. are released on temporary licence, studying outside a prison environment, and not funded by the Ministry of Justice
5. receives one of the state benefits listed below and their take-home pay (disregarding UC payments and other benefits) is less than £892 a month (learner is sole adult in their benefit claim) or £1,437 a month (learner has a joint benefit claim with their partner),

- Attendance Allowance
- Bereavement Support Payment
- Carer's Allowance
- Child Tax Credit
- Disability Living Allowance
- Guardian's Allowance
- Housing Benefit
- Income Support
- Industrial Injuries Benefit
- Pension Credit
- Pensions paid by the Industrial Death Benefit scheme
- Personal Independence Payments
- Severe Disablement Allowance
- War Widow(er) Pension
- Widowed Parent's Allowance
- Working Tax Credit

6. is not receiving any of the above benefits, wants to be employed, and the identified learning is directly relevant to their employment prospects and the local labour market needs.