FEE GUIDANCE FOR LEARNERS

including Financial Support, Refunds and Transfers

2026/27

Overseas fees

Many of the College's courses are funded or subsidized by the Government for learners who are "ordinarily resident" in the UK. Ordinarily resident means you already have the legal right to live in the UK and in some cases, you will need to have lived in the UK for the last three years. If you meet these criteria, your course may be partly or fully funded by the UK Government.

If you do not meet the criteria to be considered "ordinarily resident", you will be charged the overseas rate which starts from £13.25 per hour. Hours for each course vary so the overseas fee will be calculated at enrolment. No concessions are available for overseas fees.

Home fees

Most courses have a fee but you may be eligible for a concession or to get your course for free depending on the type of course, your previous qualifications, your employment status or your income. Concessions and fee options for home fees are detailed below.

1) Courses up to and including Level 2

The following courses are **free** if you meet the criteria in the right-hand column in the table below, otherwise the course fee applies.

Courses	Free if …
• **English and Maths, up to and including level 2 and GCSE**	You do not already have a GCSE grade C or grade 4, or higher in this subject
• **Essential Digital Skills Qualifications up to and including level 1**	Your digital skills are below level 1
• **All accredited courses (i.e. qualification courses) at Level 2 and below** • **All ESOL and ICT courses** • **All Supported Learning courses (for learners with learning disabilities and difficulties)** • **All green skills courses (all courses with a course code starting GRN)** • **All employability courses (all courses with a course code starting GIW)**	You meet **ONE** of the criteria below: 1. Earn below £28,860* (annual gross salary) 2. Unemployed *and* on: a. Job Seekers Allowance (JSA), *or* b. Employment Support Allowance (ESA), *or* c. Universal Credit (UC) and income on UC statement excluding benefit payments is less than £952 a month (sole claimants) or £1,534 a month (joint claimants) 3. Not working and not receiving benefits *and* either want to work or are seeking exceptional support with social integration 4. Not working and receive other state benefit *and* your income (excluding benefit payments) is 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.*

2) Courses at Level 3 or Level 4

If you are 18 on 31 August 2026 you can study for free on the Level 3 UAL Foundation Diploma in Art & Design. Note this is the only course that learners aged under 19 can enrol onto.

If you are aged 19 and above on August 2026 you can study a **level 3** course for free if you:

1. live in London, ***and***
2. earn below £28,860 (annual gross salary) ***or*** are unemployed ***or*** you have not yet achieved a full level 3 qualification or above *(See Appendix A for definition of full L3)*

If you are aged 19 and above on August 2026 you can study a **level 4** course for free if you:

1. live in London, ***and***
2. earn below £28,860 (annual gross salary) ***or*** are unemployed

3) Other Courses

These are mainly short courses and do not have any exam or formal assessment at the end.

The fee for these courses is shown in the course guide and is set to reflect the length and nature of the course. Where additional materials need to be purchased it will be indicated in the course information on the website.

Dependent on the type of course, your employment status or income, you could be entitled to a concession. This is shown as the "reduced fee" in the course guide.

Acceptable Evidence for Fee Reduction

To get your course for free or at a concessionary rate on the basis of income or benefit status, you must provide evidence dated within the last 3 months. This evidence must be provided at the time you enrol, otherwise the full fee will need to be charged. It is your responsibility to inform us if your financial circumstances subsequently change.

Evidence that you are unemployed or not working:

Benefit Type	Type of Evidence Required
Job Seekers Allowance (JSA)	Award Letter or recent Bank Statement showing payment within the last 3 months at the time of enrolment.
Employment Support Allowance (ESA)	Award Letter or recent Bank Statement showing payment within the last 3 months at the time of enrolment.
Universal Credit (UC)	Monthly Payment Breakdown printouts for within the last 3 months at the time of enrolment.
Asylum Seeker	NAS card or residence permit or Home Office Bail Conditions letter
Income Support (IS)	Award Letter or recent Bank Statement showing payment within the last 3 months at the time of enrolment.
Pension Credit (PC)	Award Letter or recent Bank Statement showing payment within the last 3 months at the time of enrolment.
Disability Living Allowance (DLA) or Personal Independence Pay (PIP)	Award Letter or recent Bank Statement showing payment within the last 3 months at the time of enrolment.
Housing Benefit	Award Letter or recent Bank Statement showing payment within the last 3 months at the time of enrolment.
Council Tax Reduction	Award Letter or recent Bank Statement showing payment within the last 3 months at the time of enrolment.
Incapacity Benefit	Award Letter or recent Bank Statement showing payment within the last 3 months at the time of enrolment.
Carer's Allowance	Award Letter or recent Bank Statement showing payment within the last 3 months at the time of enrolment.

Evidence you earn below the London Living Wage of £28,860 per year:

Low income	Type of Evidence Required
2025-2026 Tax Credit Document (WTC)	All pages required for the current year award
Evidence of income	Payslip or Bank Statement to cover the last 3 months of your pay at the time of enrolment

The above is not an exhaustive list of acceptable evidence. If you have any questions about whether your evidence is acceptable, please contact Learner Services (see contact details at the end of this document in the "Need more help?" section).

Additional Costs

In almost all cases, the course fees cover exam entry fees where applicable and the basic or initial materials you need. However, there may be further costs in the following situations:

- For courses with particularly high materials costs or where you wish to undertake an exceptionally large project within the course, the further materials you require will be supplied by the College at additional cost to you, or you may be asked to source them yourself from an outside supplier. For courses where this applies, this is explained in the course description on the website.
- For any course that includes trips or excursions there may be an additional charge (which will be highlighted in the course description on the website).
- If you need to resit an exam your first resit will be free, but you will be charged for any further resit attempts.

Financial Support with Fees

WM College is committed to making learning accessible to everyone and is determined that finance should not be a barrier to participation in learning. A range of support measures is therefore put in place to provide financial help to learners.

1) Concessions

The concessionary rate is shown in the course guide in the 'reduced fee' column. You cannot claim more than one concession per course.

A concession of 20% will 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).

2) Paying by Instalments

If your course fees are £250 or more (per course or the total if you enrol on multiple courses), you can spread the cost for up to six months by paying in interest-free instalments, depending on the length of the course, as the final instalment must be paid before the end of the course.

Payments must be made via Direct Debit (from a UK bank account).

If you fail to meet a direct debit payment when it is due or if you cancel the course after it has started, then the full outstanding balance of your fees will be due for immediate payment. Non-payment of this balance may result in your exclusion from the course and the College.

All direct debits will be carried out in accordance with the Direct Debit Guarantee scheme.

The College reserves the right to refer unpaid fees to a debt collection service for follow-up and/or to record the non-payment with credit reference agencies. The College or the debt collection service may also pursue unpaid fees through the courts.

3) Additional Financial Support

The College also has the following funds available to support learners. The scope and eligibility criteria for each of these funds and the process for applying is detailed in each guidance document. These can be found on our website on our Financial Support page: www.wmcollege.ac.uk/information-advice/financial-support/

1. *Discretionary Learner Support Fund (DLSF)*

For learners on Adult Core* courses and who are on a means tested benefit, unemployed or earn below the GLA low earning threshold (currently £28,860 annual gross salary).

To support with travel costs for asylum seekers, course materials, or emergency welfare payments.

**Adult Core courses consist of the following:*

- *All accredited courses at Level 2 and below, including GCSE English and GCSE Maths*
- *All non-accredited ESOL 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)*

2. *16-19 Bursary Fund*

For learners on the L3 Foundation in Art and Design Diploma, who are aged 18 on 31 August 2026 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.

3. *Care to Learn*

Learners aged 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.

Refunds

If WM College cancels a course, all fees paid will be refunded in full.

If you withdraw from a course within 2 weeks of enrolling and the course has not yet started, you will be eligible for a refund subject to deduction of a £15 administration fee.

If you withdraw from a course more than 2 weeks after enrolling or if you withdraw on or after the date of the first class, you will not be eligible to a refund under any circumstances, except for approved medical circumstances. If you were due to pay by instalments, you will be liable for the full amount including any instalments not yet paid.

If requesting a refund on medical grounds, you will be required to provide proof in the form of a doctor's letter / certificate.

Refunds are made by bank transfer. You will need to provide us with your bank details in order for us to process the refund. You may provide your bank details by a secure online method or by completing our bank details form at reception desk. It is your responsibility to ensure the College has this information so prompt payment can be made.

If you are entitled to receive a refund from the College, the process must be completed before 31st July each academic year. This includes receipt of current bank details.

Transfers

If a course transfer is possible, the fees from your original course will be transferred. If the new course has higher fees, you 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.

Pro-rata fees

Late enrolment does not automatically entitle a learner to a reduction in course fees. Fee arrangements for learners joining after a course has started are set out below.

On qualification courses, joining late will be at the discretion of the curriculum manager and the full fee will be payable.

If you enrol on non-qualification courses after the course has started you will be charged a pro-rata fee based on the remaining number of hours on the course at the joining date plus a £10 administration fee. If paying pro-rata, the option of payment in instalments will not be available and the entire amount must be paid at point of enrolment.

Fees will not be pro-rated for learners enrolling in advance of a course starting, who are unable to start from the first session, or who are not able to attend all sessions of a course.

Need more help?

If you are uncertain about the level of your course or which fees or types of support relate to you, please contact our Learner Services Team who will be very happy to help you. You can contact them by email at learnerservices@wmcollege.ac.uk, via online chat on our website (wmcollege.ac.uk), or by telephone on 020 7255 4700. They are available for a face-to-face conversation at our reception during opening hours.

If you would like more information on how our fees are calculated, a copy of our full Fee Policy 2026-27 is available on our website on our Policies page.

www.wmcollege.ac.uk/about-us/policies

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.