



Community Learning Adult Leisure Courses 2016 / 2017: Terms and Conditions

Community Learning Adult Courses are non-vocational and for learners aged 19+.

There are two types of courses available during the year:

Subsidised Skills Funding Agency (SfA) identified by course codes ELP and available to every unique learner enrolling onto a course within the academic year 2016/2017. The current course fees reflect the subsidised allocation.

You may be entitled to fee remission on an ELP course, if you are in receipt of benefits, actively seeking work and are aged 19+. The learning has to be directly relevant to your employment prospects and the local labour market needs. You will also have to be prepared to sign a declaration and provide evidence that you are in receipt of benefits. You will still be required to pay for the materials if there is a charge attached to the course. Enrolment onto a subsidised course is limited to one per unique learner per academic year.

Full Cost courses: These courses are not subsidised by government funding and therefore no fee remission is available. Learners under the aged of 19 are welcome to enrol but will have to pay the full fee of the course. Learners aged under 16 will have to attend with an adult aged over 18. There are exceptions: Life Drawing, learners have to be aged 18 and above and Stand Up Paddle boarding, learners have to be aged over 16. Full cost courses are identified by course code ELF.

Community Learning: Answers to frequently asked questions regarding enrolment

Q: Why do I have to enrol prior to the start date, rather than arrive at the first class to enrol?

A: Each course has a maximum number of learners the classroom can hold. Enrolling first will ensure you secure your place.

The College has to make a judgement on whether to cancel a course or not 48 hours prior to the start date to give those who have enrolled notice of cancellation. If we do not know you are thinking of enrolling we cannot include you in our decision and you may find that you arrive at the venue and the class has been cancelled as we will not be aware of your attendance. Your name also needs to appear on the register before the course starts as they are controlled documents and are governed by a clear set of rules. They also act as an important record as they are used in the case of emergency to provide evidence of who is in the building and in attendance for funding and success rate purposes.

Q: Can I join a waiting list?

A: All places are offered and allocated on a first come first served basis. We would not wish to cause any disappointment if you feel you have joined a waiting list and then the course is cancelled or not offered in the following term.

Q: Can I cancel my place once I have booked it?

A: You may cancel and will receive a full refund if you advise us **before** the course commences. Once the course has commenced fees become non-refundable. Please contact the College on 01606 74444 or email info@midchesh.ac.uk to advise us you wish to cancel.



Q: Do I have to pay the full course fee upfront?

A: Yes, full payment is required, no part payments are available.

Q: What happens to my fee if the College cancels the course?

A: The College reserves the right to cancel courses due to insufficient numbers or for operational reasons. If this happens you will be offered an alternative suitable course if one is available or your full fee will be refunded.

Q: If I am not able to attend all the classes due to holidays or prior appointments, can I only pay for the classes I can attend?

A: You are required to pay for the full course, fees cannot be pro rata for missed classes.

Q: If I miss a couple of classes due to illness or unexpected appointments can I claim these back at future classes?

A: Unfortunately we cannot allow learners to attend future classes as compensation for any missed as courses are termly and may not run in the next term.

Q: Once I have enrolled on a course can I change it to another session, on the same subject, and change my day around if I am unable to attend?

A: We do have some courses where we deliver sessions on different days and times. Unfortunately we cannot allow swapping of classes as your name needs to be recorded on the register as they are an important record and used in the case of emergency to provide evidence of who is in the building. If you wish to transfer to another session on a permanent basis, we can look into this for you.

Q: Is there any fee remission?

A: You may be entitled to fee remission if you are in receipt of benefits and actively seeking work and are aged 19+. The learning has to be directly relevant to your employment prospects and the local labour market needs. You will also have to be prepared to sign a declaration and provide evidence that you are in receipt of benefits. You will still be required to pay for the materials if there is a charge attached to the course. Enrolment onto a subsidised course is limited to one per unique learner per academic year. For full details please contact the College prior to enrolling. There is no fee remission on Full Cost courses.

Q: I have already received fee remission for one course, can I claim for another one?

A: All courses are allocated subsidised funding once within the academic year and then are offered on a Full Cost basis. Please contact the College prior to enrolment and you will be advised if the course is eligible for further fee remission.

Q: Can I enrol on more than one Full Cost course?

A: You may enrol on as many Full Cost course as you like within the academic year.



Q: Why I am required to complete an Individual learning plan (ILP) while I am attending a leisure course?

A: When you enrol onto an adult leisure courses either at our campus or at our external venues you become a learner of the College. It is a funding requirement that all courses are subject to quality evaluations and audits. Tutors and learners have to demonstrate that teaching and learning is taking place and the only way we can achieve this is by learners giving written evidence and feedback. If you require any support in completing your ILP, please advise us and we will be happy to help.

If you have any further queries please do not hesitate to contact the College on 01606 74444 and ask to speak to the Community Learning Officer or email on info@midchesh.ac.uk