

# Form A Adult Learning Low Wage Flexibility

For courses starting 1 August 2022 to 31 July 2023

Waiver for tuition & exam fees based on low income 2022/23



Not applicable for students 19-23 as at 31 August, who do NOT already have a full level 2 qualification

**Materials, visits and other costs are still payable**

Name:		Date of Birth:
Student ID No:		NI Number:
Course code and Course name:		

## Checklist

	Tick
Learner is eligible for co-funding <b>OR</b>	
Learner is studying an <b>eligible</b> L3 qualification from the <b>Level 3 Free Courses for Jobs offer?</b> & has already achieved a full level 3 or higher <b>AND</b>	
Learner earns less than £18,525 annual gross salary <b>£20,319 annual gross salary for courses starting from 1 April 2023</b>	
Supporting evidence provided and seen:	Tick as required
Wage slips or Universal Credit statement - within 3 months of learner's learning start date	
Contract of employment – must be current and state gross monthly/annual wages.	
Other - Please specify _____	
<b>Hours worked per week: MUST BE COMPLETED</b> <input type="checkbox"/> 0-10 hours per week <input type="checkbox"/> 11 to 20 hours per week <input type="checkbox"/> 21 to 30 hours per week <input type="checkbox"/> More than 31 hours per week	
<b>Length of employment: MUST BE COMPLETED</b> <input type="checkbox"/> Up to 3 months <input type="checkbox"/> 4-6 months <input type="checkbox"/> 7-12 months <input type="checkbox"/> More than 12 months	
<b>Household Situation: MUST BE COMPLETED - student MUST be employed to receive low wage waiver</b> <input type="checkbox"/> 01 No household member is in employment and the household includes one or more dependent children <input type="checkbox"/> 03 Learner lives in a single adult household with dependent children <input type="checkbox"/> 02 No household member is in employment and the household does not include any dependent children <input type="checkbox"/> 99 None of these statement apply <input type="checkbox"/> 98 Prefer not to say	

## Declaration:

I understand that I may need to be reassessed for eligibility for full funding if the funding for the qualifications listed changes and that fees may then be payable. The waiver is for tuition and exam fees only and I understand that other costs such as material, visits, kit/uniform etc. are still payable.

Signed (Learner): \_\_\_\_\_ Date: \_\_\_\_\_

We confirm that we have seen the evidence as detailed above.

Signed (Learning Provider): \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Information provided on this form will be processed in accordance with the GDPR. This is an auditable document. 3/4/23

For office use only	Tick & print name when completed
<b>Prosolution updated:</b> <ul style="list-style-type: none"> <li>Student MUST BE IN EMPLOYMENT</li> <li>Employed date should be the day <b>BEFORE</b> the course start date NOT the date enrolment processed. If details are already on the system and are unchanged then do not enter</li> <li>Ensure <b>Learning Aim Monitoring 1 is keyed as 363 except for L3 Free Courses for Jobs</b></li> <li><b>L3 Free Courses for Jobs – key LAM 1 with 378 and LAM 2 with 382</b></li> </ul>	

