



FEE POLICY 2025-2026

Document status

Status:	Draft
Version:	1.0
Last reviewed:	NA
Owner:	Warden
Review period:	Every year
Date of creation:	12/06/25

1. Purpose

This policy sets out how the Mary Ward Centre (Mary Ward) applies fees that are charged to students for courses held under the Education umbrella. The policy is subject to rule changes introduced by government and funding agencies which may occur during an academic year. Mary Ward receives an annual grant, the Adult Skills Fund, from the Greater London Authority (GLA), and the Education and Skills Funding Agency (ESFA) to deliver learning to adults. This is divided into two sections, adult core funding and tailored learning funding. This policy is based on funding rules set out by the GLA and the ESFA, as well as locally agreed priorities to meet the GLA Skills' Agenda. Mary Ward also receives grants from different funders under the Blackfriars Settlement and these are addressed separately.

2. Scope of the policy

This policy applies to all courses delivered both on and off-site across the Mary Ward Settlement and to all students who apply for courses.

3. Statement of intent

Mary Ward aims to be fair and equitable to all students whilst operating within the regulatory constraints of the various funding agreements.

4. Policy rule

This policy will be updated on an annual basis and issued during August every year, unless government guidance is unavailable. It will be approved by the Mary Ward Board of trustees. Any comments regarding this policy should be sent to mwenquiries@marywardcentre.ac.uk. Further information on fees can be obtained from staff at either the centres in Stratford or Southwark, or by calling 020 7269 6000

5. General principles

Mary Ward's fee strategy supports the Centre's Accountability Agreement by setting out the principles under which the Centre generates income beyond the Adult Skills Fund grants from the ESFA and the GLA. Most courses attract a government subsidy and students who do pay are making a contribution towards the cost.

6. Students' fees

Mary Ward asks students to make a contribution towards the cost of their learning, depending on government funding regulations, individual circumstances and locally agreed priorities. Tuition fees are charged on the basis of and with consideration towards:

- The age of the student. Students must be aged 19+ on the 31st August 2024
- The residency status of the student; to be eligible for any funded course, students must meet residency criteria required by the GLA/ESFA - for more information contact mwenquiries@marywardcentre.ac.uk
- The type and level of the course the student is attending
- The level of prior attainments the student has achieved
- The employment status of the student and any benefits the student is in receipt of
- The income of the student
- The level of public subsidy the course and/or the student attracts
- The target audience of the course

Courses with fees are costed on an hourly basis and rounded to the nearest pound. The tuition fee includes materials and exams costs where applicable. Where there are additional fees, these will be made clear on the website at the time of enrolment and by the tutors before/during the lessons. When applicable, students will be sent information about what they will need to purchase, before the first lesson. Some fees will include tuition and other resources at the point of purchase, but for some classes, materials are purchased on a weekly basis from the tutor. This is made clear in the course information on the website.

Late enrolments will be charged pro-rata to the nearest half-term, dependent on the course and approval by Curriculum Managers. Registration costs, materials and examination fees (if applicable) will be due in full.

Mary Ward cannot enrol individuals on another course while there is a balance of fees outstanding for any previous enrolment. Similarly, individuals cannot be enrolled on a course where there are fees to pay, without paying the fees at the time of enrolment.

2025-26	Tuition fee information	Type of provision
Adult Core funded courses	Variable depending on the course and funding available. Some will be free.	Vocational courses leading to a qualification and some non accredited courses in ESOL, English, maths and some digital skills
Tailored Learning	Hourly rate	Non accredited courses in areas other than ESOL, English, maths and some digital skills
Loan funded	Variable depending on the course and funding available	Courses that are fundable by a loan are costed per course according to the loan value and any local costs. The loan value may be lower than the centre-set course fees and therefore additional fees will be due. Mary Ward receives a limited loans facility and therefore may not be able to support all requests for loans.

7. Eligibility and subsidies

With the exception of “self funded” and some Level 3 and 4 courses, all students benefit from subsidised course fees through the Adult Skills Fund from the GLA/ESFA. Students must be eligible for funding by meeting residency requirements. More information on eligibility can be obtained from hello@marywardcentre.ac.uk. Students may be asked to prove their residence status by showing a passport, biometric card or permit/visa, share code or Home Office papers. Students who are not eligible or who fail to provide proof of eligibility, will be subject to fees at the “self funded rate” regardless of the course attended.

Courses at Level 3 and Level 4 are costed depending on the student’s personal situation, place of residence, and individual course. They are either fully funded (ie free), fundable via a loan, or full cost paying. Please ask for advice depending on your personal situation and the course you are interested in.

Some courses at Level 4 are not fundable other than via student fees or a loan.

8. Adult Core funding

This part of the grant is used to provide courses leading to qualifications, or stepping stones towards qualification courses, which are designed to help students progress to employment, better work or further learning. Fees on courses that fall under Adult Core may be waived according to the student’s circumstances:

- In receipt of certain benefits such as:
 - Employment support allowance
 - Job Seekers Allowance
 - Universal credit
 - Income support
 - Working tax credits
 - Housing benefits
 - Carers’ allowance
 - Pension Guarantee Credit
 - NB state pension and child benefit are excluded from this list
- Employed and earning below the London/national Living Wage earnings threshold (Evidence of low wage will need to be presented at the time of enrolment to qualify for fee remission (free courses) under this category. All students will be asked to self declare benefit and employment status.
- Not in receipt of any benefits, not working but wanting to be employed, or seeking exceptional support with social integration – NB this only applies to courses funded under the adult core part of the grant.
- Accredited and non accredited courses in English (literacy), maths and digital skills fall under the government’s “legal entitlement” offer and are free of charge to all eligible students.

9. Examination fees

Examination, accreditation and administration costs are generally included in the overall course fee where applicable. All examination/accreditation and administration fees are non-refundable as they are passed on to external awarding organisations.

If students fail any examination and need to re-sit, they may need to pay the examination fee again. This is valid whether they re-sit during the same academic year or the following academic year. Different rules may apply for specific examinations; full details are available from the examination team at Mary Ward.

If students fail to attend their examination(s) at the original date, they may be required to pay the re-sit examination fee in full.

10. Tailored Learning

The tailored learning funding grant is used to offer courses designed to help students with one of the following:

- Engaging and/or building confidence
- Preparing for further learning
- Preparing for employment
- Improving essential skills including English, ESOL, Maths and Digital
- Equipping parents/carers to support children's learning
- Health and well-being
- Developing stronger communities

Courses funded in this way attract a course fee payable by students by way of a contribution to the cost of learning. These will be clear and transparent on the website and in all published course information.

A 55% discount is available on some of fee-paying courses for those in receipt of certain benefits, not including the state pension or child benefit.

- Employment support allowance
- Job Seekers Allowance
- Universal credit
- Income support
- Working tax credits
- Housing benefits
- Carers' allowance
- Pension Guarantee Credit
- NB state pension and child benefit are excluded from this list

Please ask at Reception or see course information on the website for "concessionary fees". Please note that the discount is not applicable to resources and materials, only to tuition fee.

Evidence must be provided at the time of enrolment to secure this discretionary discount. Please ask for more information at Reception at either of the centres or email hello@marywardcentre.ac.uk.

Locally agreed priorities

Some courses funded in this way fall under the category of "locally agreed priorities" and fees are waived fully – these include those taking part in community outreach venues to targeted

groups, to reach students who otherwise would not be able to access learning. Other free courses under these priorities include:

- Employability
- Some provision for certain groups at the Blackfriars Settlement
- NB this list is not exhaustive and is subject to change during the academic year.
- All ESOL courses

Part Payments/Instalments

Students who are attending a course that attracts fees and is longer than 12 weeks, can apply to pay in instalments. Please ask at Reception.

11. Bursary and Student Support

Financial help may be available from the Learner Support Fund/Bursary for books, equipment, child care or travel costs for those learners on funded/subsidised courses, who are approved by the application process. This support fund is not unlimited and Mary Ward reserves the right to refuse applications. There is a clear application process and the relevant forms can be obtained at the reception desks at both centres. Mary Ward will provide clear information about the process of application and give concise reasons in cases of refused learner support applications.

12. Refunds

Please refer to the Refunds' and Transfers' Policy