

Important Information

Tuition Fees

All course fees are payable at the time of enrolment. The fees quoted are current at the time of publication but may be changed at any time up to the date of enrolment. Please check the course details for any additional costs.

Other Fees

You may still have to pay for examination fees, books, equipment etc and this will be explained in the relevant course leaflet. If in doubt, please ask a member of staff at your local centre.

Vocational Courses (indicated by this symbol ☐)

A vocational course is any course that leads to an examination or a certificate.

Non Vocational Courses

Non vocational courses, such as Yoga, do not have an examination and do not lead to a certificate.

Examination Fees

If you join a course that leads to an examination/accreditation (known as a vocational course ☐), you will have to pay an examination fee.

Are you over 16 years and under 19 years on 31 August 2009

If so, you will not be required to pay any tuition, registration or exam fees for vocational courses, however you will need to pay associated course materials.

Means Tested Benefit (MTB) – Fee Remission

If you are on one of the following qualifying means tested benefits you can get your tuition fees at a reduced rate:

- Income based Job Seekers Allowance.
- Income Support.
- Working Families' Tax Credit or Disabled Persons Tax Credit (Income limit £16,040).
- Pensions Credit - Qualifying conditions may apply - please ask when booking.
- Council Tax or Housing Benefit (excluding single occupancy).
- Learners who are asylum seekers in receipt of the equivalent of income based benefit (assistance under the terms of the 1999 Immigration and Asylum Act) and their dependants.
- Unwaged persons substantially dependent on people in receipt of the above benefits.

You must claim fee remission at the start of the course and provide proof that you are receiving one of the above benefits. Vocational courses are FREE (+ £30 deposit for exam fees). Non vocational course fees vary, per course, per term.

Overseas Student

If you have lived outside the European Economic Area during the last three years you may be considered as an overseas learner, in which case special fee rates will be payable.

Data Protection

Please contact your local centre for full details of their Data Protection Statement.

Disclaimer

Every care has been taken to ensure the accuracy of this brochure, however, the centres cannot accept liability for any claims arising out of any errors or omissions.

Spring and Summer Terms

An asterisk ∗ in the duration column indicates that the course will be repeated in the Spring and/or Summer Term. Costs and duration may vary.

Minimum Enrolment Number

If a course does not have enough learners it may not run. Sometimes we can run courses for a shorter period at the same cost, if all learners are in agreement.

Cancellation

If a class has to be cancelled due to circumstances beyond our control every effort will be made to make up for lost time, but this cannot be guaranteed. This may mean holding the class on another day.

Refunds

You will receive a full refund if we have to close a course. If a learner has to withdraw from a course, refunds will only be given for a serious medical reason supported by a doctor's certificate. You will need to make a request for a refund in writing, to the Head of Centre, giving the details of your course and why you are making the request. We cannot, however, refund examination fees and will charge a centre fee/admin fee.

Compliments and Complaints Policy

We value your comments on our services. Please contact your local centre for their Compliments and Complaints Policy.