

YOUR GUIDE TO ENROLMENT FOR COURSES STARTING IN ACADEMIC YEAR 2022/23

To register for a course you will be asked to complete an enrolment form, this forms part of your contract with the college and confirms the amount of tuition fees you will be charged for the academic year based on the course you are registered on. A payment method needs to be agreed at the time of enrolling as otherwise your enrolment will not be able to take place. As the student you are personally liable for the full tuition fee upon enrolment with the exception if you are taking out a loan, an employer is paying your fees or you have evidence of entitlement to fee remission. All courses must be paid in full before the end of the academic year (January and April starts will be given until November and January, respectively) as this may affect your future enrolments.

If you have a query relating to your tuition fees or making payment please raise this before completing an enrolment form or contact our Customer Services Team as soon as possible.

HOW TO ENROL

For the majority of our courses you will need to make an application before you can enrol. To apply please visit our website www.howcollege.ac.uk or contact our Customer Services Team for an application form. Once we have received your completed application we will endeavour to offer you an interview. Following your successful interview the next stage to secure your place is to complete an enrolment form. This will be emailed to you.

Enrolment for our part time courses starts in early July. When enrolling, please ensure you have all your details available including:-

- National Insurance Number
- Debit/credit card (if applicable)
- Evidence of your claim if you are receiving JSA, ESA or UC (if applicable).

Adult recreational enrolments for learners aged 19 and over on the 31st August can be made via our online store at

www.howcollege.ac.uk. From the home page please select 'shop' from the menu bar.

It is important to note that students must be at least 16 years of age on 31st August to enrol on a full time course. Enrolments are accepted on a 'first come first served basis' and many courses fill up quickly.

Customer Services Opening Times

Monday - Thursday 9.00 am - 4.30 pm
Friday 9.00 am - 4.00 pm

FEE REDUCTIONS

If you are aged 19 or above on the 31st August 2022 you will normally be required to pay the full fee for your course. However you may be entitled to fee remission. Our Customer Services Team will be able to discuss any issues regarding fees.

You may be entitled to fee remission if:-

1. The course you are interested in studying is a
 - First Full Level 1 Qualification (if required) before progressing to L2
 - First Full Level 2 Qualification and you are under the age of 24
 - First Full Level 3 Qualification and you are under the age of 24 **and** you have no previous qualification at that level. Some age restrictions apply.
 - First Full Level 3 Qualification for 19+ as part of the Lifetime Skills Guarantee (this will be subject to the course chosen having funding entitlements)
 - We are now able to offer a fully funded Level 3 qualification from the National Skills Fund list for learners aged 19+ who are defined as unemployed or are earning less than £18,525.
2. You are in receipt of Jobseeker's Allowance (JSA).
3. You receive Employment Support Allowance (ESA).
4. You receive Universal Credit (UC), earn either less than 16 times the appropriate age-related National Minimum Wage per week or £345 a month (individual claim) or £552 per month (household claim).
5. Self-declaration where you are currently employed for less than 16 hours per week earning less than 16 times the appropriate age-related National Minimum Wage per week or £345 per month (individual claim) or £552 per month (household claim) or are unemployed. You must be in receipt of other state benefits, actively seeking work and the course you are enrolling on will provide you with the skills and training that will help you to secure employment, and is relevant to my prospects and the needs of the local labour market.
6. You are employed and earn less than £18,525 annual gross salary, and cannot afford to pay any co-funded contribution (evidence of salary will be required).

All fee reductions relate to tuition and materials fees, some registration fees will remain applicable.

FEES

If you are required to pay fees there are various ways to pay:

- **Payment in full** - Payment can be made by credit/debit card or BACS. Cheques should be crossed 'A/C Payee Only' and be made payable to 'Heart of Worcestershire College'.
- **Payment Plans** - You may be able to spread the cost of your course by credit/debit card instalments. The card you choose will need an expiry which falls after the last instalment payment date. If your course fees are less than £250, payment will be required in full at the time of enrolment.
- If your course fees are £250 or more, we can set up a Recurring Card Payment plan. Payments are split into four payments with the first payment being a third of the cost of the course payable on enrolment. The remaining amount is split into three further payments which are to be collected in November, January and March. Some exceptions will apply, please contact us for further details.
- **My employer is paying my fees** - If your employer is paying for your course, you will need to provide a confirmation letter from them on company letterhead, or an email which includes the company address details and a contact email at the company. This letter needs to state your name, the course and the amount they are prepared to fund, together with details of where the invoice should be sent to and any purchase order number if required. This letter/email must be provided at enrolment and we accept 14 days credit terms.
- If you have applied for an Advanced Learner Loan to cover the cost of your tuition fees please provide your customer reference number or your loan award notice on enrolment.
- If you are studying a Higher Education course and are receiving financial support from Student Finance England (SFE) please provide your University or College Payment Advice page of your award notification confirming your tuition fees are being funded on enrolment.

We have tried to give as much information as possible about fees and other costs associated with each course. If you are in any doubt please ask our Customer Services Team or use the contact details below.

ADVANCED LEARNER LOAN

If you are 19 or over and studying an approved course at Level 3, 4, 5 or 6 you may be eligible for an Advanced Learner Loan. Eligibility for the loan does not depend on your income and there are no credit checks. The Advanced Learner Loan has to be paid back, but not until you've finished or left your course and when your income is over the threshold amount (the threshold amounts change on the 6th April each year). If you are aged 19-23 and taking your first full Level 3 you will still get your qualification fully funded if the course you are enrolling on qualifies for legal entitlement. If you are unsure please check with our Customer Services team.

HE Student Loans

If you are studying a Higher Education course you may be able to borrow money to help pay for your tuition fees and to help with living costs from Student Finance England (SFE). Please see www.gov.uk/studentfinance for further information. If you are receiving financial support from (SFE) you will need to provide your financial assessment letter confirming your tuition fees are being funded at the time of enrolment.

We look forward to welcoming you as a student at HoW College in September.
For further information, advice or support please call our Customer Services Team on:-

Redditch and Bromsgrove (01527) 572522 or

Worcester and Malvern (01905) 725555 or

e-mail info@howcollege.ac.uk

Enrolment Guide/Updated April 2022

HoW College has made every effort to ensure that the information contained within this leaflet is correct at the time of issue and may be subject to change. Please note tuition fees are per academic year and not per course.