



Fee Policy 2023/24

Overview

This document sets out WEA policy for fees for 2023/24 for learners, WEA staff, Local Advisory Panels and branches.

WEA is dedicated to ensuring all adults can access high quality education in an affordable and flexible way. Our course fee structure is designed to meet Department for Education rules, but still allow for locally-driven course fee decisions and provision of a financial

To be eligible for free funding for a Level 3 course it must be the learners first full Level 3 and they have not achieved a Level 3 qualification (or higher) in the past.

Where the learner meets the criteria for a funded course, the Government will provide 50% of the course cost and they will be required to pay course fees for the remaining 50%. These fees are set out in the Course Information Sheet and they will be able to pay these in a flexible way. In exceptional circumstances, we will be able to use funding from our hardship fund to assist with course fees for learners who need financial support to start or stay in learning.

Due to the devolution of Adult Education Budget funding to MCAs, a number of additional restrictions on free courses also apply. Please check with your local WEA team for further information.

Community Learning Provision

The minimum hourly rate a learner will pay for face-to-face WEA courses in 2023/24 will be £4.20/hour. For online provision, there is a standard fixed hourly rate of £3.70. This minimum rate applies to all courses, including day schools and tasters. Regions may consider differential fee setting within their region where there is specific evidence of localised need based on local income levels. This must be formally agreed by a Director of Education prior to marketing and recruitment.

Principles for fee setting for ESFA funded provision

- Course fees are set at the *hourly rate x number of course hours. If there are any additional costs associated with the course they must be clearly shown separately to the learners (i.e., materials that the learners need to purchase and bring to the course)
- Courses which are charged at a rate higher than the standard regional hourly rate (i.e., courses which have additional cost requirements, eg arts equipment) must be publicised as such.
- All fee-paying learners must be charged the minimum hourly rate set by the region.
- Fees must be entered into the appropriate place in the Short Request Form.
- Learners should be offered the option of paying above the hourly rate if they wish to do so and they can do this by making a donation using the link provided below: <http://www.wea.org.uk/get-involved/donate>

Branch Day Schools

Branch day school fees must be set at the regional minimum hourly learner rate at least. The Notification of Event Form must be completed by the branch and approved by the Head of Region and Finance Business Partner to ensure and demonstrate the course is viable.

Late joiners

The full course fee is payable by late joiners, except where a place was unavailable to a learner at the course start date due to circumstances solely and exclusively within the

at the learner

-rata fee is payable based on the remaining course hours

Annex 1

Different thresholds apply based on the learner location: