

# STEP SKILLS

PREPARE FOR SUCCESS IN HERTS

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## Fees Policy January 2022 to December 2023 (January 2022) V3

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## INTRODUCTION

This policy sets out Step2Skills' fees and charges for the adult education intervention for 1<sup>st</sup> January 2022 to 31<sup>st</sup> December 2023. The courses are supported by central government through the Education and Skills Funding Agency (ESFA).

The sections below explain the charges for different types of courses and the table in section 9 sets out the full range of charges.

All fees will be payable on signing up for the course and will need to be paid in full at this time.

This policy only applies to provision directly delivered by Step2Skills' Direct Delivery team. Step2Skills' sub-contractors have their own fees policies.

## GENERAL INFORMATION

### **Registration Fees**

A registration fee of £15 per learner will be charged for most adult courses delivered by Step2Skills' Direct Delivery team.

This registration fee is not subject to concession rates and remains the same regardless of the length or subject of the course.

The registration fee is not refundable in any situation, unless Step2Skills has decided to cancel the course.

### **Bursaries and support funds**

Learners may apply for bursaries if they enroll on an accredited learning course. Information on how to apply for discretionary learner support can be found on the Step2Skills website [www.step2skills.org.uk](http://www.step2skills.org.uk)

### **Learners who are not eligible for funding**

- Learners who are not eligible under the ESFA rules will pay the commercial rate of £8 per course hour in addition to the registration fee. Most individuals will be eligible for funding if they are 19 years of age or over, residents of Hertfordshire and a UK National and lived in UK for last 3 years or EEA National with settled/pre-settled status and lived in EEA for last 3 years

For further information and other eligibility criteria please see the eligibility guidance from the ESFA. Appendix 1

## SUMMARY OF FEES AND CHARGES

Set out in the tables below are the standard charges for courses offered by Step2Skills. Where there are additional materials charges these will be specified on a course-by-course basis and set out in the Step2Skills Prospectus.

### Course Fees

<b>Course Type</b>	<b>Employment Status</b>	<b>Registration /Course Fee</b>
Non accredited courses <i>*some exceptions apply</i>	All	£15
Accredited Courses	All	No Charge
<b><i>Eligibility criteria applies for all courses -please refer to full details shown in this document</i></b>		

### Exam Fees

For accredited learning, if a learner needs to retake exams as a result of exam failure or non-attendance, an exam retake charge will be applied as set out below:

First exam	No charge
First resit within the same academic year	No charge
Second resit, or resit within the following academic year	£40.00
Charge for failure to attend the exam without prior notice / good reason	£20.00

### Eligibility Criteria

**To be eligible for our courses, learners will need to be:**

- Aged 19 years or older on 1<sup>st</sup> September in the funding year of study.
- UK National and lived in UK for last 3 years **or** EEA National with settled/pre-settled status and lived in EEA for last 3 years.
- Hertfordshire resident.

To be **fully funded** on accredited courses excluding English, math's and Essential Digital Skills you will also need to be:

- Unemployed and claiming benefits or working and earning below £17,374.50

If you do not meet the above or are unsure, please contact us on 01992 556194 or email [step2skills@hertfordshire.gov.uk](mailto:step2skills@hertfordshire.gov.uk) to discuss your personal circumstances and we will then calculate the costs that would be applicable.

REVIEW
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Responsible: Step2Skills Strategy and Innovations Manager

Next review date: December 2023

Funding rules from our funding body are updated in-year and may change. They are formally re-issued every year, before the funding year starts on 1<sup>st</sup> August. Step2Skills will endeavour to change this Appendix for every relevant rule change. The section below is taken from the current ESFA funded adult education budget (AEB): funding and performance management rules 2021 to 2022.

Learners are advised to read the section about what the ESFA will fund, along with the eligibility rules.

**\*We aim to work with residents of Hertfordshire. Learners from other regions would need to contact us to find out if there is available provision.**

### Residency eligibility

35. Individuals will be eligible for ESFA funded AEB if they meet the criteria in paragraph 27, the learning is taking place in England, and they fulfil the residency requirements set out in one or more of the following categories:

- 35.1. UK nationals and other persons with right of abode
- 35.2. UK nationals in the European Economic Area (EEA)
- 35.3. EEA nationals in the UK
- 35.4. Other non-UK nationals

### UK nationals and other persons with right of abode

36. Individuals who meet the criteria in paragraph 35 and they:
- 36.1. are UK nationals or other person with a right of abode in the UK and
  - 36.2. have been ordinarily resident in the UK or British Overseas Territories or Crown Dependencies (Channel Islands and Isle of Man) for at least the previous 3 years on the first day of learning
  - 36.3. The British Overseas Territories are listed in Annex A

### UK nationals in the EEA

37. Individuals who meet the criteria in paragraph 35, and they:
- 37.1. are UK nationals and
  - 37.2. are living in the EEA on or before 31 December 2020 and
  - 37.3. have lived in the EEA only or the EEA and UK only for at least the previous 3 years on the first day of learning and
  - 37.4. have lived continuously in the EEA only and/or the EEA and the UK only between 31 December 2020 and the start of the course
  - 37.5. the course starts before January 2028

37.6. the EEA includes all the countries and territories listed in Annex A

Persons with the right of abode have the right to live and work in the UK. All British citizens have the right to abode. Further, some Commonwealth citizens have the right of abode.

Para 37.5 refers to the 7-year offer for UK nationals in EEA. More info on the 7-year offer can be found

here (<https://www.gov.uk/guidance/uk-nationals-in-the-eea-and-switzerland-access-to-higher-education-and-19-further-education>)

### **EEA nationals in the UK**

38. Individuals who meet the criteria in paragraph 35, and £8.1. with respect to EEA nationals not including Irish nationals, have obtained either pre-settled or settled status under the EU Settlement Scheme and

38.2. have lived continuously in the EEA, Gibraltar or UK for at least the previous 3 years on the first day of learning

38.3. the EEA includes all the countries and territories listed in Annex A

### **Other non-UK nationals**

39. Individuals who meet the criteria in paragraph 35, and they fulfil the requirements

of one or more of the below set out in paragraphs 39.1, 39.2 and 39.3.

39.1. A non-UK national who:

39.1.1. has permission granted by the UK government to live in the UK and such permission is not for educational purposes only, and

39.1.2. has been ordinarily resident in the UK for at least the previous 3 years on the first day of learning

39.2. A non-UK national who is also a non-EEA national and:

39.2.1. has obtained pre-settled or settled status under the EU Settlement Scheme and

39.2.2. has been ordinarily resident in the UK for at least the previous 3 years on the first day of learning

39.3. An Irish national and:

39.3.1. who is not also a UK national and

39.3.2. has been ordinarily resident in the UK and/or Ireland for at least the previous 3 years on the first day of learning

### **Family members of UK and EEA nationals**

40. A 'family member' is the husband, wife, civil partner, child, grandchild, dependent

parent or grandparent of a UK or EEA national. A family member is eligible for funding if they:

- 40.1. where required to do so, have obtained pre-settled or settled status under the EU Settlement Scheme and
- 40.2. have been ordinarily resident in the UK and/or EEA for at least the previous 3 years on the first day of learning

### **Individuals with certain types of immigration status and their family members**

41. Any individual with any of the statuses listed below is eligible to receive funding and are exempt from the 3-year residency requirement rule:

- 41.1. Refugee status
- 41.2. Discretionary leave to enter or remain
- 41.3. Exceptional leave to enter or remain
- 41.4. Indefinite leave to enter or remain
- 41.5. Humanitarian protection
- 41.6. Leave outside the rules
- 41.7. Afghan Locally Engaged Staff under the intimidation policy
- 41.8. The husband, wife, civil partner or child of any of the above in paragraphs 41.1 to 41.7
- 41.9. Section 67 of the Immigration Act 2016 leave
- 41.10. Calais leave to remain

42. In relation to the above categories, you must have seen the learner's immigration permission. This would include the biometric residence permit (BRP) and in some cases an accompanying letter from the Home Office.

### **Extension or variation of current immigration permission**

43. Any learner or family member who has applied for an extension or variation of their current immigration permission in the UK is still treated as if they have that leave.

This only applies if the application was made before their current permission expired.

Their leave continues until the Home Office decide on their immigration application. Their leave will continue where they have appealed or sought an administrative review of their case within the time allowed to them for doing so.

44. Therefore, a learner or family member is considered to still have the immigration permission that they held when they made their application for an extension, administrative review or appeal, and their eligibility would be based upon this status.

A child of a person who has received leave under section 67 of the Immigration Act 2016 will come within paragraph 41.9 where they have been granted "leave in line" by virtue of being a dependent child of such a person.

A child of a person who has received Calais leave to remain will come within paragraph 41.10 where they have been granted "leave in line" by virtue of being a dependent child of such a person

45. You may wish to find information, advice and support on eligibility from the UK Council for International Student Affairs.

46. The learner's immigration permission in the UK may have a 'no recourse to public funds' condition. Public funds do not include education or education funding. Therefore, this does not affect a learner's eligibility, which must be decided under the normal eligibility conditions.

### **Children of Turkish workers**

47. A child of a Turkish worker is eligible if both the following apply:

47.1. the Turkish worker is ordinarily resident in the UK on or before 31 December 2020 and has Turkish European Community Association Agreement (ECAA) rights or extended ECAA leave and

47.2. the child has been ordinarily resident in the UK, EEA and/or Turkey for at least the previous 3 years on the first day of learning and is resident in the UK on or before 31 December 2020

### **Asylum seekers**

48. Asylum seekers are eligible to receive funding if they:

48.1. have lived in the UK for 6 months or longer while their claim is being considered by the Home Office, and no decision on their claim has been made, or

48.2. are receiving local authority support under section 23C or section 23CA of the Children Act 1989 or the Care Act 2014

49. An individual who has been refused asylum will be eligible if:

49.1. they have appealed against a decision made by the UK government against granting refugee status and no decision has been made within 6 months of lodging the appeal, or

49.2. they are granted support for themselves under section 4 of the Immigration and Asylum Act 1999, or

49.3. are receiving local authority support for themselves under section 23C or section 23CA of the Children Act 1989

## Persons granted stateless leave

50. A person granted stateless leave is a person who:
- 50.1. has extant leave to remain as a stateless person under the immigration rules (within the meaning given in section 33(1) of the Immigration Act 1971); and
  - 50.2. has been ordinarily resident in the UK and Islands throughout the period since the person was granted such leave
51. A stateless person must:
- 51.1. be ordinarily resident in the UK on the first day of the first funding year of the course; and
  - 51.2. have been ordinarily resident in the UK and Islands throughout the 3-year period preceding the first day of the first funding year of the course
52. Certain family members are also eligible under this category if:
- 52.1. the spouse or civil partner of a person granted stateless leave (and who was the spouse or civil partner of that person on the leave application date), who is ordinarily resident in the UK on the first day of the first funding year of the course, and who has been ordinarily resident in the UK and Islands throughout the 3-year period preceding the first day of the first funding year of the course; or
  - 52.2. the child of a stateless person or of the stateless person's spouse or civil partner (and who was the child of that stateless person or the child of the stateless person's spouse or civil partner on the leave application date), was under 18 on the leave application date, is ordinarily resident in the UK on the first day of the first funding year of the course, and has been ordinarily resident in the UK and Islands throughout the 3-year period preceding the first day of the first funding year of the course
53. "Leave application date" means the date on which a person is granted stateless leave made an application to remain in the UK as a stateless person under the immigration rules (within the meaning given in section 33(1) of the Immigration Act 1971)