

SCLS Fees and Refunds Policy

2023-2024

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1. Aim of this policy

This policy explains how to pay course fees and in what circumstances fees may not have to be paid.

Sefton Community Learning Service (SCLS) offers a large number of courses across a range of subject areas. Our courses are funded by Liverpool City Region Combined Authority Adult Education Budget. Our fee policy adheres to the requirements of the Liverpool City Region Adult Education funding guidance for 2023-24.

2. How to pay your Course Fees

Payment should be made in full at the time of enrolment, by Credit/Debit card or by cash at our main office. Alternatively, you can enrol and pay by Credit/Debit card over the phone by dialling our main office on 0151 934 4546. If you enrol on a course at an outreach venue, we recommend that you pay by Credit/Debit card over the phone dialling our office number. If this is not possible, you can pay cash directly to your tutor on the first day of your course.

3. Securing your place on a course

To secure your place on a course, you must have paid your course fees or shown proof of benefit to our office staff at the time of your enrolment. You are asked to pay the full amount of your course fees or show proof of benefit, before attending the first session of your course.

If you have a query about course fees, please contact our main office on 0151 934 4546

4. Refund of Course Fees

Sefton Community Learning Service reserves the right to cancel courses with low number of learners. When a course is cancelled by SCLS, learners will have the following options:

- a. Receive a full refund;
- b. Ask to have their registration fee applied to another course of their choice that still has places available;
- c. Transfer the course fee to the same course if available at another venue/day/time.

You can request a refund if you decide to cancel your registration from a course before it starts. In other circumstances, **course fees are non-refundable**.

Please note, exam fees are non- refundable.

Course fees apply to a full course therefore there is no discount if you join a course late.

Any refunds will be reimbursed via the same method used for payment.

If you have any issues regarding course refunds, please email the Assistant Manager via Communitylearningservice@sefton.gov.uk or contact 0151 934 4546

5. Course Fees

Fees listed apply to residents of the Liverpool City Region only, that meet the residency eligibility criteria, therefore you are required to show proof of address at enrolment. If you are not sure if you are eligible, please contact our main office. The total fee payable for courses is specified on our course prospectus. Course fees on prospectus include tuition and exam registration costs, unless otherwise stated.

The table below will tell you if you can join a course for free or if you will have to pay.

Subject/Type of course	1 st Course only	2 nd Course and more	
		5 weeks	10 weeks
Creative Industry- Beginners	£10	£37.50	£75
Creative Industry- Intermediate	£37.50	£37.50	£75
*(Q) Creative Industry programmes	Course fee as on the prospectus **Fee remission may apply. Contact the office for information		
Introduction to Education & Training Programmes	£10	£37.50	£75
*(Q) Education and Training Programmes	Course fee as on the prospectus **Fee remission may apply. Contact the office for information		
Health & Wellbeing Programmes	£10	£37.50	£75
Workshops	FREE		
Functional Skills English & Maths	FREE		
ESOL- English for Speakers of other Languages	FREE		
Family Learning	FREE		
Employability	FREE		
Intro to Digital Skills Programmes *(Q) Essential Digital Skills up to Level 1	FREE		
<p>*(Q) Courses leading to a qualification- Accredited courses</p> <p>**FEE REMISSION: You may be eligible for fee remission for courses leading to a qualification if you are unemployed and in receipt of certain benefits including JSA, ESA and UC, you are seeking employment or you are in paid employment. Please contact the office for more information.</p> <p>If you qualify for fee remission, you must provide evidence of your benefits or your income from employment at the time of your enrolment, otherwise, you will be charged for the course.</p>			