

SCLS Fees and Refunds Policy

2025-2026

DRAFT

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1. Aim of this policy

The aim of this policy is to provide information and guidance on Sefton's Adult Learning's course fees and how to pay.

Most of our courses are FREE. However, for some courses there is a small registration cost (this will depend on your course - contact the team on 0151 934 4546 for exact details).

This policy outlines the process for paying course fees and explains the circumstances under which fees may be waived.

All of the courses at Sefton Community Learning Service are funded by the Liverpool City Region Combined Authority's Adult Skills Fund.

The purpose of this Funding is to 'support adult learners in Liverpool City Region to gain skills which will lead them to meaningful, sustained, and relevant employment, or enable them to progress to further learning which will deliver that outcome.' (Liverpool City Region Combined Authority Adult Skills Fund (ASF): Funding and Performance Management Rules)

This policy is subject to potential further amendments and clarifications.

2. Who is funded

Our fee policy adheres to the requirements of the Liverpool City Region Adult Education funding guidance for 2025-26.

It is the learner's responsibility to provide evidence to support their eligibility to be funded by the LCRCA Devolved Adult Education Budget at the time of enrolment. Our Admin. team will

3. 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. 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. In all instances, course fees must be paid prior to the start date of your course, except for free courses.

4. Securing your place on a course

To secure your place on a course, you must have completed the full enrolment process which includes completing an enrolment form, providing proof of eligibility and residency within the Liverpool City Region and paying your fees, where applicable. For courses leading to a qualification, you must also provide proof of benefits or proof of income.

Your place is not guaranteed until this process has been fully completed, therefore we ask you to come to our office as soon as possible to show evidence and pay for your course.

If you have a query about course fees or what to bring with you to complete enrolment, please contact our main office on 0151 934 4546

5. 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 Communitylearningsevice@sefton.gov.uk or contact 0151 934 4546

6. 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 subsequent courses
Creative Industry- Beginners	£10	£37.50
Creative Industry- Intermediate	£10	£37.50
*(Q) Creative Industry programmes	**Fee remission may apply.	
Intro to Education & Training programmes	£10	£37.50
*(Q) Education and Training programmes	**Fee remission may apply.	
Intro to Health & Wellbeing programmes	£10	£37.50
*(Q) Health & Wellbeing programmes	**Fee remission may apply.	
Workshops	FREE	
Intro to English & Maths	FREE	
*(Q) Functional Skills English & Maths	**Fee remission may apply.	
Intro to ESOL programmes	FREE	
*(Q) ESOL- English for Speakers of other Languages	**Fee remission may apply.	
Family Learning non accredited programmes	FREE	
*(Q) Family Learning programmes	**Fee remission may apply.	
Employability non accredited programmes	FREE	
*(Q) Employability programmes	**Fee remission may apply.	
Intro to Digital Skills Programmes	FREE	
*(Q) Essential Digital Skills programmes	**Fee remission may apply.	
For courses leading to a qualification, fee remission may apply. *(Q) Courses leading to a qualification- Accredited courses		
**FEE REMISSION: You may be eligible for fee remission for courses leading to a qualification if you are a resident of Liverpool City Region. Please contact the office for more information.		
If you qualify for fee remission, you must provide evidence of any benefits or income from employment at the time of your enrolment, otherwise, you will be charged for the course.		

