

Learn Scilly Fee Policy 2024/2025

This policy applies to provision where the individual is enrolled as a Learn Scilly learner. Where the learner is enrolled by another provider, fees will be set by that provider and travel and accommodation costs may be supported by Learn Scilly if funding can be sought.

Recreational courses

- All course fees of both locally based and mainland-based tutors will be calculated by multiplying the number of course hours by the fee agreed by Full Council. Currently £5 in the 2024/25 financial year.
- Additional costs such as materials or exam fees will be added on top.
- Those in receipt of certain benefits (listed below) will receive a 50% discount
- Any extra costs associated with flights, accommodation, parking and subsistence will be met by the Learn Scilly budget.

Vocational courses

- Vocational courses will usually be charged in line with mainland provider published fees but may be slightly higher in order to cover costs depending on charges from external providers.
- Additional costs such as materials or exam fees will be added on top.
- Any extra costs associated with flights, accommodation, parking and subsistence will be added on top.

Free Courses / other discounts (at the discretion of the Head of Learning, Leisure and Customer Services).

- English and Maths up to and including Level 2 – FREE to those eligible participants who do not hold a Level 2 English or Maths qualification
- Designated widening participation courses e.g. targeting hard to reach learners
- Introductory level computer courses 50% discount

Courses will only take place when the minimum number of learners for that course is met. This is decided on a course-by-course basis or at the discretion of the Head of Learning, Leisure and Customer Service.

Fee Remission categories 2024/25

Learners may be eligible for fee remission if they are in receipt of any of the following state benefits:

- Employment and Support Allowance (WRAG).
- Jobseekers' Allowance.
- Income Support
- Council Tax benefit.
- Housing benefit.
- Working Tax credit.
- Pension Guarantee Credit.
- Carer's allowance.
- Universal Credit
- Personal Independence payment

Refunds and cancellation policy

- A full refund will be made when a course does not start and is cancelled by the service.
- Where you cancel your place on the course more than 7 days prior to the start of the course a full refund will be given less a £5 administration charge.
- Where you cancel your place on the course less than 7 days prior to the start of the course 50% of the course fees will be refunded less a £5 administration charge.
- Once a course has started no refund will be given.
- Where you are unable to attend a class due to weather issues a pro-rata refund will be given.
- Refunds for other reasons are not generally given, other than in exceptional circumstances. These may include bereavement or illness supported by a doctor's certificate. If a course has already started the refund will be calculated on a pro-rata basis and will be subject to an administration charge of £5.

All refunds must be applied for either by email or in writing. Exceptions may be made in exceptional circumstances at the discretion of the Head of Learning, Leisure and Customer Services.