

WAKEFIELD COUNCIL

WAKEFIELD COUNCIL'S ADULT EDUCATION SERVICE

Manygates Education Centre
Manygates Lane
Sandal
Wakefield
WF2 7DQ

Telephone: 01924 303302

e-mail: manygates@wakefield.gov.uk

Fee Remission Policy (Fees and Charges Guidelines) 2021-2022

A copy of this policy is available on request by asking at one of our Centres or by telephoning us on 01924 303302 or by e-mail at: manygates@wakefield.gov.uk

Policy Review date: 1 August 2022



Education & Skills
Funding Agency



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SECTION 1 - C O N T E X T

Wakefield Council's Adult Education Service is committed to ensuring that all members of the community have access to our programmes and courses. Our charging policy for course fees is an example of how we try to ensure the people can benefit from our programme.

The Fee Remission Policy and method for the calculation of charges are reviewed annually by the Governing Board and the proposed charges are submitted to the Directorate Management Team (DMT) for agreement.

Wakefield Council's Adult Education Service seek to comply with the expectations of our funding bodies such as the West Yorkshire Combined Authority (WYCA) and the Education and Skills Funding Agency (ESFA), in determining the charges and these charges will apply from 1 August 2021. The Governors reserve the right to review charges and fees throughout the year if costs increase or funding decreases.

Our funding is through the Adult Education Budget (AEB) and aims to engage adults and provide the skills and learning they need to progress in work or equip them for work or other learning. It enables more flexible tailored programmes of learning to be made available, which may or may not require a qualification, to help eligible learners engage in learning, build confidence, and/or enhance their wellbeing.

The WYCA expectation for 2021-22 is that:

- We will only fund learning supported by devolved Combined Authority AEB funding for West Yorkshire residents. Learners postcodes are checked at each enrolment to determine area eligibility.
- Where there are no subsidies available from WYCA, where the WYCA co-funds the learner or the Local Authority determines there is a need then the programme should be delivered as a full cost or co-funded model.
- Individuals meet the WYCA funding eligibility criteria (See Section 2)
- WYCA funded AEB aims to engage adults and provide the skills and learning they need to progress into, or with in work or equip them for an apprenticeship or other learning. It enables more flexible tailored programmes of learning to be made available, which may or may not require a qualification, to help eligible learners engage in learning, build confidence, and/or enhance their wellbeing.
- Fee remission may be available on some curriculum/levels or programmes.
- Fee remission is available where learners are unemployed or maybe available where the learner is claiming an income related state benefit.
- Learners aged 19 or older on a Level 3 or above qualification, will have to pay for their course. There is access to an Advanced Learner Loan with the Students Loans Company (SLC) or a learner can self-fund their course.

SECTION 2 - FEES

There are fee bands for non accredited courses and a separate fee band for qualification and vocational courses (see Appendix A).

Learners must be aged 19 or older on 31 August within the 2021 to 2022 funding year.

Learners must meet the WYCA residency and immigration criteria.

Fees for level 3 courses for learners aged 19 or older will be based on 80% of the WYCA funding rates. Learners are able to apply for a learning loan from the Students Loans Company (SLC). If you need further information on how to apply for a loan then please give us a call on 01924 303302 or email us at: manygates@wakefield.gov.uk.

The fees for vocational courses include the cost of registration and accreditation and includes an element towards some resource costs.

The cost of work based learning programmes includes additional delivery costs such as workplace assessment and observation, resources, registration and accreditation (Appendix D).

Wakefield Council's Adult Education Service can set higher fees for specified interest courses with high demand, high resource costs or where WYCA funding is not eligible to be claimed. There is no fee remission for these courses and will be charged at Full Cost. These will include Beauty Masterclasses, language courses such as Italian and Spanish, Creative Workshops, Taxi Driver Assessments and certain regulatory based License to Practise qualifications.

Learners not eligible for funding or are unable to provide evidence of eligibility will be charged the full cost with no fee remission entitlement.

Learners joining partway through a vocational Adult Skills Budget (ASB) course will pay the full fee. You should contact us for further information as we may not be able to accept late enrolments on some short programmes.

Examination / Assessment Fees

Fees for accredited courses include the examination or assessment fee, this entitles learners to two attempts at the examination or assessment for which the course prepares them. This means an exam and a re-sit of exams. Further resits will incur additional fees consisting of the fee charged by the awarding body, and a £10 administration charge, except where full fee remission applies (see below).

Examination fees - Maths and English

Fees will be waived for a re-sit where a learner was unsuccessful in the first attempt. Further re-sits may be charged for. These charges will include the awarding body costs and £10 administrative charge.

Non-attendance for Examinations

Where learners fail to turn up for an exam for which they have been entered and wish to reschedule their exam, they will be re-charged the exam fee, unless they were absent from the exam for medical reasons (medical certificate to be provided as evidence). There will be no administration charge in these cases.

Learners entitled to full fee remission

Fees will be waived for a re-sit where a student was unsuccessful in the first attempt. Further re-sits will be charged for. These charges will include the awarding body costs BUT NOT the £10 administrative charge.

Where learners receive a free course and fail to turn up for an exam for which they have been entered and wish to reschedule their exam, they will be re-charged the exam fee, unless they were absent from the exam for medical reasons (medical certificate to be provided as evidence). There will be no administration charge in these cases

Late withdrawals

Where withdrawals are made after the awarding body deadline, thus incurring costs for Wakefield Council's Adult Education Service, a charge will be made for all costs incurred.

External Candidates

In exceptional circumstances external candidates will be accepted (to be approved by the Service Manager). All costs incurred will be charged plus a £10 administration charge for each candidate.

Additional Course Costs

Additional costs such as materials, manuals or access to workshops can be charged separately and information regarding these is included on course information leaflets. These charges are set at a level based on full cost recovery.

Advanced Learning Loans

Learners 19 or older, wishing to study a level 3 or above qualification will need to pay for the course in full or if the course is a Certificate or Diploma eligible learners will be able to apply for an Advanced Learning Loan. Loans are not means tested and advice will be given on how to apply.

The loan figure used includes the course fee and the materials essential to the course e.g. uniforms and specialist resources or equipment where applicable.

If a loan is not confirmed for a learner who is eligible to take out a loan then the full fee for the course will be charged (Appendix A).

Withdrawing from programmes

The Service will take every opportunity to support learners to complete their programme and would expect all learners to ask for assistance before leaving the course. Course fees will not be refunded for learners who have paid course fees and withdraw, the full course fee will be payable.

For those who have had their course fees paid for them the Service reserves the right to charge an administration fee of £15.00 for the period of the course attended and any additional costs incurred such as examination and assessment fees. Learners will be invoiced for this amount.

Withdrawal from Level 3 programmes incur costs, therefore the learner will be invoiced for the pro rata amount for the course from the date of withdrawal, as calculated by SLC.

Level 2 Online Learning provision is provided Free of Charge. However, a withdrawal fee of £539 will be charged to all learners, regardless of circumstances, where a learner does not complete within the agreed timeframe or withdraws from the programme. Where you have been withdrawn, for reasons including non-attendance, plagiarism and misconduct, no refund for course fees or essential resources will be payable.

Where Discretionary Learner Support monies has been claimed, if you withdraw before you have completed 80% of your course, we will recover all claim costs.

SECTION 3 - ELIGIBILITY AND RATES

Fee Remission

From 2021/22 the following learners will be entitled to full fee remission (free courses):

- Learners aged 19 or older, including learners who are employed, who are starting GCSE English or maths who do not currently have these qualifications at grades A*-C or Grade 4 and above.
- Learners (19-23 years old) studying their First Full Level 2 or First Full Level 3 qualification (definition of Full Level 2 and 3 is available at Appendix D)
- Learners studying Functional Skills maths or English courses from Entry to Level 2.
- Learners (19-23 years old) without a Full Level 2 studying an entry or Level 1 qualification (this excludes ESOL). (See Appendix B for Full Level 2 and Full Level 3 criteria)
- Information Technology (digital) skills, up to and including Level 1, for residents aged 19 and over, who have digital skills assessed at below Level 1.
- Learners who are unemployed. WYCA defines a learner as unemployed if one or more of the following apply:
 - I. They receive Job Seeker's Allowance (JSA), including those receiving National Insurance credits only.
 - II. They receive Employment and Support Allowance (ESA).

III. They receive Universal Credit, and their take-home pay as recorded on their Universal Credit statement (not including benefits) is less than £345 a month (learner is sole adult in their benefit claim) or £552 a month (learner has a joint benefit claim with their partner).

- Learners who are receipt of other state benefits, under provider discretion, and their take-home pay (not including benefits) is less than £345 a month (learner is sole adult in their benefit claim) or £552 a month (learner has a joint benefit claim with their partner). Learners must also want to be employed or progress into more sustainable employment, and the learning is directly relevant to their employment prospects and the local labour market needs.

Evidence to support the learners claim should be a wage slip or a Universal Credit statement within 3 months of the learner's learning start date, or a current employment contract which states gross monthly, annual wages.

- Armed forces personnel, Ministry of Defence (MoD) personnel or civil and crown servants resident in England and where learning takes place in England if the armed forces individual has been ordinarily resident in England for 3 years.

The above list is consistent with the eligibility criteria used by the WYCA (Appendix C) and is applied to all courses regardless of the source of funding. It may be subject to change.

If you are an Employed or Self-Employed learner, earning less than £25,700 annual gross salary or £494 per week (sole claimant), then you may also be entitled to a free course and subsequent resources including travel with our Service. Additional funding has been made available from Wakefield Council to support learners who would not normally meet the WYCA eligibility criteria for 'low wage' subsidy. Please contact us for further advice and information.

Evidence to support the learners claim should be a wage slip or a Universal Credit statement within 3 months of the learner's learning start date, or a current employment contract which states gross monthly, annual wages.

Evidence Requirements

Documentary evidence must be collected from learners where necessary i.e. First Full Level 2 or 3 declarations. If the learner is unemployed, on state benefits, in need of skills training and wanting to enter employment, the enrolment form must be completed and signed as a declaration of entitlement.

Original documents may be required to be shown to the Centre staff prior to the first session in cases where learners are entitled to fee remission, we will take a copy of entitlements for audit purposes if required.

Asylum Seekers are eligible to receive funding if:

They 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

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

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

They have appealed against the decision made by the UK Government against granting refugee status and no decision has been made within 6 months of lodging the appeal, or

They are granted support for themselves under Section 4 of the Immigration and Asylum Act 1999, or

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

SECTION 4 – TARGETED LOCAL PROVISION

Wakefield Council's Adult Education Service provide a number of targeted free courses. The Local Authority and the Governing Board agree annually, a number of priority groups in areas of specific needs. They may be offered Free of Charge under the Service Managers discretion, such as:

- Residential care leavers and other disadvantages learners with EHC Plans up to the age of 25.
- Homeless people or people who are vulnerably housed.
- People who are socially or geographically isolated.
- People experiencing mental or physical health issues
- Disadvantaged or socially isolated older people.
- People with learning difficulties and/or disabilities.

The Service Manager reserves the right to make any in year additions to this list based on partner developments.

Learners who declare learning difficulties or disabilities (LLDD) will be able to access fee remission for Maths, English and ICT provision as outlined in WYCA's guidance, under the discretion of the Service Manager.

Online Learning

These are our Level 2 courses which are supported wholly online by qualified, subject specialist Assessors. Assessors will be available for telephone support if required but you will be expected to undertake the majority of your course through an online portal, your feedback will be provided in the same way. You will be required to undertake an initial assessment online and you will require Wi-Fi access and a computer to undertake and upload your assignments. These courses are free of charge to learners.

Blended learning

Some of our courses are delivered by a mixture of classroom attendance and home working. These courses are available in a range of levels and subjects and accredited or non-accredited programmes depending on your subject. An initial assessment at the

start of the course will be required and your tutor will advise you of the level you will be undertaking. You should have access to Wi-Fi and a computer, tablet or phone in order to access tutor support and upload assessments and evidence of learning. There will be a fee for these courses unless you meet the free course eligibility criteria in section 3.

Distance Learning

These are courses that are completed solely at home, working through a workbook and undertaking activities depending on the subject. They are available in a range of non-accredited subjects and you will be expected to provide photographic evidence of your learning via email at the end of your course. There will be a fee for these courses unless you meet the free course eligibility criteria in section 3.

SECTION 5 – CANCELLATIONS AND REFUNDS

Refunds will not be given:

- Unless the course is cancelled by the Service and we cannot offer a reasonable alternative.
- Where learners complete/achieve their identified outcomes/qualifications earlier than the published end date of the course.
- If learners have missed taught sessions or taught sessions have been cancelled but where it has been possible for learners to still achieve their identified outcome/qualification.

Wakefield Council's Adult Education Service reserves the right to close or cancel courses due to unavailability of tutors, facilities or insufficient enrolment. If a course is cancelled by them or the Local Authority, then fees will be refunded in full.

Refunds may be considered in exceptional circumstances at the discretion of the Service Manager. Refunds should be requested in writing to the Service Manager. There will be an administration charge of £15.00 for any refunds processed.

Taxi assessment cancellation

Cancellations of taxi assessments are permissible by contacting Manygates Centre no less than 5 working days prior to the assessment. Cancellations made after this period will forfeit the taxi assessment fee. We can only accept one cancellation per original booking, further cancellations will incur the cost of the relevant assessment fee.

Cheating in exams or assessments

Wakefield Council reserve the right to void any assessments or ask a learner to leave an examination if centre staff have evidence of cheating and/or the JCQ guidelines for exams procedures are not adhered to. If this is the case a refund of fees will not be given. A learner has the right to appeal any decision made to the Service Manager and/or Chair of Governors.

SECTION 6 – PAYMENTS PROCEDURES

Learners may pay in cash; with a credit card; a debit card, Switch, cheque, made payable to WMDC, Direct Debit or by instalments if the amount is £120 or over. Learners can enrol online if they are fee paying.

Learners entitled to fee remission must enrol at a centre or post in evidence with their enrolment form. If an employer is paying for a course for which they need to be invoiced the learner must provide confirmation from their employer that the employer is prepared to pay for the course on letter headed paper or an email from the learner's line manager or appropriate HR representative.

Where a course fee is in excess of £120, learners may request payment by instalments. All fees must be paid before the end of your courses. Please speak to us about your payment schedule. Payment by instalments is not available for online enrolments.

If an Advanced Learner Loan has not been confirmed, a learner studying at Level 3; the full fee will be charged.

SECTION 7 – ADDITIONAL LEARNER SUPPORT (ALS)

Learning support is available to meet the cost of putting in place a reasonable adjustment, as set out in the Equality Act 2010, for learners who have an identified learning difficulty and/or disability, to achieve their learning goal.

Learning support must not be used to deal with everyday difficulties that are not directly associated with a learner's learning on their programme.

If you think you may qualify for Additional Learning Support then please ask for further details.

SECTION 8 – DISCRETIONARY LEARNER SUPPORT FUND (DLS)

Learner support is available to provide financial support for learners with a specific hardship preventing them from taking part / continuing in learning. We will identify your needs within the following categories:

- Hardship for those aged 19+
Including course-related costs, trips, books and equipment
Including transport costs
Including examination fees and professional membership fees
Including to support learners on a traineeship including the work placement element.
- Childcare for those aged 20+ (childcare provider to be registered with Ofsted)
- Residential for those aged 19+

In exceptional circumstances, we may be able to assist with course fees for learners who need financial support to start or stay in learning.

DLS funding cannot be allocated to a learner if the following conditions apply:

- Essential equipment or facilities if the learner is eligible to full funding.
- A learner is in custody or released on temporary licence
- A learner carrying out a higher education course or learning aims fully funded from other sources.
- To pay weekly attendance allowances or achievement and attendance bonuses.

ACES Course Fee Guide 2021/2022

<p>The following prices are attached as an Appendix and are based on the WYCA Funding Matrix hour bandings.</p> <p>Courses are costed individually throughout the academic year and may be subject to change. Costs shown below are exclusive of any examination fees which are specific to each qualification Awarding Body. Wakefield Council has no authority over Awarding Body costs and therefore these may change in year</p>	
Course Fee - Banding Hours	Guide Cost £
<i>These are minimum costings based on the lowest number of hours and are attached as a guide only.</i>	
Up to 12	£69
13 to 20	£88
21 to 44	£144
45 to 68	£201
69 to 92	£257
93 to 100	£276
101 to 196	£502
ESOL (Speaking & Listening)	£273
ESOL (Reading & Writing)	£273
Full Level 2's (Resource Fees costed for different programmes)	Various
Level 3 Certificates & Diplomas aged 19 or older	80% of ESFA course rate
GCSE Maths & English	Free
Functional Skills Maths & English	Free
Digital Skills up to Level 1	Free
Employability	Free
Family Learning	Free
Targeted Local Provision (discretion of the Service Manager)	Free
Online Learning Provision (Withdrawal Fee Applies)	Free
Full Cost Provision (costed on an individual basis)	Various

Learner Eligibility & Fee Remission Guidance 2021-22

Learner Eligibility		
Age		
19 or older		
Learners under 19 on the 31 st August 2021 are not eligible		
(Learners can be under 19 if on Family learning programme with their child)		
Residential Eligibility		
Learner must be a resident of West Yorkshire Combined Authority (WYCA)		
Postcode checker must be used to check eligibility		
Learner must indicate ordinarily a resident in the UK for 3 years		
(on 1st day of learning)		
Learners must be:	UK National & Others (British Overseas Territories) with right to abode	
	UK National in EEA	
	EEA Nationals in the UK – obtained pre-settled or settled status under EU Settlement Scheme.	
	Other non-UK nationals – have granted permission to live in UK	
	Other non-EEA nationals – have pre-settlement or settled status under EU Settlement	
	And with an address in England	
If they do not meet any of the above:		
Learners can be eligible if they are a family member of:	Husband, Wife, Civil Partner, child, grandchild, dependent parent or grandparent	
	Has pre-settlement status or settled status under EU Settlement Scheme and Have been ordinarily a resident in the UK or EEA for at least 3 years .	
Note: EU settled status is the official grant of immigration status & will allow EU citizen to continue to live work or study in UK indefinitely.		
Full access of all public funds.		
There is no longer the Principle rule overwriting any of the above		
Other Types of Immigration Status		
Learner is exempt from 3 year rule & must see Learner's immigration permission		
Discretionary leave to enter or remain	Exceptional leave to enter or remain	Indefinite leave to enter or remain
Refugee status	Humanitarian protection	Leave outside rules
Including Afghan Relocation & Assistance Policy (ARAP) – under Intimidation Policy		
<i>Notes: The husband, wife, civil partner or child of any of the above</i>		
<i>'No recourse to public funds' does not include educational funding</i>		
Asylum Seekers		
Learner must indicate ordinarily a resident in the UK for at least 6 months		
(on 1st day of learning) & must see Learner's immigration permission		

Fee Remission for Learner Defined as Unemployed	
Learners are defined as being unemployed (looking for work) if 1 of the following criteria apply:	
Learners must be receiving:	JSA - Including National Insurance Credits Only
	ESA (All Categories)
	<p>Universal Credit</p> <p>Their take-home pay as recorded on their Universal Credit Statement (not including benefits)</p> <ul style="list-style-type: none"> - is less than £345 a month (£4140 per annum) where learner is sole adult in claim or, - Is less than £552 a month (£6624 per annum) where learner has a joint claim with partner <p>A learner may not always have an earned income</p>
<i>Priority to declare/collect any of the 3 above over 'Other State Benefits' if available – can affect the funding we can claim to support a learner</i>	
Additional Fee Remission Criteria – Other	
Learners who are in receipt of other State Benefits as listed below:	
<p>Their take-home pay (not including benefits)</p> <ul style="list-style-type: none"> - is less than £345 per month (£4140 per annum) where learner is sole adult in claim or, - is less than £552 per month (£6624 per annum) where learner has a joint claim with partner - <i>and is looking for work</i>, or progress into more sustainable employment. <p>If a learner is NOT looking for work – they are not eligible to a free course.</p>	
Other State Benefits:	Income Support
	Housing Benefit
	Council Tax Support
	Child Tax Credits
	Working Tax Credit
	Pension Credit (Guaranteed Credit)
	<p>PIP (DLA)</p> <p>(exception if unable to work – will then qualify under DLS)</p>
	Carer's Allowance – where learner can support evidence as Low Waged. Agree if learner has stated unwaged dependent and they have stated looking for work.
Retired (Not Looking for Work)	<p>If someone is retired and Not Looking for Work and claiming pension – they should be paying for their course.</p> <p><i>DLS route only in exceptional hardship circumstances.</i></p>

Fee Remission for Learners who are Employed – Low Waged

Learners, who are employed or self-employed and cannot contribute towards the cost of the fees because they are in receipt of a low wage.

You must have seen proof of salary and record it on Unite

Where learners indicate that they are employed, it is essential that you first discuss Low Waged option and you must have seen evidence and indicated this on the Enrolment Form.

You should only use 'other benefits option' if the above criteria is not met and may be Universal Credit for learners working under 16 hours.

	is an eligible learner
	Earn less than £17,374.50 annual gross salary (Based on national Living Wage) or
	Earn between £17,374.50 to £25,700.00 annual gross salary (Based on Wakefield Average Living Wage) DLS Form to be completed and Gainshare option indicated
	You must have seen a wage slip within 3 months of learning start date or any other document which states gross monthly / annual wages. Do not save copies of documents.
	If self-employed – see evidence stating salary
Mark Enrolment Form as Full fee Remission as Low Waged and sign/date as seen evidence	
Legal Entitlement - GCSE & Functional Skills Maths or English	
Learners who are studying GCSE & Functional Skills Maths & English up to and including Level 2, who have not previously attained a GCSE Grade A*-C or Grade 4-9, courses are fully subsidised by the ESFA as part of the Legal Entitlement.	
Learners who have a GCSE but did not achieve grade A*- C or Grade 4-9 (this does not include re-sits) can enrol onto GCSE courses which are fully subsidised by the ESFA as part of the Legal Entitlement.	
19-23 studying their First Full Level 2	
Learners can receive Fee Remission if aged 19-23 who declare its their First Full level 2 as part of their Legal Entitlement – PLR records will be checked against the claim Qualifications must be part of Legal Entitlement not Local Flexibility	
19-23 studying their First Full Level 3	
Learners can receive Fee remission if aged 19-23 who declare its their First Full Level 3 as part of their Legal Entitlement – PLR records will be checked against the claim	
19-23 Learners who are not studying their First Full Level 3 & 24+ learners must apply for an Advanced Learner Loan or self-fund to cover the Course Fee. Qualifications must be part of Legal Entitlement not Local Flexibility	
Courses - No Fee Remission Available	
Learners must pay Full Fees for the following courses:	
	All Master Class courses (Beauty & Craft)
	All Modern Foreign Languages Courses (Italian & Spanish)

	Paediatric First Aid Level 3
	First Aid at Work Level 3
	Taxi Driver Assessments

Learners can apply for Discretionary Learner Support (DLS)	
Learner support is available to provide financial support for learners with a specific financial hardship preventing them from taking part / continuing in learning.	
Learners can apply for Discretionary Learner Support for the following:	
Learners can apply for:	The Cost for Childcare If the learner is 20+ Where you are eligible for a free accredited course And on a means tested benefit as listed below
	The Cost for Materials and Travel On a means tested benefit
	Exam and accreditation fees On a means tested benefit
Benefits for Unemployment:	JSA ESA Universal Credit
Eligible Means tested benefits:	Pension Credit (Guaranteed Credit) Housing Benefit Income Support Council Tax Support
<p>Before DLS is awarded, you must identify the learner needs within the above categories. All claims must be signed off by Business Support Manager.</p> <p><i>Discretionary Learner Support (DLS) may be made available in exceptional hardship circumstances for Course Fees and where learners are studying on a Community Learning provision. All exceptional support claims must be signed off by a Curriculum Manager.</i></p> <p><i>A DLS Form must be completed for all learners who have been indicated as Low Waged via the Gainshare.</i></p>	

Definition of Full Level 2 and Full Level 3

Full Level 2

Level 2 is the level of attainment which, is demonstrated by:

- a General Certificate of Secondary Education (GCSE) in five subjects, each at grade 4 © or above, or
- Technical Certificate at Level 2 which meets the requirements for the 2018, 2019, 2020, 2021 and 2022 16 to 19 performance tables

If a learner, aged 19 to 23 has achieved a Level 2 qualification that was, at the time they started, or still is, classed as a Full Level 2, then any subsequent Level 2 qualifications will be co-funded.

Please contact qualifications.esfa@education.gov.uk if you need advice on a previous qualification's designation.

Full Level 3

Level 3 is the level of attainment which is demonstrated by a:

- General Certificate of Education at the advanced level in two subjects,
- General Certificate of Education at the AS level in four subjects,
- QAA Access to Higher Education (HE) Diploma at Level 3 or
- a Tech level; or applied general qualification at Level 3, which meets the requirements for the 2018, 2019, 2020, 2021 and 2022 16 to 19 performance tables

If a learner aged 19 to 23 has achieved a Level 3 qualification, that was, at the time they started, or still is, classed as a Full Level 3, and wants to enrol on any subsequent Level 3 qualification, of any size, they may apply for an advanced learner loan or pay for their own learning.

Please contact qualifications.esfa@education.gov.uk if you need advice on a previous qualification's designation.

Residency Eligibility for Funding

The residency eligibility section determines how eligibility to be WYCA funded can depend upon citizenship within the European Union (EU) or the European Economic Area (EEA). This annex details which countries will meet the residency requirements detailed in paragraph 36.

Countries or areas where residency establishes eligibility for our funding

a) Member states of the EU.

You can access a list of member states on the EU website.

b) Other territories categorised as being within the EU.

Other territories are categorised as being within the EU for the purposes of the fees regulations. These are:

Cyprus: any Cypriot national living on any part of the island qualifies for EU residency and is considered an EU national

Finland: includes the Aland Islands

France: the French Overseas Department (DOMS) (Guadeloupe, Martinique, French Guiana (Guyana), Reunion and Saint-Pierre et Miquelon) is part of metropolitan France and is part of the EU

Germany: includes the former German Democratic Republic and the tax-free port of Heligoland

Portugal: Madeira and the Azores are part of the EU; Macau is not

Spain: the Balearic Islands, the Canary Islands, Ceuta and Melilla are part of the EU

United Kingdom: Gibraltar is part of the territory of the EU

To note: The Channel Islands and Isle of Man are part of the United Kingdom and Islands but not part of the EU.

Andorra, Monaco, San Marino and the Vatican are not part of the EU.

c) EEA and eligible overseas dependent territories.

For funding eligibility purposes, this is defined as all member states of the EU and Iceland, Liechtenstein, Switzerland, Norway and all the eligible British overseas territories and EU overseas territories listed upon request.