



Charges and Remissions Policy

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Policy Statement

The Head of College, SLT and Directors recognise the valuable contribution that a wide range of additional activities including trips and residential experiences can make towards learners' personal and social education. The College aims to promote and provide such opportunities both as part of a broad and balanced curriculum and as additional optional activities.

The principle at Liberty Training shall be that no learner should be prevented from undertaking any course or taking part in any essential activity because of a learner, parent, or carer's ability to pay.

Admissions

There is no charge for admissions.

Examinations & Courses

There is no charge for examinations or courses.

Equipment & Materials

There is no charge for equipment and materials. All learners will be provided with the necessary stationary, materials and equipment required for them to learn at Liberty.

Travel

Liberty Training does not charge for travel provided to or from the college or for any enrichment or residential activity.

Learners with an EHCP who are unable to use public transport may be entitled to transport funded through the local authority.

Where a learner is entitled to a bursary, bursary funding may be used to reimburse the cost of public transport (please see the section 'Bursaries' below). The learner must hand their bus or train ticket to reception on arrival so that it can be photocopied. The learners will be reimbursed in cash when they leave (or by bank transfer where this has been agreed).

Free School Meals

There is no charge for learners who are entitled to Free School Meals. Free School Meals application forms are sent out with admissions packs before a learner begins

attending Liberty Training and can be obtained from reception after they join the college.

Our canteen, The Grub Hub, offers 'meal deals' to learners who are not in receipt of free school meals. These are charged at the same price as a free school meal (as set by the Local Authority).

The Grub Hub also offers a range of meals, snacks and drinks that learners can purchase.

Learners who are not entitled to Free School Meals may be entitled to a bursary (please see the section 'Bursaries' below).

Learners who are not entitled to free school meals but are unable to pay for lunch due to financial hardship or forgetting their lunch money will be required to complete an Emergency Sustenance Form, and lunch will be provided for them. The Head of College will assess whether this money should be repaid on a case-by-case basis, depending on the individual circumstances of the learner.

Enrichment Activities

Liberty Training is committed to providing activities that enhance the curriculum and extend learners learning opportunities. We will fund these activities and there will be no cost to learners, parents or carers. Where a learner is entitled to a bursary, bursary funding may be used to cover the cost of the enrichment activity (please see the section 'Bursaries' below).

Residential Trips

Liberty Training is proud to offer learners the opportunity to attend residential trips to further assist with their education and personal and social development. Liberty Training will fund these activities and there will be no cost to learners, parents or carers. Where a learner is entitled to a bursary, bursary funding may be used to cover the cost of the enrichment activity (please see the section 'Bursaries' below).

However, due to the high costs of residential trips, learners, parents or carers may be asked to pay a small deposit to secure the learners place on the trip and to avoid non-attendance on the day. This deposit will be returned to the learner as spending money for the trip.

Where a learner does not attend the residential trip and insufficient notice has been given for Liberty to cancel their place and obtain a refund, the deposit will be used as a partial contribution to cover the cost of the learner's place.

Damage to Property & Breakages

Where college property has been wilfully damaged by a learner, the college may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a learner, and the college has been charged, the college may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the Head of College and dependent on the situation.

Bursaries

Learners experiencing financial hardship may be entitled to help with costs under the college's bursary scheme. Application forms are sent out with admissions packs before a learner begins attending Liberty Training and can be obtained from reception after they join the college.

Learners, parents and carers are encouraged to discuss any financial difficulties with their tutor. All applications for help with funding will be treated as strictly confidential.

Please see the Bursary Funding and CIC Grant poster which is displayed throughout the college (appendix 1) and the college's **Bursary Policy** for more detailed information.

Charitable Grants

Learners at Liberty Training may be able to access charitable grants of up to £500 through our sister organisation, Liberty For All CIC.

The charitable grants are provided by Colyer Fergusson Charitable Trust on a case-by-case basis and can be used to support individual disadvantaged young people to navigate the journey into employment and adulthood.



You can find more information at <http://www.cfct.org.uk/grants-to-individuals/> and on the Bursary Funding and CIC Grant poster which is displayed throughout the college (appendix 1).

Linked Policies

- Bursary Policy

Appendix

Appendix 1:

 BURSARY FUNDING AND CIC GRANTS 	
<p>You may be entitled to bursary funding if you are:</p> <ul style="list-style-type: none"> • Aged between 16-19. • If you are aged over 19, you could get the bursary funding if you have an EHCP or you are continuing the course you started when you were 16-18. 	<p>You may be entitled to a CIC Grant if you are:</p> <p>living in a low-income household and have one of the following:</p> <ul style="list-style-type: none"> • Educational underachievers – you are not expected to receive or have not received five GCSE’s – aged 14-18. • Unemployed – poorly skilled, educational underachievers aged 16-25 not in education, training or employment. • Young people at risk of offending and ex-offenders – aged 14-25. • Young people in or leaving care – aged 14-25.
<p><u>The bursary funding is to be used for:</u></p> <ul style="list-style-type: none"> • Clothing needed for your course or work experience placement. • Books needed for your course or work experience placement. • Other equipment needed for the course or work experience placement. • Transport to and from your course (Liberty Training) or work experience placement. • Lunch on the days you attend your course (Liberty Training) or your work experience placement. 	<p><u>The CIC Grants can be used for:</u></p> <ul style="list-style-type: none"> • Tools or equipment needed for a job or qualification. • IT equipment needed to progress in college or work. • Fees for employment related courses e.g CSCS card, DBS checks. Or to gain a qualification at the end of the course. • Identification e.g birth certificate, passport, provisional driving licence. • Interview clothes, or clothing that is needed to take part in college/course. • Furniture and items that, may help the individual to transition to independence or improve their quality of life. • Childcare costs to help individuals to be able to attend education. • Mentoring and counselling sessions. • Transport costs. • Tuition or equipment costs for disadvantaged young people.

If you think you are entitled to the above or are experiencing financial difficulties, please speak to a member of staff.