

## **Guidance on the 2009/2010 Fee and Remission Policy for PCDL Provision**

The fee and remission policy will come into effect on 1<sup>st</sup> August 2009. All learners wishing to be considered for remission will be required to provide evidence to support their application.

This document contains the definitive guidance for the 2000/2010 policy.

### **1. Evidence and Eligibility:**

#### **Job Seekers Allowance** (not contribution based)

Eligibility: Only those in receipt of the income based JSA will be eligible for remission.

Evidence: Once they become eligible for JSA, recipients receive a letter of confirmation from Job Centre +.

#### **Housing or Council Tax Benefit** (not single person's discount)

Evidence: Receipt of a current letter from their local District Council.

#### **Employment Support Allowance**

Evidence: Recipients will have a current letter from Job Centre + to confirm their eligibility.

#### **Income Support:**

Evidence: Recipients will have a current letter from Job Centre + to confirm their eligibility.

#### **Incapacity Benefit:**

Evidence: Recipients must show written confirmation of their eligibility.

#### **Working Tax Credit**

Evidence: Recipients will have a current letter from Revenue and Customs to confirm their eligibility.

#### **Pension Credit: (not savings credit)**

Eligibility: Only those in receipt of guarantee credit will be eligible for remission.

Evidence: Recipients will receive a letter from the Pensions Service confirming their eligibility.

**Unwaged Dependents** of those in receipt of the above benefits; evidence will be as above.

#### **Recording of Evidence:**

The issuing office and date of letter must be noted on the enrolment form/register for PAYL.

## **2. Coverage**

The policy covers both tuition and examination fees for PCDL funded activity.

Provision funded from Family Learning funding streams is exempt.

Discrete provision for LLDD learners is exempt from fees.

Courses approved as "Tasters" by ACLS will be exempt from fees (NB ACLS prior approval is required for such provision).

## **3. Discretion**

Prior approval is required from ACLS for this category. A Discretion application form must be submitted to the ACLS Manager for consideration (the form can be located at the end of this document).

## **4. Pay As You Learn (PAYL)**

PAYL may be operated at Providers discretion.

## **5. Rate**

Learners will be asked to pay £2 per hour unless they are eligible for remission.

## **6. Fee/Exam Income**

All fee and exam fee income generated must be accounted for and clear audit trails implemented.

Providers will be required to note both the tuition and examination fee income generated, per course, on the course claim form. The fee income generated will then be netted off against the expenditure incurred and an invoice raised for the net value. ACLS will then pay the net invoice.

For the two community colleges, fee income will continue to be coded to the agreed income codes as in previous years.

As fees are not being returned to ACLS (bar the Community Colleges), ACLS will not issue receipt books. The cost of purchasing such receipts will be an eligible expense against the ACLS contract.

**28/05/2009**

**ACLS Fees and Remission Policy 2009/20010**

**Application for Discretionary Remission**

Provider: .....

Contract Number: .....

<b>Course Details (title/venue/day/ time)</b>	<b>Group or Individual (to include the numbers involved and name/s)</b>	<b>Reasons for Application</b>

Signed: .....

Print Name: .....

Tel/email: .....

Date: .....

**For ACLS Use:**

Application Approved / Refused

Signed: .....

Print Name: .....

Date: .....