

Fees explained

Check if you are eligible for free course fees!

The following individuals are exempt from paying course fees. This exemption applies to the course fee only and is only available on courses with a **Yes** in the **Fees exempt** column. Exam fees and materials charges are still payable. Please remember to bring your proof of entitlement when enrolling.

If you are:	What to bring as proof of entitlement:
Registered unemployed in receipt of income based Jobseeker's Allowance	Letter authorised by Job Centre Plus
Employment and Support allowance	Letter from Job Centre Plus
Aged 16, 17 or 18 years old	Birth certificate, passport or travel pass
Age 19 or over enrolling on a first full Level 2 qualification	Self certification
Age 19 to 25 on a first full Level 3 qualification	Self certification
Carer's Allowance (20% discount only - not fee exempt)	Letter from Department of Work and Pensions

Terms and conditions

- ☛ All proofs of entitlement must be current at the time of enrolment.
- ☛ All part-time students over 18 pay their exam fees in full at the time of enrolment.
- ☛ You have the right to cancel your enrolment and receive a full refund of any fees paid if we receive written notice up to seven working days from the day after that of your enrolment. However, if after commencement of the course you wish to withdraw and receive a refund this may only be granted on production of a medical certificate.
- ☛ A refund of fees will be given if a class is closed by Southport College.
- ☛ Students not wishing to sit an exam on an exam-assessed course will be charged a non-subsidised fee of £100 (in addition to course/material fees).
- ☛ You must enrol on a course prior to its commencement during an enrolment period.

- ☛ Southport College reserves the right to withdraw or amend courses, entry requirements, fees and details included in this publication.
- ☛ Courses are offered subject to viability of group size, minimum and maximum numbers, as defined by the College and acceptance onto a course is at the discretion of Southport College.
- ☛ Course closures are usually notified before, or at the time of the first class. Refund cheques will be forwarded as soon as possible upon the unfortunate closure of a course.
- ☛ All Southport College students are subject to the College's policies and procedures.
- ☛ Southport College operates a Safeguarding Children and Vulnerable Adults Policy.
- ☛ Calls to the course enquiry hotline on 0845 00 66 236 are charged at the local call rate. Charges may vary from some mobile phone networks.
- ☛ Other terms and conditions may apply.

Criminal Records Bureau (CRB) check

- ☛ Courses that include an element of working with children or vulnerable adults require students to undertake a Criminal Records Bureau (CRB) check. The CRB check is compulsory and you will be required to pay the fee which is currently £44.00 per person.

Kit and uniforms

- ☛ Some courses require the purchasing of an appropriate kit and uniform. You will be advised of the ordering process and prices prior to the start of the course.

Material fees

- ☛ Some of our more practical courses require an additional charge for materials payable at the time of enrolment. These charges cover the cost of materials provided by the College for use as part of your course.

Important Details

- ☛ Information is correct at the time of going to press. Every effort is made to ensure accuracy. This publication supersedes any other publication or advertisement promoting these courses.

Access for all

Southport College is committed to equality and diversity

The College is dedicated to the active promotion of equality and diversity which addresses the need and right of everyone in the College to be treated with respect and dignity, in an environment in which a diversity of backgrounds and experiences are valued.

If this publication is required in an alternative format or language, or you wish to discuss any other specific requirements or adjustments for joining one of our courses, please contact us on **0845 00 66 236**

For College accessibility information visit www.disabledgo.com

Fees

Selected course fees may be paid for in instalments through arrangement with our Finance Department.

Full details of the instalment plan will be available at the time of enrolment.

This year the Government has changed the qualifying criteria for Fee Remissions. Southport College can now only offer Fee Remissions to individuals in receipt of 'active benefits'.

Active benefits are defined as:

- ▶ **Job Seekers Allowance**
- ▶ **Employment Support Allowance**

It is with great regret that we can no longer offer subsidised course fees to individuals on benefit types that are not listed above. Southport College is lobbying, along with other members of the Association of Colleges, to have the qualifying criteria changed as it recognises the value and importance of subsidised courses for adults.