COLLEGE

INSPIRING LEARNING
SINCE 1854

FEE POLICY 2025/26

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WORKING MEN'S COLLEGE
EST. 1854

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1. Background

The Principal and Executive Management Team (EMT) set course fees within a framework approved by the College's Governors.

The College is funded mainly by the Greater London Authority (GLA) but also receives a small amount of funding from the Department for Education (DfE) and follows the rules of these funding bodies in setting its fee policy.

2. Tuition Fee Types

The College has four categories of course, according to how courses are funded, and fees are set:

Category	Funded by	Funding Body's Funding Stream
1. Adult Core (L2 and below)	GLA / DfE	Skills Fund Adult Core
2. Level 3+	GLA / DfE	Free Courses for Jobs (FCFJ), Skills Fund Adult Core, or available for Adult Learner Loans
3. Tailored Learning	GLA / DfE	Skills Fund Tailored Learning
4. Full Cost	Not funded	

1. Adult Core

What courses are in this category?

- All accredited courses at Level 2 and below, including GCSE English and GCSE Maths
- All non-accredited ESOL and ICT courses that are delivered onsite (i.e. at one of the College's main sites)
- All Supported Learning courses (for learners with learning disabilities and difficulties)

What are the fees for courses in this category?

Learners will get their course for free if they are studying one of the courses in the table below ***and*** meet the criteria in the right-hand column, as they are fully funded by the GLA/DfE.

Course	Learners who are
English and Maths, up to and including level 2 and GCSE	Aged 19 and over and have not previously attained a GCSE grade C or grade 4, or higher
Level 2 and 3 courses from DfE list of qualifications approved for funding *List of Qualifications approved for funding*	Aged 19 to 23 and do not already have a full level 2 / 3 qualification* *Learners will be advised at enrolment whether their course is eligible for the "First full level 2 / 3" entitlement. See Appendix 1 for definition of full L2 or 3*
Essential Digital Skills Qualifications up to and including level 1	Aged 19 and over, whose digital skills are below level 1
Any course up to and including level 2	Learner meets ONE of the below criteria: 1) Employed/self-employed and earning below the GLA low earning threshold of £27,007.50* (annual gross salary) 2) Unemployed ***and*** on Job Seekers Allowance (JSA), Employment Support Allowance (ESA – all types) or Universal Credit (UC) 3) Not working and not receiving benefits ***and*** either wants to work or is seeking exceptional support with social integration 4) Not working and is in receipt of other state benefit ***and*** has an income (excluding benefit payments) of less than £952 a month / £11,424 a year (for single claimants) or £1,534 a month / £18,405 a year (for learner on a joint benefit claim).

** This may change in-year if the GLA change their low earning threshold.*

For all other learners studying Adult Core courses, a fee will apply. These learners are co-funded meaning that the GLA/DfE shares the cost of the course with the learner: the GLA/DfE pays part of the cost of the course, and the learner pays a course fee to cover the remainder of the cost.

This fee is listed in the College course guide and on the website. ESOL courses are not individually listed in the course guide or on the website.

2. Level 3 or higher

What courses are in this category?

Any course at Level 3 or higher

What are the fees for courses in this category?

Learners aged 18 on 31 August 2025 can study for free on the Level 3 UAL Foundation Diploma in Art & Design. Note that this is the only course that learners aged under 19 can enrol onto.

Learners aged 19 to 23 on August 2025 can study a Level 3 course for free if the course is on the legal entitlement list and the learner does not already have a full level 3 qualification or above (*See Appendix 1 for what constitutes a full Level 3. Note however, that at time of writing none of the College's planned level 3 courses are on the legal entitlement list).*

All learners aged 19 and above on August 2025 can study a level 3 course for free if the course is on the Free Courses For Jobs (FCFJ) list https://www.gov.uk/guidance/free-courses-for-jobs and the College has available funding ***and*** the learner lives in London ***and***

1. the learner earns below £27,007.50 (annual gross salary) or is unemployed ***or***
2. the learner has not yet achieved a full level 3 qualification or above.

The College has limited FCFJ funding and allocates this to priority courses. On any course that the College has identified as a priority for FCFJ funding, this funding will be allocated on a first-come first served basis. If the College has used all its FCFJ funding or is not offering FCFJ funding for a given course, learners will need to either take out an Advanced Learner Loan or pay themselves.

Learners wanting to study a course at level 3 or above that is not on the FCFJ list, or who do not meet the eligibility requirements above, may be able to obtain an "Advanced Learner Loan" (https://www.gov.uk/advanced-learner-loan). Note however that not all courses at level 3 or above qualify for loan funding.

Where a learner is not eligible to get the course for free, or where the course does not qualify for an Advanced Learner Loan or is not government funded, the course fee will apply.

A small Loans Bursary fund is available to support Advanced Learner Loan funded learners with additional course-related costs such as travel or materials. See section on financial support for further details.

3. Tailored Learning

What courses are in this category?

Most of the College's non-accredited courses belong to the D category if their main purpose(s) align with any of seven purposes identified by the Department for Education set out below.

- Engaging and/or building confidence
- Preparation for further learning
- Preparation for employment
- Improving essential skills
- Equipping parents/carers to support children's learning
- Health and well-being

- Developing stronger communities

Exceptions to this are the College's Supported Learning courses, onsite non-accredited IT courses at level 1 and below and onsite non-accredited ESOL courses of all levels.

Non-accredited courses where the main purpose is leisure rather than one of the above are not government funded and thus fall into the full cost category.

What are the fees for courses in this category?

Fees have been set using an hourly rate that depends on:

- Course duration (longer courses being at a lower hourly rate)
- The relative costs of running courses in a given subject sector (some subjects are more expensive to deliver courses in because they require specialist equipment, materials or staffing)
- The demographics of the learners (e.g. lower fee rates for courses where a high proportion of learners come from low-income households)

Tailored Learning courses which target high priority groups are free. This applies to:

- Non-accredited English and Maths courses
- Courses run in partnership with local community organisations and delivered in partner venues
- Some non-accredited courses which are preparing learners to progress onto a qualification course or prepare for work in an LSIP priority sector

4. Full Cost

What courses are in this category?

The full cost category at College includes:

- non-accredited courses where the main purpose is leisure
- learners on other course types who are not eligible for government funding according to the GLA/DfE funding rules (e.g. because they do not meet the residency requirements, or because of their prior attainment)
- any course that is not eligible for government funding

What are the fees for courses in this category?

As with Tailored Learning, the hourly rate varies depending on course duration and the relative costs of running courses in the given subject sector.

5. Overseas Learners

Learners who live in the UK must have permission to live in the UK for at least 12 months, on the first day of learning. Learners who live outside of London will need to meet the 3-year residency requirement or another residency status which falls within the DfE's definition of ordinarily resident in the UK. Learners who do not satisfy this criterion are classified as oversees learners.

Fees for such learners for 2025/26 start from £13.25 per hour. There is no government subsidy for these learners, as such there will also be no concessions. This rate may be varied at the discretion of the Executive Management Team where there is a case of student hardship, and it can be demonstrated that a reduced rate will still cover the direct costs of all aspects of the learner's study and attendance at College and not risk recourse to subsidy from public funds.

3. Financial Support for Learners

WM College is committed to making learning accessible to all who will benefit from it and is determined that finance should not be a barrier to learning. A range of support measures is therefore put in place to provide financial help to learners.

Concessions

Adult Core courses or courses at level 3 or above do not offer any concessions but will be free to learners who qualify for full funding, as explained under each category type.

Tailored Learning or Full Cost courses which are longer than 10 hours are entitled to an automatic discount for those who are on a means tested benefit, are unemployed or who earn below the GLA low earning threshold (currently £27,007.50 annual gross salary).

The discount for Tailored Learning is 35%. The discount for Full Cost Courses is 20%.

Learners cannot claim more than one discount.

The concession of 20% will also be available to employees of Camden Council (for courses of 5 weeks and over) and College employees (who will be eligible for one concession per course per term).

Paying by Instalments

Where individual course fees (or the total of multiple course fees) exceed £250, learners may pay the fees by instalments with an initial deposit on enrolment and up to five further equal monthly instalments, payable by direct debit. The exact number of instalments and value of each is determined by the length of the course as the final instalment must fall before the end of the course.

There is no interest or administration charge applied to instalment plans.

Learners paying by instalments must complete and sign a direct debit form at the time of enrolment.

If a direct debit instalment collection is not honoured when claimed by the College, the College will make a further attempt to collect the amount due 7 days later. If this collection is also rejected, then the direct debit agreement will be cancelled and that collection amount, together with the remaining balance of the fee, will fall due for immediate payment by the learner.

All direct debit arrangements will be operated in accordance with the Direct Debit Guarantee scheme.

Additional Financial Support

The College also has the following funds available to support learners, each of which have their own eligibility criteria. The scope and eligibility criteria for each of these funds and process for applying is set out in full in each guidance document at the links below but also summarized here.

1) **Discretionary Learner Support Fund (DLSF)**

   For learners on Adult Core courses only and are on a means tested benefit, unemployed or earn below the GLA low earning threshold (currently £27,007.50 annual gross salary).

   To support with travel costs (for asylum seekers), course materials, or emergency welfare payments. The College also uses this to cover the costs of exam resits.

   DLSF Guidance 2025-26

2) **16-19 Bursary Fund**

   For learners on the L3 Foundation in Art and Design Diploma, who are aged 18 on 31 August 2025 and meet the eligibility criteria, including a household income of below £30,000 to support with course materials, travel costs, free 'school' meals or emergency welfare payments.

   16-19 Bursary Fund Guidance 2025-26

3) **Advanced Learner Loan Bursary Fund**

For learners on courses at L3 or above who have an approved Advanced Learner Loan and meet the eligibility criteria, including a household income of below £30,000.

To support with course materials, childcare, travel costs, free meals and emergency welfare payments.

Advanced Learner Loan Bursary Guide 2025-26

4) **Care to Learn**

Learners under 20 on the date they start on a full study programme can access financial support for childcare while they are studying. It can also help the young parent with any additional travel costs involved in taking the child to the childcare provider.

Care to Learn Guidance 2025-26

4. Communicating

This fee policy framework will be supplemented by information for College managers, other College staff and learners to explain the fee structures and availability of financial support in clear language and terms as applicable to them. This will be published in the Course Guide, on the College website (by virtue of being in the Course Guide) and elsewhere or in other formats as necessary.

5. Fee Refunds and Course Transfers

In the event of a course cancellation, all fees paid by learners will be refunded.

A learner will be eligible for a refund should they choose to withdraw from a course within two weeks of enrolment, their fees will be refunded subject to deduction of a £15 administration fee. No refunds, with the exception of approved medical circumstances, will be granted after this.

If they choose to withdraw from a course on or after the date of the first class, then no refund will be made under any circumstances, and they will also remain liable for all fees assessed but not yet paid.

If a course transfer is possible, the fees from their original course will be transferred. If the new course has higher fees, they must pay the balance in full (or a new instalment plan agreed) before the transfer can be completed. No refund will be available if the new course has lower fees. Transfers will be subject to a £15 administration fee.

6. Room Hire

The College occasionally hires its rooms and having recently refurbished the Maurice Hall, plans to hire this space alongside the library. Therefore, some provisional rates should be established for the hire of these facilities.

Room	Hourly rate	Daily rate	Out of Hours Rate
Library	£250.00	£1,500.00	TBC
Maurice Hall	£125.00	£750.00	TBC
Standard room	£50.00	£300.00	TBC

Appendix A: Full level 2 and 3 - Definition

Annex 4 of GLA Adult Skills Fund 2025 to 2026

Full level 2

1. Full level 2 is the level of attainment which is demonstrated by:

    1.1. A General Certificate of Secondary Education in five subjects, each at grade 4 (C) or above, or

    1.2. Technical Certificate at level 2 which meets the requirements for the 16 to 19 performance table

2. Please contact *qualifications.esfa@education.gov.uk* if you need advice on a previous qualification's designation.

Full level 3

3. Full level 3 is the level of attainment which is demonstrated by a:

    3.1. General Certificate of Education at the advanced level in two subjects

    3.2. General Certificate of Education at the AS level in four subjects

    3.3. QAA Access to Higher Education (HE) Diploma at level 3

    3.4. Technical level, or applied general qualification at level 3, which meets the requirements for the 16 to 19 performance tables, and/or

    3.5. Core maths at level 3

4. Please contact *qualifications.esfa@education.gov.uk* if you need advice on a previous qualification's designation.