



Wirral Met College

Fees & Discounts 2019/20



**LIVERPOOL
CITY REGION**
COMBINED AUTHORITY

METROMAYOR
LIVERPOOL CITY REGION



Education & Skills
Funding Agency

Check here to see if you are eligible for a discount on your fees.

Our fees at Wirral Met College include tuition and examination fees unless otherwise stated. This leaflet applies only to classroom based learning. *Please note that overseas students should contact our international office for information on fees as this leaflet may not apply.*

All students aged 16-18 studying a full-time study programme will have no fees to pay. You may also get some help with travel and other costs. Information is available from Student Services (0151 551 7777) or wmc.ac.uk under 'Student Support'. Funding for students aged 16-18 is provided by the Education and Skills Funding Agency (ESFA). The ESFA is also a co-financing organisation and uses European Social Funds from the European Union to finance some learning activities. For students aged 19+, funding is provided by the Liverpool City Region (LCR) Combined Authority's (CA) Adult Education Budget. This leaflet does not apply to Higher Education students studying courses funded by the Office for Students (OFS) or courses designated as full cost. Students aged 19-24 with an Education Health Care Plan at the start of their course will not pay fees for the duration of the course.

If the following criteria applies to you and the appropriate evidence is supplied, your tuition and examination fees will be provided to you free of charge:

Age Criteria	Qualification Level	Additional Criteria	Evidence Required
Aged 16, 17 or 18 on 31/08/19 for 19/20 courses or aged 18 on 31/08/2018 for continuing 18/19 courses	Any ESFA funded course	None	Accepted proof of identity and signed self-declaration
Aged 19, 20, 21, 22 or 23 at the start of your course	Entry level, level 1 or full level 2*	Have not already achieved a full level 2 qualification or above	Accepted proof of identity and signed self-declaration
Aged 19, 20, 21, 22 or 23 at the start of your course	Entry level, level 1 or any level 2*	Have already achieved a full level 2 or above qualification and : <ul style="list-style-type: none"> • unemployed and in receipt of eligible benefits* or <ul style="list-style-type: none"> • earning less than £17,550 annual gross salary 	Accepted proof of identity and : <ul style="list-style-type: none"> • signed self-declaration • wage slip dated in the last 3 months
Aged 19, 20, 21, 22 or 23 at the start of your course	Full level 3 or 4*	Have not already achieved a full level 3 qualification	Accepted proof of identity and signed self-declaration
Aged 24 or over	Entry level, level 1 or any level 2*	Unemployed and in receipt of eligible benefits* or earning less than £17,550 annual gross salary	Accepted proof of identity and : <ul style="list-style-type: none"> • signed self-declaration • wage slip dated in the last 3 months
Aged 19 or over	English and / or maths up to level 2 (GCSE or Functional Skills)*	Have not already achieved A* - C (or grade 4 and above) at GCSE	Accepted proof of identity and signed self-declaration
Aged 19 or over	ESOL qualification up to and including level 2*	Unemployed and in receipt of eligible benefits* or earning less than £17,550 annual gross salary	Accepted proof of identity and : <ul style="list-style-type: none"> • signed self-declaration • wage slip dated in the last 3 months

*Funded by the Liverpool City Region (LCR) Combined Authority's (CA) Adult Education Budget

If you do not fall into one of the above criteria you will need to pay towards your course. Advanced Learner Loans are available through the Student Loans Company (SLC) for students aged 19 and above who have fees to pay on eligible courses. Household income is not taken into account and there are no credit checks.

Further details are available on the SLC website visit www.gov.uk/advanced-learning-loans or through Student Services.

Accepted proof of identity includes: debit/credit card, NI card or letter, driving licence, photo ID card / national ID, passport and proof of eligibility to benefits.

*Eligible benefits are: Jobseeker's Allowance, Housing Benefit, Council Tax Benefit, Employment and Support Allowance, Universal Credit, Income Support or Working Tax Credit (earning less than £4,056 per annum). This may also include individuals released on temporary licence (ROTL). Sourced: AEB funding rules V1, May 2019.

Paying Fees

All students paying their own fees will be expected to pay in full if the course is 10 weeks or less otherwise they will be required to make an £100 contribution to the enrolment fee at the time they enrol, or the full balance if this is less than £100. Please note that if no fees are payable on your course, you will not be expected to make a payment at enrolment.

You can:

- Pay total fee at enrolment - you can pay by credit/debit card, cheque or cash
- Make initial payment as above, and then pay balance within two weeks
- Make initial payment as above, and then pay remaining balance by direct debit instalments*. (Failure to meet a direct debit instalment will result in the full balance of fees becoming due immediately).

Students whose fees are sponsored by employers, Student Loans Company, agents, local authorities or other organisations must provide written evidence of this at enrolment. The written evidence (e.g. letter) must contain contact details of who will pay the fees, and the address to which the invoice will be sent. In the absence of this evidence, the enrolling student will be liable for fees. When an employer or other agency agrees to pay these fees, they become liable for them in full. *Visit wmc.ac.uk/student-support for details of instalments.

Non-Payments of fees:

Once your enrolment has been processed you are liable for any fees and payment will be expected. In the event that the college cancels your course, any monies paid will be refunded.

The following sanctions may be applied to students who do not pay their fees:

- Restricted access to college facilities e.g. college IT network or Learning Resource Centres
- Future enrolment on Wirral Met College courses refused
- Legal action to recover outstanding debt
- Withdrawal from the course
- Refused entry to exams

Once outstanding debts have been referred to our debt collection agency, an administration charge of 16% is applied and any right of appeal against the debt is forfeited.

Examination and registration fees:

If you do not attend an examination for which the college has paid examination/registration fees on your behalf, the college may invoice you for the cost of the examination.

Additional costs:

It may be necessary for you to pay for other costs e.g. overalls, protective clothing, specialist equipment or residential fees.

Our refund policy is as follows:

Fees are payable in full for any college term where the student has attended one or more sessions.

Refund requests supported by a medical certificate will be treated on a case by case basis and should be sent to:

The Fee Appeals Unit, Wirral Met College,
Wirral Waters Campus, Tower Road,
Birkenhead, CH41 1AA



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