

› CHECK IF YOU ARE ELIGIBLE FOR HELP WITH FEES

The fee remission applies to the course and some assessment fees (see 'Help with Fees' column in the new guide).

Materials charges are still payable. You must bring proof of your entitlement when enrolling.

The following individuals are exempt from paying course fees:

If you are...	Evidence Required
Aged 16, 17 or 18 Years Old	Birth Certificate, Passport, Driving Licence or Travel Pass
Aged 19 – 23 enrolling on an Entry Level or Level One Qualification if not qualified at Level 2	Self-Certification document to be signed at the point of enrolment
Aged 19 – 23 enrolling on a First Full Level 2 Qualification	Self-Certification document to be signed at the point of enrolment
Aged 19 – 23 enrolling on a first full Level 3 Qualification	Self-Certification document to be signed at the point of enrolment
Employed, but with an annual income of less than £18135.00 and on an eligible course	A pay slip within 3 months of the learning start date, or a current employment contract which states gross monthly/annual wages.
Registered unemployed and in receipt of Income Based Job Seekers Allowance	Job Centre Plus Letter, displaying NI Number and Self Certification document to be signed at the point of enrolment
Registered unemployed and in receipt of Employment and Support Allowance (Work Related Activity Group only)	Current letter authorised by the Job Centre showing receipt of W.R.A.G. contributions and NI Number and Self Certification document to be signed at enrolment
In receipt of Carer's Allowance (20% discount on course fees only – not fee exempt)	Current Letter from Department of Work and Pensions
Registered unemployed and your partner is claiming Working Family Tax Credit	Current Letter from Department of Work and Pensions showing zero for student earnings and displaying NI number
Registered unemployed and in receipt of Income Support	Current Letter from Department of Work and Pensions displaying NI number
Registered unemployed and in receipt of Housing/Council Tax Benefit	Current Letter from Department of Work and Pensions displaying NI number

Terms and conditions

- All proof of entitlement must be current at the time of enrolment.
- All students over 18 pay their exam fees in full at the time of enrolment unless eligible for fee remission.
- You have the right to cancel your enrolment and receive a full refund of any fees paid if we receive written notice up to seven working days from the day after that of your enrolment. However, if after commencement of the course you wish to withdraw and receive a refund this may only be granted on production of a medical certificate.
- A refund of fees will be given if a class is closed by Southport College.
- Students not wishing to sit an exam on an exam-assessed course will be charged a non-subsidised fee of £100 (in addition to course/material fees).
- You must enrol on a course prior to its commencement during an enrolment period. Southport College reserves the right to withdraw or amend courses, entry requirements, fees and details included in this publication.
- Courses are offered subject to viability of group size, minimum and maximum numbers, as defined by the College and acceptance onto a course is at the discretion of Southport College.
- Course closures are usually notified before, or at the time of the first class. Refund cheques will be forwarded as soon as possible upon the unfortunate closure of a course.

- All Southport College students are subject to the College's policies and procedures.
- Southport College operates a Safeguarding Children and Vulnerable Adults Policy.
- Other terms and conditions may apply.

Disclosure and Barring Service (DBS) Checks

Courses that include an element of working with children or vulnerable adults require students to undertake a Disclosure and Barring Service (DBS) check. The DBS check is compulsory and you will be required to pay the fee which is currently £44.00 per person.

Kit and uniforms

Some courses require the purchasing of an appropriate kit and uniform. You will be advised of the ordering process and prices prior to the start of the course.

Material fees

Some of our more practical courses require an additional charge for materials payable at the time of enrolment. These charges cover the cost of materials provided by the College for use as part of your course.

Important details

Information is correct at the time of going to press. Every effort is made to ensure accuracy. This publication supersedes any other publication or advertisement promoting these courses. Southport College reserves the right to amend course details and fees.