

# Adult Skills & Family Learning Service

## Learner Fees Policy 2024/25

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### Adult Education Budget funding – qualification courses

#### All Adult Learning Providers must adhere to the Learner Fees Policy

All learners on qualification programmes will be fully funded or co-funded as defined by the ESFA in the Adult Learning Funding Rules 2024/25: [Adult skills fund: funding rules 2024 to 2025 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/adult-learning-funding-rules-2024-25)

New low wage threshold of £25,000 is now in place

Please speak to your training provider for more information.

#### Eligibility

On the first day of learning, a learner must be aged 19 or older on 31 August within the 2024-25 funding year to be ESFA funded.

#### Unemployed

For funding purposes, a learner is defined as unemployed if one or more of the following apply:

1. They receive Jobseeker's Allowance (JSA), including those receiving National Insurance credits only.
2. They receive Employment and Support Allowance (ESA)
3. They receive Universal Credit (UC), and their take-home pay as recorded on their UC statement (disregarding UK payments and other benefits) is less than £892 a month (learner is sole adult in their benefit claim) or £1,437 a month (learner has a joint benefit claim with their partner)
4. They are released on temporary licence, studying outside a prison environment, and not funded by the Ministry of Justice

Providers may also use their discretion to fully fund other learners if either of the following apply. The learner:

- a) receives other state benefits (not listed above) and their take-home pay (disregarding UC payments and other benefits) is less than £892 a month (learner is sole adult in their benefit claim) or £1437 a month (learner has a joint benefit claim with their partner), and
- b) not receiving any benefits, wants to be employed, and you are satisfied identified learning is directly relevant to their employment prospects and the local labour market needs.

In order to claim full funding for learners who are unemployed and not in receipt of benefits, providers must indicate that they earn below the earnings threshold by using LDM code 391 and FFI code 1.

Fully funded learners are not charged a fee

Co-funded learners will be charged a fee for the learning they receive. The Provider may determine the level of fee to be charged but can be no more than 50% of the unweighted rate as shown on the LARS (<https://hub.fasst.org.uk/Learning%20Aims/Pages/default.aspx>)

#### Evidencing Full Funding

- To be eligible for Full Funding learners must provide appropriate written evidence. Providers should retain copies of the evidence and make them available for audit.
- Learner evidence which is inappropriate will result in the learner being charged the Full Fee rate.

## Learners in receipt of low wage

Providers may fully fund learners, who are employed, self-employed and unemployed, up to and including level 2 and the level 3 offers, if they earn **below £25,000** annual gross salary.

Providers must see and keep evidence of the learner's gross annual wages in these circumstances. This could be a wage slip or a UC statement within 3 months of the learner's start date, or a current employment contract which states gross monthly / annual wages. Please note this is not an exhaustive list but must support a Provider's decision to award full funding to an individual who would normally be eligible for co-funding.

Providers must use LDM code 391 and FFI code 1 to claim full funding for learners who meet the requirements set out above.

If the learner is unemployed and is claiming benefits Providers must complete

the **Benefit Status Indicator (BSI)** to identify the learner is in receipt of Jobseeker's Allowance (BSI 1), Universal Credit (BSI 4), or Employment and Support Allowance (all categories) (BSI 5).

## Learner Fee Collection

- Providers are responsible for collecting fees from all eligible learners.

## Recording Learner Fee Payments

- A Provider must record details of all payments (course fees and other charges) made by the learner to the provider relating to Adult Learning provision
- A Provider must issue a receipt to the learner for all payments made by the learner
- Providers must retain an audit trail for fees received and should make any fees documentation available for audit as required.

## Learner Support Fund

The Learner Support Fund aims to remove financial barriers to learning. Financial support is available for learners who would otherwise not be able to access the learning provision offered. This fund can help pay for specialist equipment, transport assistance, child care and course resources. Learners should talk to their Learning Provider in the first instance if they wish to access Learner Support Funds.

## Review and Evaluation

This document is revised on an annual basis, and is subject to LCC, key stakeholders and ESFA policy in-year updates which may require further publication. The revised document will be published in July 2025 at: [Key Documents - 2aspire Lincolnshire](#)

All Adult Learning Providers delivering qualification courses from Lincolnshire County Council's AEB funding must adhere to this Learner Fees Policy and abide by the ESFA funding guidance [Adult skills fund: funding rules 2024 to 2025 - GOV.UK \(www.gov.uk\)](#)