

Notification of Fees – Academic Year 2022/23

The following information applies to students aged 19 or over on 31st August 2022 and may be subject to change.

There are three ways to pay for your course:

1. You can pay the full cost of your course when you enrol by credit/debit card.
2. If your course fees are more than £150 you have the option to pay by instalments.
3. Sponsor to pay (this is usually your employer). A purchase order number will be required.

Paying by instalments

If you would like to pay by instalments, we will ask for an initial payment of 20% of the total course fee (by credit or debit card) at enrolment. The remaining balance can then be paid by a monthly direct debit on either the 1st or 10th of the month.

The number of direct debit payments will depend on the length of your course. The final payment being three months before you complete your studies.

If you wish to pay by instalments, please have the following documents to hand when you enrol:

- passport or photo card driving licence.
- two utility bills dated within the last 3 months.
- a bank statement dated within the last 3 months or valid bank card.

Unfortunately, we are unable to accept monthly payments in cash.

Missed payments will affect your ability to complete your course so please contact us as soon as possible if your circumstances change and you are unable to make your monthly payments.

Government Funding

Your course may be **free** (funded by the government) if you are:

- studying English (not including ESOL) or maths qualifications up to Level 2 where you do not already have a GCSE at C / 4 or above in *English or maths*.
- 19-23 years old and studying your first full Level 2 or 3 qualification (government funded courses only and *aged 19-23* as of course start date)
- 19-23 years old and studying an entry/Level 1 qualification in order to progress to your first full Level 2 qualification (government funded courses only and age as of course start date)
- 19-24 years old with an Education Health Care Plan (EHCP) (government funded courses only)
- 19+ and studying a level 3 or above course identified under the 'free courses for jobs offer' [Free Level 3 Courses for Jobs | Highbury AC](#). This is available if studying your first full Level 3 qualification or you are unemployed or earning below the National Living Wage annually (£18,525)

Level 2 and below courses

Your course may be **free** (funded by the government) if you are:

- earning less than £18,525 (gross annual salary) with paid statutory holiday entitlement. If this applies to you, you will be asked to provide evidence such as a wage slip (within 3 months of the course start date) or employment contract stating gross monthly/annual wages.
- in receipt of Jobseeker's Allowance
- in receipt of Employment and Support Allowance
- in receipt of Universal Credit (UC) AND Unemployed* AND are determined by Jobcentre Plus as being in one of the following groups:
 - All Work-Related Requirements Group.
 - Work Preparation Group.
 - Work-Focused Interview Group.

* Unemployed – to be classed as unemployed you should either have no paid work OR be earning either less than 16 times the national minimum wage / national living wage a week or £345 a month (individual claims) or £552 a month (household claims).

You may also be eligible to be fully funded if you are Unemployed* AND receive one or more of the benefits below AND the course being studied will support you either to enter employment or to increase your income which may result in you ceasing to claim the identified benefit (below):

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| • Incapacity benefit | • Jobseeker's allowance
(Contribution based) |
| • Disability living allowance | • Housing benefit |
| • Bereavement allowance
(formerly Bereavement benefit) | • Council tax benefit
(excluding Single occupancy) |
| • Industrial Injuries disablement benefit
(formerly Industrial Injuries benefits) | • Pension credits |
| • Severe disablement allowance
(formerly Severe disability allowance) | • Disabled person tax credit
(replaces Disability working allowance) |
| • Sickness benefit | • Personal Independence payment |
| • Working tax credit | • Universal credit. |
| • Income support | |

Level 3 or above courses

Unless you are 19-23 years old and studying your first full Level 3 qualification or studying a course identified under the 'free courses for jobs' offer (conditions apply, see above), courses are not usually eligible for any government funding.

Advanced Learner Loans

If you have been offered a place on a course that is eligible for an Advanced Learner Loan, we will send you a 'learning and funding information letter' with further information and details of how to apply via the Student Loan Company.

Extra course costs

Registration and exam fees (where applicable) are normally covered by government funding or your Advanced Learner Loan. The cost of trips, professional memberships and exam re-sits are not normally covered and are payable by the student.



If you are unsure about any of the information above or would like more information, please contact our Admissions Team on 023 9238 3131 (option 3) or email: info@copc.ac.uk.

Additional College Funding

Depending on your circumstances, you may be eligible for help with the cost of childcare, travel and other course related expenditures. To find out more speak to a member of the Student Finance Team please call 023 9232 8954 or email student.finance@copc.ac.uk.