

Leicestershire County Council

Leicestershire Adult Learning Service (LALS) 2026/2027 Fees Policy

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The purpose of the fees policy is to provide a transparent pricing structure for service users, partners and staff. The policy aims to clearly define the charges that will be applied, ensuring consistency and equality across the services provided.

Background

Leicestershire Adult Learning Service (LALS) receives funding from the Department for Education (DfE) for the delivery of accredited and non-accredited adult education provision. To qualify for funding through the Adult Skills Fund (ASF) learners must be aged 19 or older on 31 August within the 2026 to 2027 funding year.

In addition to the DfE's grant funding, LALS generates income through the contribution that learners make towards their courses through the payment of tuition fees, and services commissioned by partners and employers. There is no direct allocation of funds from the county council to support adult learning and all the funds raised from fees and commissioned work are reinvested into service delivery.

Purpose of DfE Funding (2026-27 DfE Funding Rules)

The purpose of the Adult Skills Fund (ASF) is to support adult learners in non-devolved areas to gain skills which will lead them to meaningful, sustained, and relevant employment, or enable them to progress to further learning which will deliver that outcome. Within ASF, further provision for Tailored Learning is available that supports wider outcomes such as to improve health and wellbeing, equip parents/carers to support their child's learning, and develop stronger communities.

Regional Priorities

DFE funding rules state that learning providers must give due regard to the priorities of Skills Advisory Panels and Local Skills Improvement Plans (LSIPs) which provide a summary of the regional skills and the needs of employers. LALS Accountability Statement sets out how the curriculum offer will meet these needs and the wider outcomes of the Council's strategic plan.

LALS Fees Policy 2026- 27 Academic Year

- The DfE funding rules and performance management guidance provides the overarching framework for the LALS fees policy. Other factors considered include the DfE 'assumed fee' element, the needs of local communities, demographic data, competition from other providers and the viability of courses.
- The DfE fee remission categories are adopted within this fees policy to support our goal of increasing participation and removing financial barriers to learning.
- The DfE Adult Skills Fund is split into '*Adult Skills*' and '*Tailored Learning*' with each based on a different funding formula. To align with these strands, LALS fee categories therefore have specific rates according to the source of funding.
- A base rate for learner tuition fees for *Adult Skills* and *Tailored Learning* courses listed in the table below is designed to provide consistency with charges and reduce the complexities with administration and the collection of fees.

2026/27 Academic Year Fee Categories

Description	Rate / per GLH
Statutory No Fee Category*	£0.00
Adult Skills Fund Standard Rate Course (F -coded courses, e.g. 24WG123 F)	£5.65
Tailored Learning Courses (P-coded courses, e.g. 24WG123 P)	£6.90
Non-Standard Rate	£8.30
Cost Recovery (N -coded courses, e.g. 24WG123 N)	£11.30

**100% fee concession subject to eligibility as per DfE grant funding rules (primarily English and maths provision).*

Course Coding

All courses are coded with a suffix of F, P or N according to their funding status. 'F' coded courses are accredited courses which are formula-funded by the DfE. 'P' coded courses are for non-regulated learning (not subject to external accreditation in the form of a regulated qualification) and are also funded by the DfE. N-coded courses are not funded by the DfE and do not attract a fee reduction.

All proposed learning programmes require a supporting curriculum rationale with evidence to justify pricing above or below the standard rates outlined above.

This approach is intended to provide managers additional flexibility, for example to discount programmes in new venues within disadvantaged neighbourhoods or enable higher charges to be applied to raise additional income from less targeted provision.

The above fee categories apply to individuals accessing learning for their own development.

When charging a fee to co-funded learners, the sum of the government contribution and the learner's fee must not exceed the fully funded weighted rate for the learning aim, and the learner should not have to pay more than 50% of the unweighted rate.

Employer facing programmes

Subject to any specific exemption defined within the current DfE funding rules, employers will be required to cover the cost of Adult Skills training for their employees. Charges levied to commercial companies will be calculated using the direct delivery cost, service overhead charge and an expected contribution. Training for employers does not normally qualify for fee remission or learner support funds unless there are specific exemptions within the DfE funding rules.

Partner organisations that facilitate training for individuals from target groups may qualify for reduced fees subject to the contribution a specific course makes towards the council strategic priorities.

Promotions

A discount may be applied to any Enrolment Events, Open Days or other such activities as needed, and at the discretion of GoLearn! Senior Management Team (SMT). Such discounts will be advertised ahead of time as appropriate.

Fee Remission

Fee remission is a key component of the fees policy designed to remove financial barriers to participation in learning. In 2026/27 standard fee remission of 70% and 100% is applicable to both accredited and non-accredited programmes where learners qualify in accordance with eligibility criteria. (See [Appendix 1](#))

Payment Methods

A number of different payment methods are available to meet the individual needs of learners including payment by cash, cheque, debit card, MasterCard/Visa credit cards. The preferred method of payment is electronic, however, payment by cash remains an important option because learners may not always have access to a bank account.

Payment by Instalments

Terms and Conditions apply. Please see [Appendix 2](#)

If a learner feels they may have difficulty paying the full course fee all in one go, they have the option to pay for their course in instalments. A consistent approach to instalments will be applied across the service to provide clarity for both learners and staff. The standard approach will adopt front loading of payments i.e. a greater proportion of the course will be paid at the start of the course in the first payment to cover a greater proportion of associated costs for setting up the course. This approach also helps reduce withdrawals prior to the final instalment which has a damaging impact on learner achievement.

The application of the instalment policy is designed to provide sufficient flexibility in the number and timing of instalment payments to ensure no learners are disadvantaged. Where such circumstances arise a tailored payment option can be agreed with the learner.

Standard Approach to Instalments

The number of instalments a learner can potentially pay varies depending on both the length of time of the course and the amount the course costs. Any materials and exam fees will need to be paid upfront as part of the first instalment.

A learner will need to be paying at least £50 for a course before they will be able to use an instalment plan. Please note that this should be the amount the learner is required to actually pay, not the course fee. For example, if a course was £50, but the learner was only paying £45 due to a 10% discount, they would not be eligible to pay for the course using instalments.

The number of instalments in which a learner can pay for their course varies depending on the amount they need to pay and the length of the course. Below is detailed the parameters and percentages for each instalment plan.

- **£50-125**
 - *2 instalments (60%, 40%)*

- **£126-£200 (6 weeks or more)**
 - 3 instalments (50%, 25%, 25%)
- **£201+ (10 weeks or more)**
 - 4 instalments (40%, 20%, 20%, 20%)

This table also details the numbers of instalments a learner can pay for a course in.

	Length of Course		
Learner Fee	5 weeks or less	6 weeks or more	10 weeks or more
£50-£125	2 instalments (60%, 40%)	2 instalments (60%, 40%)	2 instalments (60%, 40%)
£126-£200	2 instalments (60%, 40%)	3 instalments (50%, 25%, 25%)	3 instalments (50%, 25%, 25%)
£201+	2 instalments (60%, 40%)	3 instalments (50%, 25%, 25%)	4 instalments (40%, 20%, 20%, 20%)

Instalments apply to the total fee payable for a single course only not a group of courses. In agreeing to pay by instalments learners will sign the terms and conditions. See [Appendix 2](#).

Other instalments options

Due to the nature of some of the learners and their potential difficulties accessing larger amounts of money in a short period of time, learners can have an additional option to pay by 2 instalments, i.e. 50% at enrolment and 50% in February. This has the advantage of covering all the period of time up to and including the first set of exams with the first payment, to minimise the likelihood of early withdrawal.

English for Speakers of Other Languages (ESOL) - Eligible ESOL learners who qualify for fee reduction but are not fully funded will have the remaining fee funded through Discretionary Learner Support Fund (DLSF). This is to promote equitable access to ESOL qualifications and aligns the service with other further education providers in the region.

ESOL project funding from central government will be used in line with their respective guidelines and reporting mechanisms*

Learners who do not qualify for fee reduction can use either of the following options to pay:

- paying the full cost at enrolment
- standard instalments as above

*Where ESOL learners are funded through project funding e.g. Afghan Resettlement Project (ARP) residency eligibility must be checked before enrolling on wider learning aims e.g. Skills for Life maths.

Employer and Full Cost

Non funded programmes are not eligible for fee remission categories.

Where a responsive programme is designed and run in collaboration with an external stakeholder or employer the programme will invoice costs in line with service overheads and overall delivery costs. These costs will be agreed with the stakeholder/employer in advance. Payment terms must be stipulated, and invoices paid within Leicestershire County Council (LCC) timescales and policy parameters.

Where a responsive programme runs 'fully funded' accredited provision that is claimed on the Individual Learning Record no further charges should be made. The viability of these programmes will be considered through a business case and signed off by a relevant senior management lead or Head of Service.

Award in Education and Training (AET) Level 3

The Award in Education and Training Level 3 is not eligible for DfE funding or fee remission. The qualification is £500 in all cases.

- LALS staff - £500– funded by the Adult Learning Service
- LCC Staff - £500 staff can apply to have this covered by LCC Learning and Development or departmental budgets, this must be in agreement with their line/departmental managers. LCC staff and managers need to complete a 'form of undertaking' for this to apply.
- External - £500 full cost. No fee remission applies.

Earnings Threshold

The earnings threshold is part of an eligibility criteria that enables learners to be fully funded if they earn below £26,800. The policy entitlement includes learners who are employed or self-employed.

Funding applies to fully fund learners who are unemployed, employed, or self-employed, up to and including level 2 and the level 3 offers, if they earn below £26,800 annual gross salary.

Evidence of the learner's gross annual wages is required in these circumstances. This could be a wage slip or a Universal Credit statement prior to enrolment, or a current employment contract which states gross monthly/annual wages.

Refunds

Refunds are not normally given except when we close a course. However, consideration will be given to written requests (letter or email) from learners who need to withdraw on written medical advice or other exceptional circumstances.

These refunds are subject to an administration charge of £10.00 will apply and all refunds must be agreed by a Programme Manager before a refund can be given.

See our [Refund Policy](#) for further information

Discretionary Learner Support Fund (DLSF) Policy 2026-27

Background

The Department of Education (DfE) allows providers to use part of their Adult Skills Fund (ASF) to support learners with the costs of their learning in order to remove financial barriers to participation. The DfE give providers discretion to choose what criteria to apply and how to assess the learners who are able to claim support in this way.

It is a requirement of the DfE that the adopted learner support fund policy reflects the principles of equality and diversity and is available to learners and the DfE on request. There are also restrictions on which learners can be supported and what support they can receive, depending on their specific circumstances and the course they are attending.

This document includes the Learner Support Fund policy of the Leicestershire Adult Learning Service. The policy applies to all 19+ learners however what a learner is entitled to claim for is subject to the course they are attending with specific rules for accredited or non- accredited.

1.0 Discretionary Learner Support Fund – Accredited courses

Subject to publication of 2026/27 funding rules

Eligibility

Before a learner can make a claim from the fund, they must be eligible to enrol on a course funded through the ASF (See DfE Funding Rules for eligibility criteria). Learners that are eligible for DLSF include the following groups:

- 19 or over to access Hardship funding.
- 20 or over to access Childcare funding.
 - A 19-year-old learner can access childcare funding through the government's Care to Learn scheme. However, top up claims are allowed via the DLSF if the weekly maximum rates are exceeded.
- ICT devices and connectivity – to support disadvantaged learners who cannot undertake online delivery
- Learners enrolled to a programme funded by the Adult Skills Fund (ASF) that is either:
- An eligible qualification.

A learner is considered to be experiencing financial hardship warranting support if they are classified as being in receipt of a low income or an eligible benefit:

- Council Tax Benefit
- Employment and Support Allowance
- Housing Benefit
- Income Support
- Jobseekers Allowance
- Pension Guarantee Credit
- Universal Credit

- Working Tax Credit
- Disability Living Allowance
- Incapacity Benefit
- Carers Allowance
- Attendance Allowance

The thresholds for a low income are calculated in the April immediately preceding an academic year - **(National Living Wage for 26/27 – £24,454.04 * 1.175%)****

**based on 37 hour week

For the 26-27 academic year, this is as follows:

- Single Income: £28,733.50 gross income

Earnings Threshold

Learners who are eligible will still be able to access DLSF. However, as the learner will be classed as fully funded, they will only be able to claim directly for travel and childcare. The Service will pick up the cost of any exam and any resources as this is built into the course costings set by the curriculum. [See funding details page 16 and Category D on page 17.](#)

Support Available

When a learner makes a claim from the fund, they can claim for one of the following four types of expense:

- Childcare
- Exam Fees
- Resources
- Travel

Learners who are fully funded¹ by the DFE are only able to receive support for childcare and travel. It is assumed that the enhanced rate paid by the DFE for such a learner includes enough funding to cover the costs of any exam, course and resource fees.

Childcare

- A learner is able to claim for the childcare costs associated with their learning. Note that a learner must be at least 20 years old to claim for this type of expense. A 19-year-old learner can claim for their childcare costs using the [Care to Learn](#) scheme. However, if the maximum weekly rate is exceeded then a top up payment can be made via DLSF.
- The service will pay for childcare costs incurred whilst attending an eligible course. This includes the hours the course occurs and an allowance of up to a maximum of 1 hour before and after the course starts and ends. This recognises that it is not possible to immediately collect a child after a course has finished. Learners should make an effort to minimise the amount of time a child is with the provider before and after a course.

¹ A fully funded learner is a learner whose education or training has been entirely financed by the DFE.

- The service will also fund up to three instances where a place has been offered by a provider and the child does not attend as a result of sickness or a family emergency. This recognises that a childcare provider will have incurred costs reserving a place for a child even if they do not attend. Further instances of non-attendance after the first three occurrences will only be covered in exceptional circumstances.
- The service does not pay for any meals provided by the childcare provider.

Exam Fees

- An eligible learner can claim support for their exam fees. The Learner Support Fund will cover the costs of all the exams required for their qualification, plus one resit per exam. If additional resits are required they will only be covered in exceptional circumstances, for example a severe illness or a family emergency.

Resources

- An eligible learner is able claim support for resources that will help them to complete their course. These could include items like study books, educational DVDs or booklets. Approval should be sought from a member of the relevant curriculum team to ensure that the resource is relevant to the course.

Travel

- A learner is able to claim support for their travel costs. If a learner is travelling by taxi or bus, receipts must be provided to the adult learning staff before reimbursement will be made. If a learner is travelling by car, the distance they will be required to travel will be calculated by staff and paid at a rate of **45p** per mile. A travel claim cannot be made for cycling or walking to the venue. A taxi should only be used in those cases where it is not reasonable to expect a learner to travel to the venue via another method of transport.

Claim Limits

In order to ensure that the Learner Support Fund is used appropriately, there are limits in place on how much can be claimed². These limits should only be exceeded in exceptional circumstances and would be considered on a case-by-case basis.

- Childcare - £540 per child per term per course.
- Exam Fees - all exam costs and one resit per exam.
- Resources - £78 per course.
- Travel - £155 per term per course

The overall service funding available for discretionary support is finite and the service reserves the right to discontinue allocations across the service at any stage within the academic year where claims exceed the budget available.

How payments will be made

How payments are made to the learner will depend on the type and value of the claim. In most cases if a claim is £20 or under and delivery occurs in one of our main centres, it can be paid direct to the learner in cash.

If this is not possible then the preferred method of payment is a BACS transfer into a learner's bank account. To do this, the learner will need to provide the service with their

² Where a course has two sessions a week, the limits on travel and childcare will double.

bank account details and a copy of a current bank statement/paying in slip as required by Leicestershire County Council's Corporate Finance department.

The service will attempt to make payments with a frequency that best meets the learner's needs.

How a claim is made

If a learner wishes to make a claim from the fund, and believes they are eligible for support, they should first speak to a tutor or other member of staff. This can either be done during their course time or by calling the Central Enrolment Line on 0800 988 0308.

If they are eligible, learners will be advised to complete an application form which can either be passed to a member of staff in class or locality staff.

The service will let the learner know (usually within 14 days) if the application is successful and arrange with them to provide support in a way that meets their needs.

2.0 Non-accredited Discretionary Learner Support Fund

In previous years the Discretionary Learner Support Fund has only been accessible to learners studying a nationally accredited qualification. However, the number of learners enrolled on other non-accredited courses that are experiencing financial hardship has increased for a variety of reasons. To ensure these learners are not disadvantaged, SMT have agreed to extend discretionary learner support funding to include courses without a nationally recognised qualification in the academic year 2026/27.

Support Available - Learners Enrolled on Non-accredited Courses

The detail of the policy for accredited learners applies to the **non-accredited** fund with the following exception.

When a learner makes a claim from the fund, they can claim for one of the following types of expense:

- Childcare
- Travel

Learners attending non-accredited courses will not qualify for their resource costs to be paid from this fund.

The overall service funding available for discretionary support is finite and the service reserves the right to discontinue allocations across the service at any stage within the academic year where claims exceed the budget available.

16-19 Year old learner support

Financial support for 16-19year old learners is available through the 16-19 Discretionary Bursary Fund. This is a separate fund provided by the DfE and has different rules covering its usage. See the [16-19 Bursary Fund Guidance](#) for further information.

Hardship Funding

In exceptional circumstances, LALS can use hardship funds to assist with course fees for learners who need financial support to start or stay in learning.

Each application will be reviewed on a case-by-case basis and support is not guaranteed. Applications will be made by the Programme Manager for that curriculum area in consultation with the programme co-ordinator or tutor. Applications will be

reviewed by a panel of two Curriculum Managers and a member of the Senior Management Team. The panel will make the decision to grant funds based on the evidence and strength of the application.

Any learner who is eligible will be able to enrol on their chosen class for a reduced fee or 100% fee remission. An application form will need to be completed for each learner wishing to access this fund. Support on completing the form will be available via our Business Support Teams as required. Payment will be covered by the DLSF and recorded on our learner record system for audit purposes.

N coded Courses

All learners on an N coded course, are not eligible to apply for DLSF, as these courses are not funded by the DFE.

Refund Policy

Withdrawing from a course

If you wish to leave a course, please contact LALS on freephone 0800 988 0308. If the request is made before the course starts, a full refund will be returned less a £10 cancellation fee. Once a course has begun, we will only consider refund requests in exceptional personal or family circumstances. No refunds will be given once you have started a course, and you decide to change your mind. If you decide that the level that you are currently on is not the right level, you could be offered an alternative course more suited. A course begins on the date of its first scheduled class.

Cancelled Courses and Classes

The length of each course is based on a minimum number of learners enrolled and the financial viability of the course. If this is not achieved, it may be necessary for us to cancel the course before the first class and provide learners with a full refund. There are certain circumstances where we may have to cancel an individual class, for example if a tutor is unwell. In this event, we will contact you as soon as possible. We will endeavour to put an additional class on at a later date. This additional class will be on a day and time that the majority of learners are able to attend. If, however, we are unable to offer an additional class at a later date we will provide a refund for the missed class. In the event of severe weather, we will provide information on any impact on our classes by leaving a message on the enrolment centre telephones. We will also post notice of any disruptions on our website and social media and contact learners via text message and email if these details have been provided to us at the time of enrolment on one of our courses. For more information about what to do if your course or class is cancelled, please contact LALS on freephone 0800 988 0308.

Refund Process

If a refund is issued, the refund method will depend on how you initially paid, and the timescale will vary for you to receive your refund.

Card Payments

For learners who have paid by card, the refund deadline will be 9 months from the date that the card payment was made. Their refund will be returned to the same card used at the enrolment process. This usually takes 3-5 working days. LALS staff will ask for the card details as they do not keep any record of card details.

If a card expires then a refund via BACS will be issued. No other card can be used except the original payment card used at the point of enrolment.

If the refund is over 9 months, then a BACS payment will be paid to the learner.

Cash/Cheques

Learners will either be refunded via cash or a BACS payment and will be issued dependant on the amount owed to them.

If a learner does not have a bank account, LALS can pay the refund to a nominated person, but will require written confirmation from the learner.

BACS Payments

As part of data requirements Leicestershire County Council (LCC) central finance are only able to keep card payments for a maximum of 9 months before they destroy the information. If a learner has enrolled on a course and the course is cancelled and the payment was taken over 9 months ago, then a payment to a bank account will be required.

If this is the case, then the learner will be contacted by a member of staff working in LALS and will ask the learner to provide their bank details – account code and sort code to set them up onto the LCC payment system so that the money can then be transferred to the learner's bank account.

They will also ask the learner to provide them with proof that the bank account exists and is in the learner's name in the form of a bank statement or paying in slip.

This information is sent to the LCC Finance Team and will then be destroyed by LALS. This is standard LCC procedure as they require this proof to protect both you and them against fraud. Learners bank details will not be passed to anyone else.

A learner will need to be set up on the LCC finance system. This can take 5-10 working days. Once the learner has been set up. LALS can then raise a request for payment for the refund to the learner. Once this has been approved it will be sent to finance for payment. LCC payment terms are 28 days, and, in some cases, this process may take longer.

Once the payment has been processed by LALS it then sits within the LCC finance system, and they become responsible for making the payment to you.

Although LALS can check the status of the payment they do not have the authorisation to process refunds any faster.

Any queries should be directed to the financial shared services team on 0300 303 0222.

Debt Policy

Leicestershire Adult Learning Service (LALS) follows the guidelines as set out below for all debts.

1. Wherever possible, income due will be collected before or at the time the relevant sale or service is provided.
2. Where an instalment plan is agreed, payment will be collected on the agreed payment day/dates (as per the instalment plan policy).
3. Failure to pay the instalments without prior agreement, LALS will have the right to cancel the instalment agreement and payment in full will be expected.
4. Learners will be reminded to pay outstanding payments. If this remains unpaid then it will be escalated to the Curriculum Team to chase learner for payment.
5. If the payment in full or instalment remains unpaid, this will be escalated to the Senior Management Team, who will decide whether an invoice will be raised to collect the payment.
6. Failure to pay the invoice will result in referral to the Leicestershire County Council's debt management policy. The service will not be reinstated until the debt is cleared and payment of future services is made in advance.

Learner Loans Policy

Advanced learner loans are available for individuals aged 19 or above to undertake approved qualifications at levels 3 to level 6, at an approved provider in England. Advanced learner loans give individuals access to financial support for tuition costs similar to that available in higher education and are administered by Student Finance England.

The availability of loans at level 3 for 19 to 23 year olds does not replace an individual's legal entitlement for full funding for a first full level 3 qualification and a subsequent high value level 3 qualification.

Further information can be found on the DFE website - [advanced learner loans](#).

Appendices

Appendix 1 - 2026/27 Fee Reduction Categories and Amounts

(reviewed June 2026)

Provision	19 to 23-year-olds	Age 24+	Notes	100% free?
English and maths up to and including level 2	Fully funded	Fully funded	Must be delivered as part of the legal entitlement	✓
Essential digital skills qualification up to and including level 1	Fully funded	Fully funded	Must be delivered as part of the digital legal entitlement qualifications	✓
First full level 2 legal entitlement (excluding English and maths)	Fully funded		First full level 2 must be delivered as part of the legal entitlement qualifications.	✓
Learning aims up to and including level 2 (local flexibility offer)	Fully funded		For those who meet the earnings threshold or unemployed criteria	✓
	Co-funded		For those who do not meet the earnings threshold or unemployed criteria	
Level 2 and learning up to a level 2 (local flexibility and access to level 2 legal entitlement qualifications as a policy addition)		Fully funded	For those who meet the earnings threshold or unemployed criteria	✓
		Co-funded	For those who do not meet the earnings threshold or unemployed criteria	
Full level 3 legal entitlement	Fully funded		Full level 3 must be delivered as part of the legal entitlement qualifications	✓
Level 3 free courses for jobs (FCFJ) offer.	Fully funded No co-funded options available		For those who meet the earnings threshold or unemployed criteria OR are above the earnings threshold and have not achieved a full level 3	✓
		Fully funded No co-funded options available	For those who meet the earnings threshold or unemployed criteria	✓
English for speakers of other languages (ESOL) learning up	Fully funded	Fully funded	For those who meet the earnings threshold or unemployed criteria	✓

Provision	19 to 23-year-olds	Age 24+	Notes	100% free?
to and including level 2				
	Co-funded	Co-funded	For those who do not meet the earnings threshold or unemployed criteria	

2026/27 Fee Reduction Categories and Amounts (updated July 2026)

Section 1

100% fee remission (Courses with suffix of F or P only)

Category A: Unemployed, including economically inactive and retired	100% free
Learners with an Employment Status of: - Unemployed, looking for work - Unemployed, not looking for work and/or not available to start work	
Category B: Earnings Threshold	100% free
In Paid Employment and gross annual salary is below £26,800	
Evidence required for accredited courses, e.g. wage slip, Universal Credit statement, or current employment contract within two weeks of course start	

100% fee remission: specific courses

Category C: Legal entitlements	100% free
- English and maths up to and including level 2 for individuals aged 19 and over who have not previously achieved a GCSE grade A* - C or grade 4 or higher, and/or have been assessed as having an existing skill level lower than grade 4 (even if they have previously achieved a GCSE or equivalent qualification in English or maths) - first full qualification at level 2 for individuals aged 19 to 23, and/or - first full qualification at level 3 for individuals aged 19 to 23 - Essential Digital Skills Qualifications (EDSQs) or Digital Functional Skills qualifications (FSQs) up to and including level 1, for individuals aged 19 and over, who have digital skills assessed at below level 1	
Category D: Level 3 free courses for jobs (FCFJ) offer	100% free

(accredited Level 3 courses only)	
• Aged 19-23 on 31st August 2026, on the level 3 FCFJ qualifications approved for funding list, who earn above the earnings threshold but have not achieved a full level 3 • Aged 19 or above on 31st August 2026, on the level 3 FCFJ qualifications approved for funding and meet the eligibility of being below the earnings threshold or unemployed	
Category E: ESOL Fee Credit (ESOL courses only where learner qualifies for 70% fee remission)	100% free
Learners who qualify for any of the 70% fee remissions in Section 2 can receive the course for free: • Where the learner does not qualify under Category A (Unemployed) or B (Earnings Threshold) above • The 30% remaining will be covered by ESOL 30% Fee Credit	

Section 2

70% fee remission (Courses with suffix of F or P only)

Other state benefits	30% fee to pay
Attendance Allowance	✓
Carer's Allowance	✓
Council Tax Benefit (may now be called Council Tax Support)	✓
Disability Living Allowance (DLA)/Personal Independence Payment (PIP)	✓
Housing Benefit	✓
Incapacity Benefit	✓
Income Support	✓
Pension Credit - learners in receipt of Guarantee Credit (on its own, or with Savings Credit) will be eligible for fee reduction - Learners awarded Savings Credit only will not be eligible for fee reduction unless they are in receipt of another qualifying benefit	✓
Universal Credit	✓
Working Tax Credit	✓

Low Income Discount	30% fee to pay
Low Income – equal to or less than £28,733.50 gross income (before deductions) - based on the learner's income only regardless of whether they live alone or with other family members/partners - income could be salary, pension or other means of annual income e.g. savings interest, rental income, stocks and shares i.e. not just earnings from work	✓

Appendix 1a (Work Based Learning) - Updated 02/07/26

Apprenticeships

Apprentices must not financially contribute to any costs associated with their apprenticeship training or assessment. All planned apprenticeship training must be completed in paid work time. All apprenticeships must be funded through the apprenticeship service.

Funding for an apprenticeship is determined by whether there are levy funds available in an employer's apprenticeship service account each month. In any particular month:

- If levy funds are available in an employer's account, the apprenticeship service will pay 80% of the total negotiated price up to the funding band maximum, in equal monthly instalments according to the planned duration of the apprenticeship, regardless of how training is scheduled over the duration of the apprenticeship.
- If the employer does not have levy funds in their apprenticeship account (non-levy payers and levy payers with insufficient funds), the apprenticeship service will pay 80% of the government co-investment funding in equal monthly instalments (up to the funding band maximum) according to the planned duration of the apprenticeship, regardless of how training is scheduled over the duration of the apprenticeship. These monthly instalments must be matched with equivalent employer co-investment payments (set at the rate at the time the apprenticeship training started).

The apprenticeship service will pay the remaining balance (the completion payment) of the total negotiated price, up to the funding band maximum, to the provider when the apprentice has undertaken all the activity relevant to the apprenticeship, including completing all elements of the end-point assessment; and where applicable, the employer co-investment payments have been made.

Any cost associated with re-sits are not covered by apprenticeship funding and will be re-charged to the employer. The apprentice must not contribute to any such charges. Employers, who do not pay the levy, can reserve funds using the apprenticeship service to access apprenticeship funding. More information on employing and funding an apprenticeship can be found in the [guidance](#) on GOV.UK

Other work-based courses

For all other work-based courses, the advertised course fee is charged in full. There are no discounts available for these courses. Course fees may be met by the learner or the employer.

Appendix 2

Payment by Instalment - Terms and Conditions

“You” means you, the learner.

LALS agrees to enrol you on the above course and accepts your request to pay the fees by instalments subject to you agreeing the following conditions: -

1. By signing and returning this letter you agree to accept these terms and conditions.
2. You agree that you owe LALS the full amount (less any payments already made) and you will pay in instalments by no later than the due date for each instalment set out above. The only exception is when one of the dates falls on a Saturday, Sunday or Bank Holiday when payment shall become due on the next working day.
3. LALS may send you a reminder before each payment is due, but it is your responsibility to make payments by the due date even if you do not receive a reminder.
4. If your circumstances change and you think you will have difficulty in making a payment by the due date, then you should contact LALS as soon as possible to discuss alternative methods of payment.
5. If you miss a payment date and have not contacted LALS or we are unable to agree an alternative payment method, then we reserve the right to cancel the plan and require all outstanding payments to be made immediately; we may also end your enrolment on the course.
6. Payment may be made by cash or credit/debit card over the phone or at one LALS enrolment centres.
7. LALS is unable to refund any instalments except in the circumstances set out in the learner handbook and will also incur an admin fee.
8. LALS and Leicestershire County Council do not keep a record of your bank account or card details. For further information about how we process your personal data or in the event you are unhappy with the services provided at any stage of your course or require further information regarding data protection, please refer to the learner handbook for further guidance or visit [our financial support web page](#).

Declaration has now been added to the bottom of the enrolment form for learners to sign, so that learners no longer need to sign and return this form.