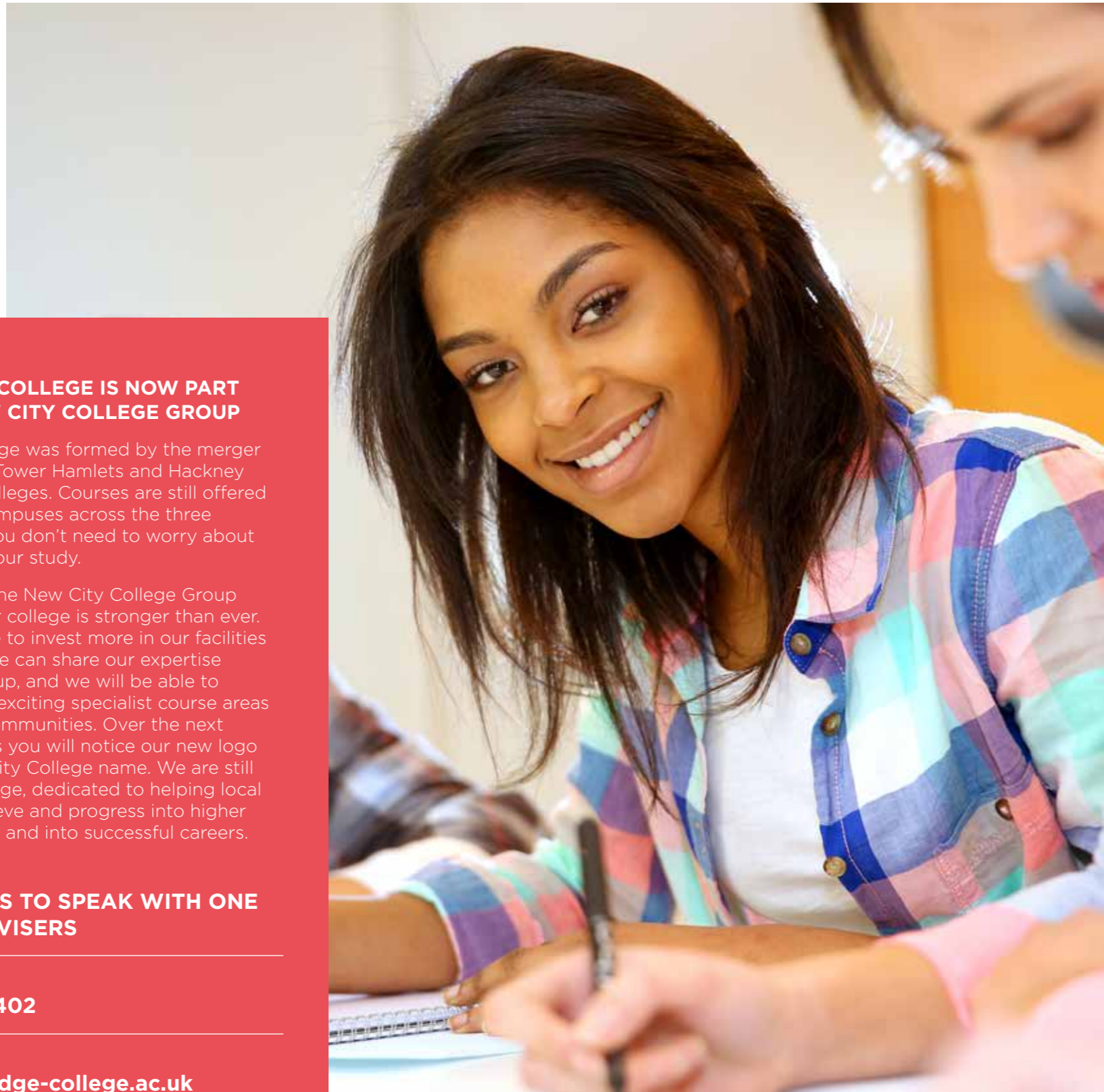


ADULT COURSE GUIDE



**NEW COURSES FROM
AUTUMN 2017**

WELCOME



REDBRIDGE COLLEGE IS NOW PART OF THE NEW CITY COLLEGE GROUP

New City College was formed by the merger of Redbridge, Tower Hamlets and Hackney Community colleges. Courses are still offered from all our campuses across the three boroughs so you don't need to worry about travelling for your study.

Being part of the New City College Group means that our college is stronger than ever. We will be able to invest more in our facilities for students, we can share our expertise across the group, and we will be able to develop some exciting specialist course areas for our local communities. Over the next couple of years you will notice our new logo and the New City College name. We are still your local college, dedicated to helping local people to achieve and progress into higher level education and into successful careers.

CONTACT US TO SPEAK WITH ONE OF OUR ADVISERS

Call:
020 8548 7402

Email:
info@redbridge-college.ac.uk

visit:
**Little Heath, Barley Lane,
Romford, RM6 4XT**

The information in this publication is to our knowledge correct at the time of printing. Some details, including course times, dates and fees may change. Please check with us before you enrol.

ADULT COURSE GUIDE 2017/18

Whether you're planning to study with us for the first time, or you're returning to progress in your studies, we would like to extend a very warm welcome to you.

In this guide, you will find a choice of exciting and challenging courses, many industry-recognised, and all designed to give you the qualifications you need to succeed in life and in your career. We offer courses at all levels to suit people across our community, from ESOL, English and maths, to professional and higher education qualifications.

When you study with us, you'll get dedicated support from your teachers and our professional support teams. We have many years of experience of teaching adult courses and our former students have gone onto university or have improved their career prospects by securing promotion at work.

You may be thinking about how you are going to fund your course. This will depend on your age and circumstances. Many students pay discounted fees, and if you do need to fund your tuition fee you may be able to do this through an Advanced Learner Loan, or you can discuss a payment plan with us.

Please see pages 14-17 for funding options.

When you come to enrol, we'll talk through the options with you.

To help you make an informed decision, we recommend that you speak to our experienced course advisers, who can give you all the information you need.

Call the advice team on:

020 8548 7402
info@redbridge-college.ac.uk

Turn to page 5 to find out when you can come along to enrol.

Our adult students really enjoy their time with us; they study hard and get the support they need to succeed. We look forward to seeing you soon and helping you achieve your ambitions.

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ENROLMENT DATES & TIMES

FOR ADULTS, AUGUST & SEPTEMBER 2017

Chadwell Heath Campus, Little Heath, Barley Lane, RM6 4XT (See page 19 for map and directions)
Unless you have been specifically invited to enrol at another time, please come along at one of the following times.
Some courses fill up quickly! Don't leave it too late!

MONDAY 21 AUGUST 9.30am - 4pm

TUESDAY 29 AUGUST 9.30am - 7pm

TUESDAY 22 AUGUST 9.30am - 4pm

WEDNESDAY 30 AUGUST 9.30am - 7pm

WEDNESDAY 23 AUGUST 9.30am - 4pm

THURSDAY 31 AUGUST 9.30am - 7pm

THURSDAY 24 AUGUST 9.30am - 7pm

FRIDAY 1 SEPTEMBER 9.30 am - 4pm

FRIDAY 25 AUGUST 9.30am - 4pm

CHOOSING THE RIGHT LEVEL

Understanding study levels and entry requirements

Employers and educational institutions such as universities measure your qualifications in levels. Identifying your level will highlight the range of routes available to you and what type of qualification you will achieve. If you do not have any formal qualifications, you will be assessed to match you to the appropriate course and level.

Here is a helpful explanation:



ENTRY LEVELS
1, 2 & 3

Entry level courses are for beginners and are designed to assist you in gaining basic knowledge and skills. The courses are college based and practical.



FOUNDATION
LEVEL 1

Foundation level courses are designed to allow you to gain basic knowledge of jobs, business and industry and are the first steps to gaining a vocational qualification, with a strong practical element.



INTERMEDIATE
LEVEL 2

Intermediate level courses include a diverse range of work activities and allow you to take more responsibility for your own studies. Certificates and Diplomas are available at Level 2.



ADVANCED
LEVEL 3

Advanced level courses prepare you for employment and higher education. The range of activities you complete will be more difficult and help you develop skills such as critical thinking, evaluation and specialist subject knowledge.



HIGHER
EDUCATION
LEVEL 4+ & 5+

Level 4 qualifications are equivalent to the first year of a degree. They are specialist professional qualifications that enable you to move into leadership and management in your chosen career, with a strong specialist element.



WHEN YOU COME TO ENROL YOU WILL NEED TO BRING:

PASSPORT

Or other form of ID showing your name and address and immigration status if appropriate

PROOF OF INCOME

Including any benefit received (originals, dated in the last three months)

METHOD OF PAYMENT

For fee and/or deposit - and don't forget that all adult students must pay the £30 college membership fee

QUALIFICATIONS

Proof of any previous qualifications

ACCESS TO HIGHER EDUCATION

The Access to Higher Education Diploma is an intensive one year qualification which prepares people without traditional qualifications (such as A-levels) to progress to university. If you progress onto and complete your degree you will not have to pay back your Advanced Learner Loan.

COURSE	LEVEL	CAMPUS	DATES (START/END)	DAY (S)	TIMES (START/END)	CAT	LOAN	FEE
Access to HE Diploma - Business	3	Chadwell Heath	11-Sep-17 05-Jul-18	Mon Tues Thur	9:30am 3pm	FL3	Yes	£3,162
Access to HE Diploma - Health Professions	3	Chadwell Heath	11-Sep-17 05-Jul-18	Mon Tues Thurs	9:30am 3pm	FL3	Yes	£3,524
Access to HE Diploma - Science	3	Chadwell Heath	11-Sep-17 05-Jul-18	Mon Tues Thurs	9:30am 3pm	FL3	Yes	£3,524
Access to HE Diploma - Social Sciences and Humanities	3	Chadwell Heath	11-Sep-17 05-Jul-18	Mon Tues Thurs	9:30am 3pm	FL3	Yes	£3,162

PRE ACCESS

COURSE	LEVEL	CAMPUS	DATES (START/END)	DAY (S)	TIMES (START/END)	CAT	LOAN	FEE
Diploma in Preparing for Further Study in Health, Social Care and Social Work	2	Chadwell Heath	11-Sep-17 05-Jul-18	Mon Tues Thurs	9:30am 3pm	D	Yes	£1,740



STUDENT SUCCESS ASHLEY

Ashley Butcher studied the Higher National Diploma in Graphic Design at Redbridge College and was awarded the College's Higher Education Student of Year award.

During his time on the course, he worked on a number of real design projects as part of his studies including designing the new logo for New City College and contributing to design projects for Transport for London's new Elizabeth line and for the Heritage Lottery Fund project on the History of the Streets.



BUSINESS & ACCOUNTING

Redbridge College has good transport links to the financial districts of Canary Wharf and the City of London, where there are major international companies in London's financial services. There are lots of great opportunities for those seeking employment in these sectors, or for those who are already working in these or related areas and wishing to gain further professional qualifications.

COURSE	LEVEL	CAMPUS	DATES (START/END)	DAY (S)	TIMES (START/END)	CAT	LOAN	FEE
AAT Advanced Diploma in Accounting*	3	Chadwell Heath	11-Sep-17 05-Jul-18	Tue Wed Thur	9:30am 2:30pm	FL3	Yes	£2,603
HND in Business (Marketing Specialism)	5	Chadwell Heath	18-Sep-17 05-Jul-18	Tue Wed Thur	9:30am 2:30pm	HE	Yes	£5,780**

*For AAT courses you will need to pay a fee to AAT
**Fee is for the first year of a two year course

COMPUTING

The computing industry is one of the fastest growing in the world, with a wide demand for a great many skills both in the UK and abroad. If you are interested in computing as a career then this course will aid your career development and provide you with the skills and knowledge you will need to succeed.

COURSE	LEVEL	CAMPUS	DATES (START/END)	DAY (S)	TIMES (START/END)	CAT	LOAN	FEE
Extended Certificate in IT	2	Chadwell Heath	11-Sep-17 05-Jul-18	Mon Thurs Fri	9:30am 2:30pm	FL2	Yes	£1,675

GRAPHIC DESIGN

This course will introduce the essential skills and principles you need to succeed in employment or progress to higher level study. Supervised by our highly trained and experienced teaching staff, you will also be equipped with the latest software in our graphic design and editing suites.

COURSE	LEVEL	CAMPUS	DATES (START/END)	DAY (S)	TIMES (START/END)	CAT	LOAN	FEE
Higher National Diploma in Graphic Design	5	Chadwell Heath	20-Sep-17 05-Jul-18	Mon Thurs Fri	9am 4pm	HE	Yes	£5,780*

*Fee is for the first year of a two year course

KEY

- E Entry Level 1
- 1 Foundation
- 4 Level 4
- ATL2 Aspiring to Level 2
- FF Fully Funded
- E Entry Level 2
- 2 Intermediate
- 5 Level 5
- FL2 Full Level 2
- HE Higher Education
- E Entry Level 3
- 3 Advanced
- D Discounted
- FL3 Full Level 3
- FCC Full Cost Courses



ENGLISH & MATHS GCSEs FOR ADULTS

GCSE English and maths courses are very popular. Many jobs ask that applicants have a GCSE in English and/or maths, and higher level study often requires this too. You may also choose to take these GCSEs to show a good level of understanding or so that you can support your own children's study. You will take an assessment to make sure that GCSE study is a suitable level of study for you.

To secure a place, adults aged 19+ enrolling on GCSE courses will need to pay a deposit of £50 per GCSE. This deposit will be refunded at the end of the course if your attendance has been high (over 85%) and if you attend your GCSE exams and/or assessments. You will also need to pay a one off annual college membership fee of £30.

TUITION IS FREE FOR MATHS AND ENGLISH GCSE COURSES IF YOU HAVE A GRADE D OR BELOW (OR NO GCSEs AT ALL).



STUDENT SUCCESS GABRIELA

Gabriela is studying media make-up at Redbridge and her creative designs have won her national recognition! She will be participating at the UK national finals for the World Skills competition later this year as one of eight of the best media make-up students in the UK. If she wins the national final, Gabriela will represent the UK at the international World Skills finals next year.

COURSE	LEVEL	CAMPUS	DATES (START/END)	DAY (S)	TIMES (START/END)	CAT	LOAN	FEE
GCSE in English Language	2	Chadwell Heath	11-Sep-17 20-Jun-18	Thur	6pm 9pm	FF	N/A	£30
GCSE in Maths	2	Chadwell Heath	11-Sep-17 20-Jun-18	Thur	6pm 9pm	FF	N/A	£30

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) 19+

If English is not your first language we offer classes to improve your ability to read, write, speak and listen in English. Our classes will help you to:

- Gain a qualification
- Find work
- Talk to doctors and teachers
- Develop an understanding of British culture and values
- Help your child with homework
- Pass the Life in the UK test

We have a range of full-time, part-time and evening classes which run from Monday to Friday. Classes range from Pre-Entry to Level 2. You will have the opportunity to achieve a nationally-recognised qualification. You will also study maths and improve both your IT and employability skills. Our experienced teachers will support you with your progression and career aspirations. You will enjoy cultural trips and visits in and around London throughout the year and enjoy studying in our dedicated adult campus in Ilford town centre. ESOL fees vary according to the course you enrol on. Many students are eligible for discounted tuition.

KEY

- P Pre-Entry
- E Entry Level 1
- L1 Level 1
- E Entry Level 2
- L2 Level 2
- E Entry Level 3

HAIRDRESSING & BEAUTY THERAPY

We have invested in creating a modern teaching facility at our Chadwell Heath campus to ensure that students have the very best facilities to learn and develop their skills. As part of your training, you will have the opportunity to work on paying clients at our Urban Oasis salon in Ilford.

COURSE	LEVEL	CAMPUS	DATES (START/END)	DAY (S)	TIMES (START/END)	CAT	LOAN	FEE
NVQ Diploma in Beauty Therapy	2	Chadwell Heath	11-Sep-17 05-Jul-18	Tue Wed Fri	9:30am 2:30pm	FL2	N/A	£1,710*
NVQ Diploma in Beauty Therapy	3	Chadwell Heath	11-Sep-17 05-Jul-18	Tue Wed Thur	9:30am 2:30pm	FL3	Yes	£3,460*
Diploma in Theatrical, Special Effects and Hair and Media Make-Up	3	Chadwell Heath	11-Sep-17 05-Jul-18	Tue Wed Thur	9:30am 2:30pm	FL3	Yes	£3,465*
NVQ Diploma in Hairdressing	2	Chadwell Heath	11-Sep-17 05-Jul-18	Tue Wed Thur	9:30am 2:30pm	FL2	N/A	£1,710*
NVQ Diploma in Hairdressing	3	Chadwell Heath	11-Sep-17 05-Jul-18	Tue Wed Thur	9:30am 2:30pm	FL3	Yes	£3,375*

*Hairdressing and Beauty Therapy students will work one evening per week in our professional salon in Ilford town centre.

KEY

- E Entry Level 1
- 1 Foundation
- 4 Level 4
- ATL2 Aspiring to Level 2
- FF Fully Funded
- E Entry Level 2
- 2 Intermediate
- 5 Level 5
- FL2 Full Level 2
- HE Higher Education
- E Entry Level 3
- 3 Advanced
- D Discounted
- FL3 Full Level 3
- FCC Full Cost Courses

HEALTH & SOCIAL CARE

Health care services are a growing sector of the UK economy and there is great demand for skilled staff to work in the varied career roles available. The sector is expected to grow with demand for skilled professionals increasing by 20% by 2020. We offer a course that will help you to develop your professional practice and begin to develop your career in this popular and competitive industry sector.

COURSE	LEVEL	CAMPUS	DATES (START/END)	DAY (S)	TIMES (START/END)	CAT	LOAN	FEE
Extended Certificate in Health and Social Care	2	Chadwell Heath	11-Sep-17 05-Jul-18	Mon Thur Fri	9:30am 3:30pm	D	N/A	£1,750



HIGHER EDUCATION

Higher National Diplomas (HNDs) are highly respected qualifications valued by employers and universities for combining both practical and theoretical experience. We offer a range of two-year HND courses at our Chadwell Heath campus. An HND could give you access to the final year of a degree at university, saving significant costs on your tuition fees.

COURSE	LEVEL	CAMPUS	DATES (START/END)	DAY (S)	TIMES (START/END)	CAT	LOAN	FEE
Higher National Diploma in Applied Biology	5	Chadwell Heath	18-Sep-17 05-Jul-18	Mon Wed Fri	9am 4:45pm	HE	Yes	£5,780*
HND in Business (Marketing Specialism)	5	Chadwell Heath	18-Sep-17 05-Jul-18	Tue Wed Thur	9:30am 2:30pm	HE	Yes	£5,780*
Higher National Diploma in Graphic Design	5	Chadwell Heath	20-Sep-17 05-Jul-18	Mon Thurs Fri	9am 4pm	HE	Yes	£5,780*

*Fee is for the first year of a two year course

SCIENCE

With our modern science laboratories and impressive success rates, there's nowhere better to study this increasingly popular and ever important subject. 97% of the applied science students at Redbridge College who hoped to go to university last year were successful in their UCAS applications.

COURSE	LEVEL	CAMPUS	DATES (START/END)	DAY (S)	TIMES (START/END)	CAT	LOAN	FEE
Access to HE Diploma - Science	3	Chadwell Heath	11-Sep-17 05-Jul-18	Mon Tues Thurs	9:30am 3pm	FL3	Yes	£3,524
Higher National Diploma in Applied Biology	5	Chadwell Heath	18-Sep-17 05-Jul-18	Mon Wed Fri	9am 4:45pm	HE	Yes	£5,780*

*Fee is for the first year of a two year course

TEACHER TRAINING

Our teacher training courses will provide you with professional qualifications which will widen and improve your career opportunities. You will gain valuable knowledge of underpinning theory which can be practised in the classroom as well as shadow colleagues and experience real-life teaching situations.

COURSE	LEVEL	CAMPUS	DATES (START/END)	DAY (S)	TIMES (START/END)	CAT	LOAN	FEE
Teacher Education Award	3	Ilford	27-Sep-17 05-Jul-18	Wed	6pm 9pm	FCC	N/A	£370
Teacher Education Certificate	4	Chadwell Heath	21-Sep-17 05-Jul-18	Thur	6pm 9pm	FCC	Yes	£1,447
Teacher Education Diploma	5	Chadwell Heath	18-Sep-17 05-Jul-18	Mon Tue	9am 5pm	HE	Yes	£4,250
Teacher Education Diploma	5	Chadwell Heath	18-Sep-17 05-Jul-18	Tue Thur	5pm 9pm	HE	Yes	£4,250

KEY

- E Entry Level 1 1 Foundation 4 Level 4 ATL2 Aspiring to Level 2 FF Fully Funded
- E Entry Level 2 2 Intermediate 5 Level 5 FL2 Full Level 2 HE Higher Education
- E Entry Level 3 3 Advanced D Discounted FL3 Full Level 3 FCC Full Cost Courses

ENGLISH AS A FOREIGN LANGUAGE (EFL)

The EFL department offers a wide range of courses for students who want to improve their English for:

- General English for daily life (see General English)
- Access to university (see IELTS Academic)
- Visa and immigration application (see IELTS Life Skills)
- Additional top-up classes to improve speaking & listening or writing & reading skills (see 'Focus on' courses)
- Individuals (see 1-to-1 courses)
- Maximum class size is 12 students
- Daytime courses are at our Westbourne Academy site at Arbour Square. Evening classes are at the Poplar centre.
- Facilities include a large library, canteen and study space where a teacher can support you with your English outside class times.
- The EFL department is accredited by the British Council and is an IELTS specialist centre.



TEST	VERSION	PURPOSE
IELTS	Academic	This test is for individuals wishing to study at undergraduate or postgraduate levels, and for those seeking professional registration in the UK.
IELTS Life Skills	A2	This test is for those who need to prove their English speaking and listening skills as part of their application to UK Visas and Immigration for extension to family, spouse or partner visa.
IELTS Life Skills	B1	This test is for those who need to prove their English speaking and listening skills as part of their application to UK Visas and Immigration for indefinite leave to remain or citizenship.

COURSE	LEVEL	CAMPUS	DATES (START)	DAY (S)	TIMES (START/END)	FEE
General English A2 Elementary		Arbour Square Limehouse	12-Sep-17	Mon Wed	9:30am 12:00pm	£390
General English A2 Elementary		Poplar	12-Sep-17	Tue Thur	6:30pm 9pm	£390
General English B1 Intermediate		Arbour Square Limehouse	12-Sep-17	Wed Fri	9:30am 12pm	£390
General English B1 Intermediate		Arbour Square Limehouse	12-Sep-17	Tue Thur	9:30am 12pm	£390
General English B2 Upper Intermediate		Arbour Square Limehouse	12-Sep-17	Mon Thur	9:30am 12pm	£390
General English B2 Upper Intermediate		Poplar	12-Sep-17	Tue Thur	6:30pm 9pm	£390
General English C1 Advanced		Arbour Square Limehouse	12-Sep-17	Mon Thur	9:30am 12pm	£390
General English C1 Advanced		Poplar	12-Sep-17	Tue Thur	6:30pm 9pm	£390
IELTS Life Skills Preparation for A2		Arbour Square Limehouse	12-Sep-17	Tue Thur	9:30am 12pm	£195
IELTS Life Skills Preparation for B1		Arbour Square Limehouse	31-Oct-17	Tue Thur	9:30am 12pm	£195
IELTS Academic		Poplar	12-Sep-17	Tue Thur	6:30pm 9pm	£390
IELTS Academic		Arbour Square Limehouse	12-Sep-17	Tue Fri	9:30am 12pm	£390
Focus on Speaking & Listening Elementary		Arbour Square Limehouse	12-Sep-17	Tue	1:15pm 2:45pm	£117
Focus on Speaking & Listening Intermediate		Arbour Square Limehouse	12-Sep-17	Thur	1:15pm 2:45pm	£117
Focus on Reading & Writing Elementary		Arbour Square Limehouse	12-Sep-17	Mon	1:15pm 2:45pm	£117
Focus on Reading & Writing Intermediate		Arbour Square Limehouse	12-Sep-17	Wed	1:15pm 2:45pm	£117

1-to-1 courses

**These courses are flexible.
Please contact us to enquire.**

EFL courses are taught at Westbourne Academy London based in Tower Hamlets College.
Email: international@tower.ac.uk

www.westbourneacademy.com



FEES & FINANCIAL SUPPORT

What will I pay?

Payments to the College are made up of the following elements (included in the total fee):

£30 College membership fee

Adult students pay a one off £30 membership fee each year which gives access to the college and our facilities. This is payable by all students unless they are learners on a continuing programme who were aged under 19 in 2016/17. The fee is payable for all courses. It is a one off charge, per academic year, and you will not be asked to pay it again if you do extra courses. This is not refundable and there is no concession.

Course fee

Unless stated, this includes all tuition, awarding body registration, examination, certification and accreditation fees. Those taking examinations for a second time may be asked to meet the full cost.

Full cost courses

There are a small number of courses where all the fees have to be paid. These are known as full cost courses. These courses are clearly identified in our course guides as we are not able to offer any reductions or discounts irrespective of age, status or circumstances. Please contact our advice team for more details. These are marked as FCC.

The College charges different levels of fees

Home fees: Partly-funded by the Government.

International fees: Fully charged to the student.

Concessionary fees: Some people can receive free tuition, depending on their age and benefits they receive, but will still have to pay the £30 College membership fee.

Please use the following information to determine if you qualify as a home or international student and, if you are a home student, to establish if you qualify for tuition fee exemption.

Assessment & status

The form that you complete at enrolment helps us to decide what fees we will charge you and this is called 'assessing your status for fee purposes.' We need to see original documents confirming receipt of qualifying income based benefits and/or residential status in the United Kingdom. Copies may be taken and used for audit purposes.

Deposits

For some courses or for some payment methods, adult students need to pay a refundable deposit.

Adult GCSE deposit

For adult GCSEs, a deposit of £50 per GCSE is required where the student is claiming full funding for the qualification. This will be refunded at the end of the programme where the student has maintained a course attendance of at least 85%; attended exam/s and/or assessment/s required for the qualification and has returned all books belonging to the college.

Advanced Learner Loan deposit

A deposit of £250 is required from a student who intends to pay by Advanced Learner Loan, and to the best of their knowledge meets the loan eligibility criteria. This deposit will be refunded to the student when the Student Loans Company commences payments to New City College, minus the £30 College membership fee.

You are a home student if you:

- Have lived in the United Kingdom without any restrictions on your right to stay and have been ordinarily resident for at least the previous three years before the start date of the course.
- Are a European Union National (passport holder) and have been ordinarily resident for three years in the area of the European Union.
- Have been granted refugee status in the United Kingdom.
- Are an asylum seeker who is in receipt of support from the Asylum Support Service, the Home Office or similar agencies.
- Have indefinite or exceptional leave to remain or enter the United Kingdom or have been granted humanitarian protection or discretionary leave in the United Kingdom.
- Are a recently arrived spouse, but you must bring in your passport and your partner's passport.

You are an international student if you:

- Do not meet the criteria defining a home student.
- Are a European Union National but do not have three years' residency in the area of the European Union.
- Are in possession of a student visa (irrespective of your length of residence in UK).
- Are somebody whose main reason for being in the United Kingdom is wholly or mainly for the purpose of receiving education.
- Are in possession of a tourist visa.
- Have not lived in the United Kingdom, without any restrictions on your right of stay, for at least three years before the start of the course.

Fees for international students are available on request and must be paid in full at the time of enrolment.

Students 19 & over

All students over the age of 19 will pay a college membership fee of £30 unless they are learners on a continuing aim/programme who were aged under 19 in 2016/17.

Learners on non-concessionary courses will be liable for the full costs.

Early Years and Health and Social Care students will not have to pay DBS fees.

THE FOLLOWING INFORMATION DOES NOT APPLY TO 19+ STUDENTS ON LEVEL 3 (AND 4) COURSES OR ANY 18+ STUDENTS STUDYING HNCs.

You will not pay tuition fees if you are a home student in the following categories:

- Claiming Job Seekers Allowance (JSA) or Employment Support Allowance (ESA) or Universal Credit.
- Studying an Entry or Level 1 course and intend to progress to a Level 2 qualification and your current qualification is level 1 or below. You must be aged 19 - 23 years of age on the day you start the course.
- 19-23 years of age on the day you start the course and studying your first full Level 2 qualification.

- 19 -23 years old on the day you start the course and studying your first full Level 3 qualification.
- **THIS MEANS ON THE ACTUAL DATE YOU START THE COURSE AND NOT THE AGE YOU ARE ON 31 AUGUST 2017.**

Tuition is FREE for maths and English GCSE courses if you have a grade D or below (or no GCSEs at all). You will need to pay a one off annual College membership fee of £30 and a refundable deposit of £50 per GCSE.

Tuition is also free if:

- You have not achieved GCSE grade C or above in English and maths and are taking English and/or maths. There is no age restriction.
- You are studying Functional Skills in English or maths (Entry - Level 2).
- If you are studying your first full Level 3 qualification and have left the British Armed Forces after completing four or more years of service or have been medically discharged, due to an injury in active service, after completing basic training. This includes those learners aged 24 years and over.

To claim your entitlement to free tuition for first full Level 2 or first full Level 3 courses, your course must fit the 'full qualification' criteria. This is noted in the course listings within this guide and we will advise you about this at enrolment.

You will be required to sign a declaration to say that you do not already have a full Level 2, 3 or 4 qualification where appropriate.

YOU WILL ALSO NOT PAY TUITION FEES ON CERTAIN COURSES IF YOU SIGN A DECLARATION TO SAY THAT:

- You are currently unemployed, and you are the sole or named joint claimant of Income Support or Council Tax Benefit or Housing Benefit or a non-working beneficiary of a claimant on Working Tax Credit, JSA, ESA or Universal Credit.

OR

- You want to enter employment and the courses on your learning agreement give you the skills that will help you enter employment, and you earn less than £330 a month.

You will also not pay tuition fees if you are a learner with special assessed needs and are aged 25+.

You will not pay tuition fees if you are claiming Pension Guarantee Credit.

Students who do not fit into the categories above and have a household income below £16,190 may apply for financial support through the College's Adult Learner Bursary.

WE ADVISE APPLICANTS CLAIMING BENEFITS TO INFORM THE APPROPRIATE ADVISER (AT THE JCP FOR EXAMPLE) THAT THEY INTEND TO START A COURSE.

THIS INFORMATION IS CORRECT TO OUR KNOWLEDGE AT TIME OF PRINTING.

FEES & FINANCIAL SUPPORT (CONTINUED)

Examination fees

All students in the previous categories, as well as those on a low income of less than £16,190, will not have to pay examination fees.

If you are on an income of less than £16,190 and studying on a course that is over three hours per week, you can apply for a college Adult Learning Bursary to help towards learning materials and other educational costs.

Please bring evidence of benefits, e.g. letter or bank statement showing receipt of benefits; Working Capability Assessment will be required for ESA.

For waged income, please bring payslips, or an original signed letter from your employer on headed paper. If you are self-employed you will need to bring your most recent End of Year Tax Return or a letter from the Inland Revenue. This must not be older than three months.

If you are applying to the Adult Learning Bursary you will need to see a member of the student services team with evidence of income and submit your application by October 2017.

Childcare

If you wish to apply for childcare support, please bring with you at enrolment your course offer letter, proof of child's/ children's date(s) of birth (for example full birth certificate or passports), proof of income (photocopies of recent payslips, proof of benefits or any other documents that show your monthly household income. This must not be older than three months).

You will receive your timetable at induction and will need to take this to a member of the student services team.

If you are applying for external provision, you will need a written confirmation from the nursery/registered minder or any other carer including a full price list showing daily and weekly prices and bank details. Copies of registration and insurance documents will need to be provided by child minders.

Support for students with a disability

Redbridge College provides individual support and assistance to students with disabilities.

For further details, please telephone 020 8548 7402.

Payment methods Home Students

If the fees are being paid in instalments there are two schemes:

- 1 For fees between £250 and £1,600 you must pay an initial amount of 25% of the total fees or £300 whichever is lower followed by four monthly instalments.
- 2 For fees over £1,600 you must pay an initial amount of 25% of the total fee or £300 whichever is lower followed by seven monthly instalments.

Our refund policy

The College membership fee will not be refunded except in cases where a course is cancelled or withdrawn by the College, or if a student has withdrawn from a course as a result of the College making changes to the course, such as times/days, which means that the student is unable to attend/or continue their studies.

Hardship Fund (College)

For students experiencing unforeseen and extreme hardship as a result of sudden changes in their financial circumstances, there is a hardship fund. Please see the Student Adviser for more information.

Learner Support Funds (LSF)

For enrolled home students meeting the Education and Skills Funding Agency (SFA) criteria, this can help with the cost towards childcare, course materials and other educational costs. Payments are dependent upon meeting certain attendance requirements. Funds are limited and are distributed on a first come first served basis.

Advanced Learner Loan & Higher Education Loan

Advanced Learner Loans are provided by the Government via the Student Loans Company (SLC) and are available for students aged 19 and over who want to study a Level 3 or above further education course, including Access to Higher Education courses. Students aged 19-23 studying for their first full level 3 qualification can claim free tuition and don't need to take a loan.

The money from the Advanced Learner Loan is paid directly to your education provider (for example the college) so you don't have the money in your bank account. The loan is very easy to apply for and you must get a Learning and Funding Information Letter from the college which contains all the information you need to apply.

Your loan repayments only start in the April after you have completed your course and you are earning above £21,000. If you complete an Access to Higher Education course and choose to continue your studies directly on to a university degree, the loan is written off upon completion of the degree. For more information please visit: <https://www.gov.uk/advanced-learner-loan/overview> Students applying for an Advanced Learner Loan must pay an initial deposit of £250, which will include the non-refundable college membership fee. The remainder will be refunded when the loan payments start to the college. Advanced Learner Loans must be in place two weeks from the start of the course. Otherwise the full fee is payable on demand or you may be asked to leave your course.

For some of our higher education courses across the Group, for example foundation degrees, HNCs and HNDs, you may take a higher education loan from the Student Loans Company.

THIS INFORMATION IS CORRECT TO OUR KNOWLEDGE AT TIME OF PRINT

UNDERSTANDING FEES & CONCESSIONS

Each course has a corresponding fee category, these are as follows:

- ALT2 ENTRY AND LEVEL 1 VOCATIONAL SKILLS (EXCLUDING ENGLISH, MATHS OR ESOL)**
Where the learner does not have a Level 2 qualification but aspires to progress to full Level 2. *£30.
 - FL2 FULL LEVEL 2**
Where the learner doesn't have a full Level 2 qualification already (broadly equivalent to five GCSEs). *£30.
 - FL3 FULL LEVEL 3**
Where the learner doesn't have a full Level 3 qualification already and is under 25 years of age (broadly equivalent to three A-Levels or a BTEC National Diploma). *£30.
 - FF FULLY FUNDED**
Tuition on these courses is fully funded by the government. If you meet eligibility criteria see page 14.
 - FCC FULL COST COURSES**
Full fee payable by everyone with no concessions. This includes Welcome to the UK courses where the full fee is £30. Fees as listed.
 - HE HIGHER EDUCATION LEVEL 4 & ABOVE**
If you are looking to study a full Level 4 course you may be eligible for a higher education loan from the Student Loans Company.
 - D DISCOUNTED**
You may be entitled not to pay course fees. Depends on personal circumstances.
- If you are in receipt of the following benefits, we will waive your exam fees: Job Seekers Allowance (JSA), Employment and Support Allowance (ESA), Income Support, Pension Credit Guarantee or on a low waged income of less than £16,190 gross.

Please check eligibility criteria on pages 14-15.



The information in this guide is to our knowledge correct at the time of printing. Some details, including course times, dates and fees may change. Please check with us before you enrol.



Redbridge College is part of the New City College Group, offering more choice and opportunity for our local communities.