

2025/2026 LINCOLN COLLEGE FURTHER EDUCATION FEE REMISSION POLICY FOR DEPARTMENT FOR EDUCATION (DfE) ADULT SKILLS FUND (ASF) NON-DEVOLVED AREA LEARNERS

This Policy is correct as at time of publication. It may be subject to change at any time in line with any future updates made by the Department for Education (DfE). Lincoln College cannot be held responsible for any changes that may subsequently arise. Learners should contact Lincoln College prior to enrolment to ensure there has been no change to the fee remission categories listed below.

WHO IS ELIGIBLE FOR DfE ASF FEE REMISSION?

- A. To receive **DfE ASF** Fee Remission learners **must** meet the DfE ASF Funding Rules and Residency Requirements.
- B. DfE ASF fee remission is available to individual's whose postcode shows their home address (not term-time address) is in a **non-devolved** area of England. This includes Lincolnshire, North Lincolnshire and North East Lincolnshire.
- C. Staff can consult ProSolution>Utilities>Devolved Areas SOF to see if a learner's post code is within a non-Devolved area. If it is, ProSolution will state "No Devolved Area Source of Funding found for this postcode". If it isn't then ProSolution will confirm the Devolved area the learner lives in.
- D. **Learners must be aware funding is limited and that fee remission may only be given when funding is available. Should this not be the case, learners may have to pay full course fees or, where the course is at level 3 or above, and meets the criteria, apply for an Advanced Learner Loan.**

WHO IS NOT ELIGIBLE FOR DfE ASF FEE REMISSION?

- A. DfE ASF fee remission is not available to learners whose post code shows their home address (not term-time address) is in one of the "Devolved Adult Skills Fund" areas below:
 - **East Midlands Combined County Authority ***
 - Greater Manchester Combined Authority
 - Liverpool City Region Combined Authority
 - West Midlands Combined Authority
 - West of England Combined Authority
 - Tees Valley Combined Authority
 - Cambridgeshire and Peterborough Combined Authority
 - Greater London Authority
 - York and North Yorkshire Combined Authority
 - South Yorkshire Mayoral Combined Authority
 - West Yorkshire Combined Authority
 - North East Mayoral Combined Authority
 - Cornwall Council
- * Please consult the **Lincoln College East Midlands Combined County Authority (EMCCA)** fee remission policy for learners whose postcode shows their home address (not term-time address) is within the East Midlands Combined County Authority (EMCCA) area (Derbyshire, Nottinghamshire, Derby City and Nottingham City).

ADDITIONAL INFORMATION

- A. Staff must consult the college's 2025/26 Course List with Fees to confirm whether a learning aim is eligible for fee remission.
- B. It is the student's responsibility to ensure that their hours of study do not conflict with the rules of the benefit they receive. They should contact the Job Centre for advice.
- C. Learners can self-declare that their benefits meet one of the categories in 6B and 8B below to get fee remission. Physical proof of receipt of benefit is not required.

Other Possible Sources of Fee Support For Learners Not Eligible for Fee Remission

- A. 19+ Advanced Learner Loan. See <https://www.gov.uk/advanced-learner-loan> for full details.
- B. Enhanced Learning Credit Scheme for serving and former members of His Majesty's Armed Forces. See [ELCAS - Enhanced Learning Credits Administration Services](#) for further details.

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THE LEARNERS IN THE FOLLOWING CATEGORIES ARE ELIGIBLE FOR DfE ASF FEE REMISSION.

1. Learners studying GCSE English and/or maths, for individuals who have not previously attained a GCSE Grade 4 (C), or higher, and/or have been assessed as having an existing skill level lower than grade 4 (even if they have previously achieved a GCSE or equivalent qualification in English or maths).
2. Learners studying Functional Skills English or maths from Entry to Level 2 who have not previously attained a GCSE Grade 4 (C), or higher in English and maths, and/or have been assessed as having an existing skill level lower than grade 4 (even if they have previously achieved a GCSE or equivalent qualification in English or maths).
3. Learners studying the Essential Digital Skills qualification (ESDQ) or the Digital Functional Skills qualifications (DFSQ), up to and including Level 1, who have digital skills assessed at below Level 1.
4. Learners aged 19 to 24 that have a 2025/2026 Education Health and Care (EHC) plan.
5. Learners aged 19 to 23 and have not previously achieved a full level 2 qualification if they choose a qualification from the level 2 legal entitlement list. (Eligible courses are shown in column L as FL2 in Lincoln College 2025/26 Course List with Fees)
6. Learners (including ESOL learners) who are studying a learning aim up to and including Level 2, through the local flexibility offer (see point A, Additional Information on page 1) **AND** meet the criteria shown in either point A or B below:
 - A. Learners who are employed or self-employed **AND** earn below £25,750.00 per annum gross salary.

To receive this category of fee remission the member of staff confirming the learner’s entitlement to fee remission at enrolment must have seen evidence of the learner’s gross annual wage. This could be a wage slip or a Universal Credit statement within 3 months of the learner’s start date, or a current employment contract which states gross monthly/annual wages. Where a learner’s employment hours or salary are variable, three recent payslips are required, or official documentation to evidence current annual income e.g. contract of employment. This list is not exhaustive, but learners **MUST be able to show from evidence provided that their annual income is less than £25,750.00 pa.**
 - B. Learners who meet the DfE ASF’s definition of [unemployed \(see Annex A\)](#)
7. Learners aged 19 to 23 and have not previously achieved a full level 3 qualification if they choose a qualification from the level 3 legal entitlement list (eligible courses are shown in column L as FL3 in Lincoln College 2025/26 Course List with Fees).
8. Learners aged 19 or over, who are studying a Level 3 qualification or an eligible Level 2 Construction related qualification included in the DfE ASF Free Courses for Jobs (FCFJ) – Level 3 Adult Offer (eligible courses are shown in column L as FCFJ in Lincoln College 2025/26 Course List with Fees) **AND** meet the criteria shown in either point A or B below:
 - A. Learners who are employed or self-employed **AND** earn below £25,750.00 per annum gross salary.

To receive this category of fee remission the member of staff confirming the learner’s entitlement to fee remission at enrolment must have seen evidence of the learner’s gross annual wage. This could be a wage slip or a Universal Credit statement within 3 months of the learner’s start date, or a current employment contract which states gross monthly/annual wages. Where a learner’s employment hours or salary are variable, three recent payslips are required, or official documentation to evidence current annual income e.g. contract of employment. This list is not exhaustive, but learners **MUST be able to show from evidence provided that their annual gross salary is below £25,750 pa.**
 - B. Learners who meet the DfE ASF-definition of [unemployed \(see Annex A\)](#)

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ANNEX A – UNEMPLOYED DEFINITION

For funding purposes, a learner is defined as unemployed if one or more of the following apply, they:

1. receive Jobseeker's Allowance (JSA), including those receiving National Insurance credits only
2. receive Employment and Support Allowance (ESA)
3. receive Universal Credit (UC), and their take-home pay as recorded on their UC statement (disregarding UC payments and other benefits) is less than £952 a month (learner is sole adult in their benefit claim) or £1,534 a month (learner has a joint benefit claim with their partner)
4. are released on temporary licence, studying outside a prison environment, and not funded by the Ministry of Justice
5. receive one of the state benefits listed below and their take-home pay (disregarding UC payments and other benefits) is less than £952 a month (learner is sole adult in their benefit claim) or £1,534 a month (learner has a joint benefit claim with their partner),
 - Attendance Allowance
 - Bereavement Support Payment
 - Carer's Allowance
 - Disability Living Allowance
 - Guardian's Allowance
 - Industrial Injuries Benefit
 - Pension Credit
 - Pensions paid by the Industrial Death Benefit scheme
 - Personal Independence Payments
 - Severe Disablement Allowance
 - War Widow(er) Pension
 - Widowed Parent's Allowance
6. are not receiving any of the above benefits, want to be employed, and the identified learning is directly relevant to their employment prospects and the local labour market needs.

Learners who meet the definition of unemployed in points 5 or 6 will be required to sign a self-declaration to confirm they want to enter employment or more sustainable employment. The college must be satisfied that the learning is directly relevant to their employment prospects and the local labour market needs.

OTHER FINANCIAL SUPPORT AVAILABLE

We want learners to get the very best from their studies whilst at College. The College's Learner Support Fund (LSF) Scheme is a means tested fund through which learners may qualify for help towards the cost of travel, childcare and certain essential course-related costs, such as books, uniform etc. For more information please visit <https://lincolncollege-uk.libguides.com/financialsupport> or contact a member of the Financial Support Team on Tel: 01522 876000 / 01636 680680 or email: financialsupport@lincolncollege.ac.uk