INSPIRING LEARNING
SINCE 1854

FEE POLICY 2026/27

Created by	Executive Management Team
To be approved by	Executive Management Team 17/06/2026
Version	2026/27v2
Date of next review	March 2027

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

2.1. Adult Core (L2 and below)

Courses in this category

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

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
Accredited 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
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 £28,860* (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 / or on the website. ESOL courses are not individually listed in the course guide or on the website.

2.2. Level 3 and Level 4

Courses in this category

Any course at Level 3 or Level 4

Fees for courses in this category

Learners aged 18 on 31 August 2026 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 2026 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 31 August 2026 can study a **level 3** course for free if the learner lives in London ***and***

1. earns below the GLA low earning threshold or is unemployed ***or***
2. has not yet achieved a full level 3 qualification or above.

All learners aged 19 and above on 31 August 2026 can study a **level 4** course for free if the learner lives in London ***and*** earns below the GLA low earning threshold or is unemployed, irrespective of their prior qualification level.

2.3. Tailored Learning

Courses in this category

Most of the college's non-accredited courses belong to this category if their main purpose aligns 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 and onsite non-accredited ESOL courses, which are funded through Adult Core funding.

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.

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 courses in English, maths, ICT, employability or green skills
- Courses run in partnership with local community organisations and delivered in partner venues

2.4. Full Cost

Courses in this category

The full cost category 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

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.

2.5. 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 2026/27 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.

3.1. Concessions

Adult Core courses or courses at level 3 or level 4 do not offer any concessions but are free to learners who qualify for full funding, as explained under each category type.

Tailored Learning courses which are either longer than 10 hours or 4 weeks 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 £28,860 annual gross salary).

The discount for Tailored Learning is 35%.

Learners cannot claim more than one discount.

College employees and employees of Camden Council can get a concession of 20% on one course per term. For Camden Council employees the course must be 5 weeks or over.

3.2. Paying by Instalments

Where course fees (or the total of multiple course fees) exceed £250, learners may pay 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 be paid 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.

3.3. 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 on our website at Financial Support - WM College but are also summarized here.

3.2.1. Discretionary Learner Support Fund (DLSF)

For learners on Adult Core courses only who are on a means tested benefit, unemployed or earn below the GLA low earning threshold.

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.

3.2.2. 16-19 Bursary Fund

For learners on the Level 3 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.

3.2.3. 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.

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 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 and the course has not started yet. 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. 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.

On non-qualification courses, late enrolments will be accepted after the course has started subject to there being spaces available unless there is less than 40% of the course remaining at point of joining.

Learners enrolling on non-qualification courses after the course has started 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.

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.