



# Fees Policy<sup>1</sup>

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<sup>1</sup> Last revised September 2023.

# Fees Policy

## 1 Policy Statement

- 1.1 The purpose of the Fees Policy is to provide a fair and equitable framework which supports learners in order that they may achieve their learning goals, whilst ensuring the financial health of the organisation.
- 1.2 Brent Start is committed to ensuring that all students have fair access to learning and that appropriate arrangements are in place to ensure that fees, where payable, are responsive to learner need.

## 2 Scope

- 2.1 This policy applies to any student learning at Brent Start.

## 3 Aims

- 3.1 To ensure that appropriate arrangements are in place for the charging of fees in relation to funding.
- 3.2 To ensure that the fee structure is fair and equitable, and that fees, where payable, are applied in relation to the strategic objectives of Brent Council and the Employment, Skills and Enterprise Strategy.

## 4 Implementation

- 4.1 Fees will be charged on Skills for Life and Employment courses unless the student is:
  - on Job Seeker's Allowance or Employment Support Allowance (Work-Related Activity Group) or Universal Credit (and mandated to skills training)
  - unemployed and in receipt of a state benefit and sign a Declaration of Intention to enter employment
  - aged 19-23 studying an entry or Level 1 accredited course and does not already have a qualification at Level 2 or above. (This does not apply to ESOL, English or maths courses.)
  - aged 19-23 studying for a full Level 2 qualification and does not already have a full Level 2 qualification or equivalent
  - aged 19-24 studying for a full Level 3 qualification and does not already have a full Level 3 qualification or equivalent
  - studying GCSE English or maths and does not already have a grade C or above
  - studying for an English (but not ESOL) or maths qualification from Entry 1 to Level 2
- 4.2 On Leisure and Wellbeing or Community Learning courses fees depend on the type of course and the learner's employment and benefit status.
- 4.3 Students will be expected to provide valid proof that they are entitled to receive a fee reduction or are exempt from fees.
- 4.4 Regarding resits, Brent Start will fund for the first exam and the subsequent resit if learners fail in their first attempt. However, if they fail at the resit stage, then the

second resit of the exam onward, the resit fee needs to be paid by the learner themselves.

- 4.5 Brent Start aims to support its staff and those staff within Brent Council to undertake one course per year by providing a 50% discount on fees subject to meeting the following
- a) Permanent staff successfully completing probation period or
  - b) Staff on casual contracts to have been in post for a minimum of 3 months

This is subject to approval from the Senior Management Team.

- 4.6 Guidance for students on fees will be provided in a Fee Guide.

## **5 Monitoring and review**

- 5.1 The effectiveness of the policy will be monitored by the Senior Leadership Team who will report to the Lead Member should any amendments be required.
- 5.2 This policy and the accompanying procedure will be reviewed annually taking into account any changes in legislation.

## **6 Related documents**

Brent Start Discretionary Learner Support Fund Policy  
Brent Start Fees and Waivers