



Help with Your Fees 2016/17

RACC

Richmond Adult Community College

Help with fees?

The course fees you pay may vary depending on a number of factors. These include how the course is funded, your residential status (home or international student), your employment status, your age, your household income and whether you receive means tested benefits.

For concessions on some courses (marked with a ☹ or ☺) you simply need to self-declare your eligibility for the reduced fee. For other courses (marked with a ☹) we calculate the fees you need to pay by assessing the information you include in your enrolment form and examining any evidence you supply in support of your enrolment. Evidence might include visa/immigration/identification documents, proof of your age, household income, employment status and any means tested benefits you may receive.

Once we have assessed your enrolment we will confirm if you are eligible for reduction in fees or help with paying your fees.

Only fees applicable to EU residents are quoted in our course guides. Other fees may apply if you are not an EU resident and don't qualify for EU fees. See page 7 to see if you qualify for an EU fee.



Courses marked with a ☉ in the course guide

Courses marked with a ☉ in the course guide may have reduced fees for:

- Unemployed learners who are financial dependents of those in receipt of Working Tax Credit
- People receiving Job Seekers Allowance including National Insurance credits only
- People receiving Employment Support Allowance and in the Working Related Activity Group
- People earning less than £330 per month who intend to progress in or into employment and are in receipt of Universal Credit, Council Tax Benefit, Housing Benefit or Income Support

You can also apply for help with fees, travel costs and crèche if you are:

- 20 years or over and on a low income (under £23,000 per household)
- Unemployed

Your first full level 2 or level 3 course

You may be eligible to have your course for free if it is your first full Level 2 or 3 course. This may also include some level 1 courses that will help you progress onto these courses, providing that you do not already hold a qualification at or above the level you want to study.

Free English and maths

You are eligible to study Maths and English, at all levels up to and including GCSE level 2, free of charge, providing that you DO NOT already hold a GCSE at grade C or above.

What evidence we need

If you would like help with your fees or learner support funding, please bring to enrolment the proof needed, which should include:

- Means-tested benefits letter, dated within three months of the course start date
- If your household income is less than £23,000, your Council Tax bill statement for the 2016-2017 year or a copy of your tenancy agreement to confirm your living arrangements, and bank statements and payslips of every adult in your household for the last three months before the course starts.

Please ask an Enrolment Advisor at reception for further details or email enrol@racc.ac.uk



Loans for advanced level courses (level 3 to 6)

We can arrange a loan for you to cover your fees if you wish to study courses at Level 3, 4 or 5.

Advanced Learner Loan

If you already hold qualifications at level 3 or above, are aged 19 to 23 and studying certain qualification courses at level 3 to 5, you will be able to apply for an Advanced Learner Loan to cover the cost of your fees.

If you are aged 19 and over and studying certain qualification courses at Level 3 or Level 4 you may be able to apply for an Advanced Learner Loan to cover the cost of your fees.

For Higher Education Level 5 courses, including our HNC programmes, loans may be available by applying to Student Finance England, please visit www.gov.uk/browse/education/student-finance for further information.

Career Development Loans

If you are aged 18 and over you may be able to fund your course(s) with a Career Development Loan (CDL). CDLs are intended to help you with your career progression and do not have to be used to pay for a qualification course. They are issued by certain banks; repayments start one month after finishing your course. Further details can be found at www.gov.uk/career-development-loans/overview

Course marked with a ☹ or ☆ in the course guide

You can apply for a concessionary fee of 50% on courses marked with ☹ or ☆ in our course guide, if your household income is under £27,000 per year AND one of the below applies to you:

- You have mental health difficulties
- You have a learning difficulty or disability
- You are unemployed on benefits
- You are a carer
- You are 65+ and living alone

There is a 25% reduction for anyone over 70.

If you would like to claim a 50% concession on your fee, please ask at reception for the simple self-declaration form.

Wellbeing Research Project

We are part of a national project researching how learning can help your mental wellbeing. We have a number of courses where you can apply for a 100% fee reduction if you have mild to moderate mental health difficulties and would like to participate in this project. You will need to fill in a questionnaire at the start, during, and at the end of the course (only anonymised information will be shared with the project funders).

If you would like 100% of your course fees paid by participating in this project, please ask at reception or email wellbeing@racc.ac.uk or book a wellbeing session at the following times:

- Wednesdays 10:00–11:30
- Thursdays 09:30–12:30

Portcullis Trust Bursary

The Portcullis Trust charity fundraises to create a bursary for RACC learners with a learning difficulty or disability on a household income below £23,000. Learners can apply to have their fee paid on non-funded courses and also for help to pay for a personal support worker. If you would like to apply, please request a self-declaration form from reception, email info@racc.ac.uk or phone 020 8843 7921.



Payment

Course fees are payable in full at the time of enrolment and we accept payment by credit card, debit card, cheque or cash.

However, if you require any support with fee payment we may be able to offer you the following instalment options:

Payment by instalments

- Course fees of £150 or more may be paid in **three** instalments
- Course fees of £300 or more may be paid in **five** instalments
- Two payment instalments, for courses that run for one term only and minimum 10 weeks long

Payment by your employer or other organisation

If your employer or an organisation, such as a charity, are willing to pay your course fees we can invoice them to arrange for them to pay us directly.

In order to do this we will need to receive an email or a letter on headed paper from them confirming your name, your address, the course to be studied, the amount they are willing to pay and who we should address the invoice to.

We can also accept payments from company or third party credit cards, either online, in person or over the phone.

Do I qualify for an EU fee?

If you are aged 19 or over on the 31st of August 2016 you are entitled to pay EU fees (50% reduction) **if you have been resident in the EU/EEA for a minimum of three years prior to the start date of your course and you:**

- are a citizen of an EU/EEA country (or your spouse qualifies) or
- are a non-EU national in the UK on a work related immigration permission or
- have the Right of Abode in the UK or recently settled status including:
 - Indefinite leave to remain
 - Indefinite leave to enter

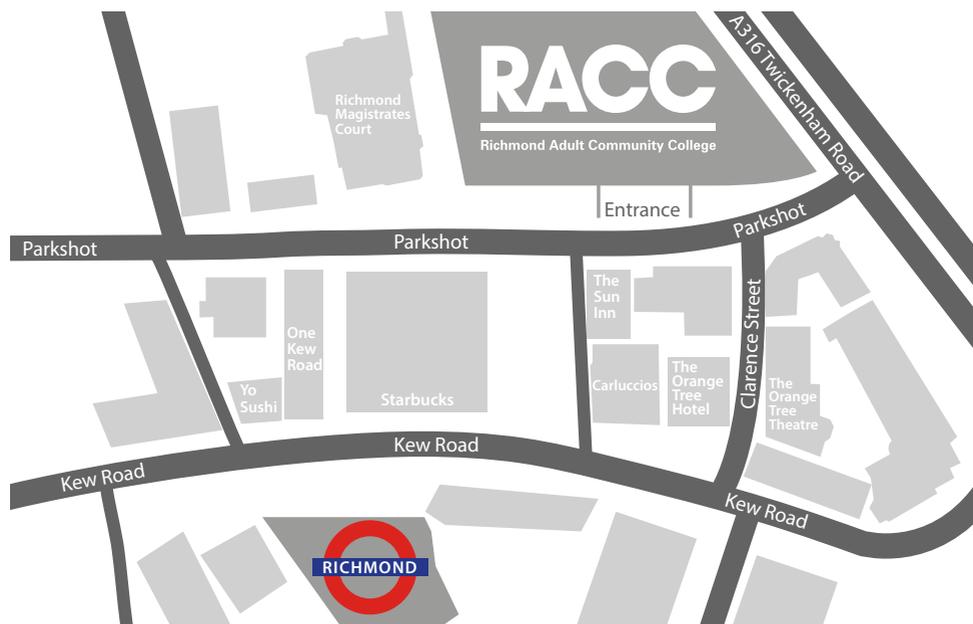
The following people may also qualify for EU fees:

- People with humanitarian protection or discretionary leave or exceptional leave to enter or remain, including their spouses and children.
- Refugee or Asylum seekers who have legally been in the UK pending consideration of their claim by the Home Office for longer than six months and no decision has been made.
- Refugee or Asylum seekers refused asylum but eligible and granted support under Section 4 of the Immigration and Asylum Act 1999.

This guide is available online, in large print or audio format if required. Please call us on **020 8891 5907** or email info@racc.ac.uk for details.

How to find us

We are based in the heart of Richmond town centre, a two-minute walk from the train station.



 facebook.com/racc.college

 twitter.com/racc_college

 youtube.com/racctube

 instagram.com/racc_college

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