Admissions and Fees Policy	
Approving Authority	Senior Leadership Team (SLT)
Responsible Officer	Assistant Principal – Student Services
Draft	May 2026
Effective Date **(Approval Date)**	30 September 2026
Next Review (Update Cycle: 1Yearly)	May 2027 (or earlier if funding changes require)
RELATED DOCUMENTS	Equality, Diversity and Inclusion Policy; Learner Code of Conduct; Annex 1 – Scale of Charges
AMENDMENT DATES	Admissions and Fees Policy: combined and approved 4th June 2026 Updated 4.5 Safeguarding Checks (DBS) 30/09/2026

1. Purpose

1.1. Redbridge Institute operates fair, transparent and consistent admissions and fees practices that provide high-quality information, advice and guidance (IAG), place learners appropriately, support achievement and progression, and ensure safe and financially compliant delivery.

2. Principles

2.1. Transparency and equity

Decisions are based on equality of opportunity, respect for individual rights, and consistency of practice.

2.2. Compliance and funding

Fees/charges follow government, GLA/DFE funding rules and Institute expectations; in-year changes may be required when funding rules are updated.

2.3. Quality IAG

Redbridge Institute is Matrix Accredited and Staff delivering IAG are trained and maintain up-to-date knowledge.

2.4. Financial clarity

Learners are fully informed about costs, payment options, and refund conditions prior to enrolment.

3. Scope

3.1. This policy applies to all potential and current learners and to staff who provide IAG, admissions decisions, and fee administration across all Institute provision (including subcontracted delivery).

4. Admissions

4.1. Pre-Entry Information

The Institute provides accurate course information (e.g., learning outcomes, entry requirements, assessment/exams, H&S, progression pathways, additional costs, and fees/payment methods) via website, telephone, live chat, and one-to-one.

4.2. Entry Requirements and Learner Conduct

Offers depend on meeting course-specific entry criteria and the Institute's duty to maintain a safe learning environment. Learners must be able to maintain good attendance, punctuality, and comply with the Learner Code of Conduct. Learners who are absent for four consecutive weeks are automatically withdrawn.

4.3. Evidence and Disclosure

Applicants must provide full and accurate information, including evidence of prior achievement and additional support if required

4.4. IAG, Interviews, and Initial Assessment

All applicants attend an IAG session; some of our courses also require an interview and initial assessment in English, Maths, and/or Digital skills. This requirement is signposted in pre-course information.

4.5. Safeguarding Checks (DBS)

Where a current Enhanced Disclosure and Barring Service (DBS) check is required, for the course (placement) the Institute supports the application and funds the cost of the Enhanced DBS.

4.6. Learners with EHCP

Adult learners (up to age 25) with an Education Health Care Plan (EHCP) must provide next-of-kin details and have risk assessments completed before starting the course.

4.7. Support and Adjustments

Applicants with disabilities or additional needs are considered on the same academic grounds as all other applicants. Learning Support provides IAG to identify interventions; screening does not affect enrolment chances. Tutors monitor learners in-course to identify needs.

4.8. Capacity and Referrals

If the Institute cannot reasonably meet a learner's needs or entry criteria, staff provide advice/referrals to alternative internal or external provision.

4.9. Changes to Courses

If courses are withdrawn or significantly changed, applicants are informed without delay. The Institute will make every reasonable effort to deliver the approved teaching and facilities.

4.10. Allocation of Places

Places are limited and allocated based on first-come-first-served, funding eligibility/availability, entry criteria, successful interview/assessment (where required), and if applicable, payment of fees.

4.11. Complaints and Appeals

Applicants who believe they were treated unfairly may use the Institute complaints procedure and appeals process.

4.12. Recognition of Prior Learning (RPL)

RPL may include APCL (accredited prior certificated learning), APEL (experiential learning), exemptions, and credit transfer/equivalencies in line with awarding-body rules of combination. Implementation is overseen by curriculum staff/IQA, with senior management monitoring.

4.13. Excluded Learners

Learners excluded under the Disciplinary Policy may normally re-apply in the next academic year. The Principal reserves the right to refuse admission, and the decision of the Principal is final.

5. Fees and Charges

5.1. General Principles

5.1.1. Where a learner meets the eligibility criteria to have their course fully funded by the Greater London Authority (GLA), Department for Education (DFE) no fee will be charged for tuition, examinations, registration, or anything else that is necessary for the learner to achieve their course.

5.1.2. RIAE reserves the right to charge a learner for any extracurricular activities or for materials and services that are not specifically required for them to achieve their course.

5.1.3. Where a learner meets the criteria to have their course co-funded by the GLA/DFE a co-funded fee will be charged at the beginning of their course 50% of the weighted cost of the course.

5.1.4. Learners not eligible for GLA or DFE funding must pay the full cost of the course plus all additional charges; they are not entitled to learner support (classroom or financial).

5.1.5. The final advertised price covers the full learning aim and will not be reduced to sessional/weekly rates except in exceptional cases (see refunds).

5.1.6. Learners not eligible for GLA or DFE funding, there is basic minimum hourly rate for non-accredited Tailored Learning courses, and this is reviewed annually. See annex 1

5.1.7. Corporate/commercial work is priced individually.

5.1.8. The Institute may change a previously advertised fee if an error is identified for funding rules, minimum numbers, or costs to change.

5.2. Payment

5.2.1. Fees are paid in advance unless instalments, Adult Learner Loan confirmation, or a sponsor/employer letter is in place.

5.2.2. Redbridge Institute uses the London Borough of Redbridge payment process, accepted methods: debit/credit card, or BACS (on invoice). Instalments are available for courses longer than 12 weeks (see Annex 1).

5.3. Fee Status and Eligibility

5.3.1. GLA/DFE eligibility is required to access fee exemptions.

5.4. Funding Levels (All Delivery Modes)

5.4.1. Full funding: No tuition, registration, exam, or required course charges.

5.4.2. Co-funded: Up to and including Level 2 (local flexibility and ESOL) for learners who do not meet unemployment or London Living Wage earnings-threshold criteria.

5.4.3. Entitlement English/Math is up to L2 and Digital Skills up to L1 are part of the GLA/DFE entitlement and are fully funded.

5.4.4. Advanced Learner Loan funded: Learners who do not meet eligibility for level 3 Free Courses for Jobs, may be eligible for an Advanced Learner Loan.

5.4.5. Learners not eligible for funding: Are self-funded, full cost and additional charges will apply, and they are not entitled to fee remission.

5.5. Exam Fees and Re-sits

5.5.1. Awarding-body exam charges are passed to learners/sponsors unless exempt under GLA/DFE rules; a local fee may be charged for registration/administration.

5.5.2. Exam Fee Exemption: No charge for the primary exam linked to the designated learning goal, provided satisfactory progress/attendance. Charges apply for non-primary/non-funded entries and non-attendance at exams.

5.5.3. Re-sits: First re-sit free within the same funding year; subsequent re-sits charged at awarding-body rates; full charges apply if re-sitting in a subsequent year. Where a learner seeks grade improvement, full secondary course fee plus exam/local/admin charges may apply. Non-attendance at exams may result in refusal of entry to other courses and/or invoicing costs. The Institute may add a supplement if awarding bodies increase charges in-year.

5.6. Transfers and Re-Entry

No charge where a learner transfers due to dissatisfaction with the original course or where the Institute cancels a course.

5.7. Other Learner Charges

Some resources/materials may be charged upfront, weekly, or as costs arise.

5.8. Subcontracted Provision

Subcontractors delivering GLA/DFE-funded provision on behalf of the Institute must follow the Institute's fee policy.

6. Refunds and Credits

6.1. General Policy

Fees are not refunded unless required by statute or the Institute cannot provide the course with reasonable care and skill; statutory rights remain unaffected.

6.2. Automatic Full Refund

6.2.1. Courses are cancelled by the Institute before they open.

6.2.2. Courses are cancelled by the Institute within three meetings.

6.2.3. Learner cancellation within 14 working days of initial booking and before attending the course (Consumer Contracts Regulations extended by Institute policy to a max 14 days, provided the course has not started).

6.3. Automatic Partial Refund (Amount Due)

6.3.1. Correction of an overcharge in error.

6.3.2. Documented learner dissatisfaction reported in writing before the start of the third meeting and unresolved (pro-rata of remaining course fees).

6.3.3. Permanent withdrawal solely due to a new long-term medical condition (learner or person under learner's permanent care), evidenced by a qualified medical practitioner.

6.4. Exceptional Refunds

Other requests (e.g., close family bereavement) may be granted at the Programme Manager's discretion.

6.5. Non-Refundable Charges and Payment Logistics

6.5.1. Materials and other non-tuition fees, including Registration fees, are not refundable.

6.5.2. Examination entry fees are non-refundable except per awarding-body regulations.

6.5.3. Card payments are refunded to the original card; refunds are made to the registered learner unless written authorisation specifies otherwise or a sponsor/employer agreement exists. Third-party card refunds require the cardholder's details and the learner's signature to authorise payment back to the third party. The Principal or delegated Senior Officer's decision is final.

7. Governance, Quality and Monitoring

7.1. The Senior Leadership Team (SLT) oversees policy implementation. Admissions/IAG provision adheres to Matrix Accreditation; quality is monitored through induction surveys, IAG observations, interview record scrutiny.

8. Disclaimer

8.1. The Institute may vary with courses, entry requirements, delivery methods, and discontinue/combine courses if reasonably necessary, both before and after admission. The Institute may exclude potential or current learners who do not meet entry requirements or breach the principles in this Policy.

Annex 1 – Scale of Charges (Effective 01 August 2026)

Note: The Scale of Charges is reviewed annually and may change in-year if funding rules or cost structures are updated.

Provision	Notes	Charging Basis	Charges/Terms
Adult Skills qualification courses (where fees apply)		Standard fee, where applicable + registration/exam	Full weighted funding value as set by GLA + delivery postcode uplift
Tailored learning	Priority learners	Priority learners	Free
Level 3 qualification courses	Where not eligible for free provision; may be eligible for Adult Learner Loan	Standard fee where applicable+ registration/exam	Full weighted funding value (GLA) + delivery uplift
Full-cost learners on Adult Skills	Where learners do not meet funding eligibility criteria	Weighted rate + area delivery uplift where applicable+ registration/exam	Full weighted funding value + delivery uplift (GLA)
Co-funded learners (≤L2; excludes entitlement courses)	Do not meet unemployed/London Living Wage thresholds	50% of weighted rate + area delivery postcode uplift	12% minimum deposit, then 8 equal monthly direct debit payments over course duration
Online (non-qualification via Equal platform)	Where learners do not meet eligibility criteria	One-off registration fee this includes access to the learning portal for 12 months	£45
Exam re-sit (in-year within ILR dates)	Where authorised by Assistant Principal	In-year re-sit	First re-sit free; further re-sits charged per awarding-body
Payment by instalment (Adult Skills qualification)	For qualification courses longer than 20 weeks and 12 weeks	Instalments	12% minimum deposit then 8 equal monthly payments direct debit for courses 12 weeks long 50% deposit plus 2 equal payments by direct debit
Tailored Learning courses	Where learners are not eligible for GLA/DFE funding	Instalments on request	£14.50 per hour