



## Fees and Refund Policy

### Fees

Fees are payable in full when you enrol. Places on any courses are only secure upon receipt of the FULL payment.

Courses with fewer than the relevant number of learners may have the option of continuing on payment of supplementary fees.

**Concessionary Fees** – Advertised in the main programme. These are available if you: are in receipt of the “Guaranteed Credit” element of the Pension Credit, or who are in receipt of a means tested benefit or who are unemployed. To be eligible to claim the advertised concessionary price learners need to supply their National Insurance Number and photocopied proof of a document relevant to the benefit and academic year

**Deferred Payment Agreement (DPA):** The college offers the facility to spread the cost of course fee for courses with 10 or more weeks. *Please note this does not include the additional material / resource fee.* After discussion the office will set up the payment plan and the learner will be required to sign the DPA.

**Funded courses** - The college is able to offer some funded courses which are advertised in the programme. To be eligible learners must be 19 years or above, have lived in an EEA (European Economic Area) country for the last 3 or more years, meet prior learning criteria, not have a Grade C or above (or equivalent) in the chosen subject area.

**Learners who have NOT lived in an EEA country for the last 3 or more years** - The college is still able to accept bookings; there would be an extra cost of 20% of the course fee.

### Refunds

Please note should you choose to withdraw from the course you will still be liable to pay any outstanding instalments.

Refunds will be paid in full when a class is closed at the discretion of the College, or if you cancel your enrolment at least two weeks before the course starts.

If you decide to cancel less than two weeks before the course starts you will receive a 50% refund. Unfortunately we cannot offer a refund if a course has already started.

If the course is cancelled, we will contact you to offer an alternative or a refund.

*The Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment*