



DPN FEE REMISSION POLICY

Version	2025 January Final (v2025_01f)
Last Reviewed	January 2025
Reviewer	Janus Howard
Next Review Date	January 2026

DPN FEE REMISSION POLICY

1. INTRODUCTION

DPN is committed to providing accessible, inclusive adult education that supports individuals to improve their skills, employment prospects, and personal development. To ensure financial barriers do not prevent participation, we offer **fee remission** (full or partial waiving of course fees) to eligible learners in accordance with national funding body guidelines and our own commitment to widening participation.

This policy sets out the criteria, process, and responsibilities related to fee remission.

2. SCOPE

This policy applies to:

- Learners aged 19+ enrolling on adult education programmes funded by the Department for Education (DfE), devolved authorities, or similar public bodies
 - Learners self-funding their education but who may qualify for discretionary remission
 - All accredited and non-accredited learning funded or supported by DPN
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3. TYPES OF FEE REMISSION

Fee remission may be available under the following categories:

- a. Government-Funded Remission (e.g. DfE)
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1. Learners may be eligible for full fee remission on qualifying courses if they meet certain criteria set by the DfE or devolved authorities. Common categories include:
 2. Learners aged 19-23 enrolling on their **first full Level 2 or Level 3 qualification**
 3. Learners in receipt of certain **means-tested benefits** (e.g. Universal Credit, Income Support, Jobseeker’s Allowance)
 4. Learners earning below the **low-income threshold** (e.g. less than £23,104 annual gross salary or local threshold where applicable)
 5. Learners studying **English, maths, or digital skills** up to Level 2, where these have not yet been achieved
- b. Discretionary Fee Remission
6. DPN may offer fee reductions or waivers on a discretionary basis for learners who:
 7. Are experiencing significant financial hardship
 8. Are at risk of exclusion or social isolation
 9. Have caring responsibilities or health conditions
 10. Are participating in targeted outreach or community learning programmes
 11. Discretionary remission is subject to available funding and must be supported by appropriate evidence.
- c. Community or Fully Funded Programmes

Some programmes may be fully funded by local authorities, charitable grants, or partnerships and therefore incur no cost to the learner, regardless of personal eligibility.

4. EVIDENCE REQUIREMENTS

To assess eligibility for fee remission, learners must provide appropriate evidence, such as:

- Identity documentation
- Proof of benefits (e.g. DWP letter dated within the last 3 months)
- Payslips or bank statements to confirm income levels
- Letters from employers or support workers
- Previous qualification certificates (for age-related eligibility)

All evidence is handled in line with our **Data Protection Policy** and will be stored securely.

5. APPLICATION PROCESS

Initial Assessment - Learners are advised at enrolment if they may be eligible for remission.

Evidence Submission - Learners must submit relevant documentation before the course start date or within 4 weeks of enrolment.

Decision - The enrolment or finance team will assess eligibility and confirm the outcome in writing.

Appeals - Learners may appeal a decision by writing to the Head of Adult Learning within 10 working days of notification. Appeals will be reviewed within 15 working days.

Where fee remission is not granted, learners will be expected to pay the published course fee or arrange a payment plan.

6. MONITORING AND AUDIT

DPN regularly monitors the application of this policy to ensure:

- Compliance with DfE and funding body rules
- Fair and consistent decision-making
- Accurate data reporting and evidence retention

Audits may be conducted by internal teams, funders, or external auditors. Any misuse of remission (e.g. false information) may result in withdrawal from the course and recovery of fees.

7. RESPONSIBILITIES

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Role	Responsibility
Learner Services Admissions /	Inform learners about eligibility, collect evidence, and support applications
Finance Team	Approve remission, process financial records, and monitor funding implications
Curriculum Leads	Identify courses eligible for fee remission and communicate any changes to learners
Quality Compliance &	Ensure funding rules are applied consistently and support internal audits

8. REVIEW AND PUBLICATION

This policy is reviewed annually or when required by changes in funding rules. Updates will be approved by senior management and made available via:

- DPN website
- Learner handbooks and enrolment forms
- Staff and tutor briefings

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