

Local Fee Remission Policy

Adult Skills Fund (ASF) / DfE-Funded Provision

Organisation: Creative Consulting and Training Ltd

Version: 1.0

Approved by: *Olushola Isaac - Director*

Effective date: 2nd February 2026

Review date: *2nd February 2026*

1. Purpose of the Policy

The purpose of this Local Fee Remission Policy is to ensure that **no learner is prevented from accessing education or training due to financial hardship**, in line with:

- Adult Skills Fund (ASF) requirements
- Department for Education (DfE) funding rules
- Hull City Council – Hull Training & Adult Education (HTAE) contractual requirements

This policy sets out how Creative Consulting and Training Ltd] applies fee remission **fairly, transparently, and consistently**.

2. Scope

This policy applies to:

- All learners enrolled on **publicly funded provision**
- Any provision where:
 - Fees may apply, or
 - Learner or employer contributions are permitted

For **fully funded provision**, where no learner fees are charged, fee remission automatically applies at **100%**.

3. Principles of Fee Remission

Creative Consulting and Training Ltd is committed to the following principles:

- Access to learning should not be restricted by ability to pay
 - Decisions are made fairly and without discrimination
 - All fee remission decisions are transparent and auditable
 - Funding rules are applied correctly and consistently
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4. Learners Eligible for Fee Remission

Fee remission may be applied where a learner meets **DfE / ASF eligibility criteria**, including but not limited to:

- Learners who are unemployed
- Learners in receipt of qualifying state benefits
- Learners on low incomes
- Learners experiencing financial hardship
- Learners eligible for full public funding under ASF rules

Eligibility is assessed at enrolment and recorded as part of the learner file.

5. Levels of Fee Remission

Fee remission may be applied at the following levels:

- **Full Remission (100%)** – no fees payable
- **Partial Remission** – reduced learner contribution

- **No Remission** – where learners are not eligible

For **fully funded ASF provision**, learners will normally receive **full remission** and no fees will be charged.

6. Evidence Requirements

Where fees apply, learners may be asked to provide appropriate evidence to support remission, such as:

- Proof of benefits
- Evidence of income
- Self-declaration of financial hardship

Evidence requirements are applied **proportionately** and in accordance with data protection requirements.

7. Decision-Making Process

- Fee remission decisions are made at enrolment
- Decisions are based on:
 - Funding eligibility
 - Learner circumstances
 - DfE / ASF rules
- All decisions are:
 - Recorded
 - Retained for audit
 - Reviewed where necessary

Learners are informed of any fees or remission **before enrolment is completed**.

8. Appeals Process

Learners may appeal a fee remission decision if they believe it has been applied incorrectly.

Appeals must:

- Be submitted in writing
- Be reviewed by a senior member of staff not involved in the original decision

The outcome of the appeal will be communicated in writing.

9. Monitoring and Review

Creative Consulting and Training Ltd will:

- Monitor fee remission decisions regularly
 - Review this policy annually or when funding rules change
 - Ensure compliance with HTAE and DfE audit requirements
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10. Data Protection

All personal and financial information collected in relation to fee remission is handled in accordance with:

- UK GDPR
 - Data Protection Act 2018
 - Creative Consulting and Training Ltd's Data Protection Policy
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11. Policy Status

This policy supports Creative Consulting and Training Ltd's commitment to:



- Equality of access
- Fair treatment of learners
- Responsible use of public funding