

ADULT COURSE GUIDE



**NEW COURSES FROM
AUTUMN 2017**

WELCOME



TOWER HAMLETS COLLEGE IS NOW PART OF THE NEW CITY COLLEGE GROUP

New City College was formed by the merger of Redbridge, Tower Hamlets and Hackney 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 study and into successful careers.

CONTACT US TO SPEAK WITH ONE OF OUR ADVISERS

020 7510 7777

advice@tower.ac.uk

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'd 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 7510 7777

advice@tower.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

POPLAR CAMPUS, POPLAR HIGH STREET E14 0AF (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!

TUESDAY 29 AUGUST 9.30am-7pm
(NO ESOL)

WEDNESDAY 30 AUGUST 9.30am-7pm
(NO ESOL)

THURSDAY 31 AUGUST 9.30am-7pm
(ESOL enrolment starts)

FRIDAY 1 SEPTEMBER 9.30am-4pm

MONDAY 4 SEPTEMBER 9.30am-4pm

TUESDAY 5 SEPTEMBER 9.30am-4pm

WEDNESDAY 6 SEPTEMBER 9.30am-4pm

THURSDAY 7 SEPTEMBER 9.30am-4pm

FRIDAY 8 SEPTEMBER 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 to 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: Nursing	3	Poplar	13-Sep-17 05-Jul-18	Wed Thur Fri	9am 5pm	FL3	Yes	£3,414
Access to HE Diploma: Nursing	3	Poplar	12-Sep-17 05-Jul-18	Tue Thur	4pm 9pm	FL3	Yes	£3,414
Access to HE Diploma: Science	3	Poplar	11-Sep-17 04-Jul-18	Mon Tue Wed Fri	9am 4pm	FL3	Yes	£3,414

BUSINESS & ACCOUNTING

We are situated on the doorstep of Canary Wharf, next to some of the major international businesses in the capital's financial and accounting sectors. There are some great opportunities for those seeking employment in these sectors, or those who are already working in these or related areas and wishing to gain professional qualifications.

COURSE	LEVEL	CAMPUS	DATES (START/END)	DAY (S)	TIMES (START/END)	CAT	LOAN	FEE
AAT Award in Accounting*	1	Poplar	11-Sep-17 16-Oct-17	Mon	10am 4pm	ATL2	No	£420
AAT Award in Bookkeeping*	1	Poplar	11-Dec-17 02-Jul-18	Mon	10am 4pm	ATL2	No	£450
AAT Award in Computerised Accounting*	1	Poplar	30-Oct-17 04-Dec-17	Mon	10am 4pm	ATL2	No	£375
Award in Leadership and Team Skills	2	Poplar	21-Sep-17 06-Jul-18	Thur	6pm 9pm	FCC	No	£864
AAT Certificate in Accounting*	2	Poplar	12-Sep-17 04-Jul-18	Tue	10am 4pm	FL2	No	£1,003
AAT Certificate in Accounting*	2	Poplar	12-Sep-17 05-Jul-18	Tue Thur	6pm 8:30pm	FL2	No	£1,003
AAT Diploma in Accounting*	3	Poplar	13-Sep-17 04-Jul-18	Wed	10am 5pm	FL3	Yes	£2,603
AAT Diploma in Accounting*	3	Poplar	12-Sep-17 05-Jul-18	Tue Thur	6pm 9pm	FL3	Yes	£2,603
AAT Financial Statements*	4	Poplar	12-Sep-17 14-May-18	Tue Thur	6pm 9pm	FCC	No	£507
AAT Budgeting*	4	Poplar	14-Sep-17 08-Mar-18	Tue Thur	6pm 9pm	FCC	No	£363

*For AAT courses you will need to pay a fee to AAT



COMPUTING

We have great links with some of the capital's major IT companies. If you're interested in computing or information communication technologies (ICT) as a career or your personal development, then one of our courses will provide you with the knowledge and skills you will need to succeed.

COURSE	LEVEL	CAMPUS	DATES (START/END)	DAY (S)	TIMES (START/END)	CAT	LOAN	FEE
IT User	1	Poplar	13-Sep-17 04-Jul-18	Wed	1:30pm 3:30pm	ATL2	No	£280
ECDL Extra	2	Poplar	11-Sep-17 03-Jul-18	Mon Tue	9:30am 12:45pm	D*	No	£442
Diploma in ICT Professional Competence	2	Poplar	12-Sep-17 04-Jul-18	Tue Wed	9:30am 4:30pm	D*	No	£1,154
Higher National Certificate in Computing & Systems Development	4	Poplar	19-Sep-17 07-Dec-17	Tue Wed Thur	9am 4pm	HE	No	£5,030

*If you are aged 19-23 and don't already have a full Level 2 qualification you will need to pay full fees. Otherwise, your fee maybe discounted.

EARLY YEARS

We offer courses that will help you to either develop your professional practice, or enable you to begin a career in this popular industry. Work experience is an important element of your Level 2 and 3 course; for those not already in work we will help arrange work placements.

COURSE	LEVEL	CAMPUS	DATES (START/END)	DAY (S)	TIMES (START/END)	CAT	LOAN	FEE
Diploma in Caring for Children	1	Poplar	12-Sep-17 05-Jul-18	Tue Wed Thur	9:30am 5pm	ATL2	No	£1,039
Certificate in Supporting Teaching & Learning in Schools	2	Poplar	12-Sep-17 03-Jul-18	Tue	9am 12pm	D*	No	£1,154
Certificate in an Introduction to Early Years Education & Care	2	Poplar	13-Sep-17 04-Jul-17	Wed	10am 3:15pm	D*	No	£713
Certificate in Supporting Teaching & Learning in Schools	3	Poplar	12-Sep-17 03-Jul-18	Tue	9am 1pm	FCC	No	£1,447
Diploma for the Early Years Workforce	3	Poplar	11-Sep-17 02-Jul-18	Mon	9:30am 4pm	FCC	Yes	£2,912

*If you are aged 19-23 and don't already have a full Level 2 qualification you will need to pay full fees. Otherwise, your fee maybe discounted.

KEY

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



ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) 19+

If English is not your main language you can study English for Speakers of Other Languages (ESOL) at Tower Hamlets College. We run highly successful annual (year long) and semester (18 weeks) courses. Most of our daytime courses are ten hours per week and our evenings are five hours per week. We offer a wide range of courses that can help you to:

- Gain a recognised UK ESOL qualification (ESOL Skills for Life)
- Gain a Functional Skills qualification in English, maths or ICT
- Progress to a higher level vocational or academic course
- Find work
- Progress within your workplace
- Improve your English skills so that you can take examinations for settlement in the UK, citizenship or to obtain your private hire license if you are a minicab driver.

In addition, at Tower Hamlets College, you will meet fellow students from around the world and have the opportunity to take part in college events, projects, trips and celebrations. You will also benefit from our well stocked library and other resources. For details of our enrolment days for ESOL courses please see page 4 of this guide.

KEY

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

ESOL COURSES ARE AVAILABLE DURING THE DAY AT OUR ARBOUR SQUARE AND POPLAR CENTRES AND ON TUESDAY AND THURSDAY EVENINGS AT POPLAR.

WE ALSO OFFER ESOL COURSES AT A NUMBER OF COMMUNITY VENUES LOCATED THROUGHOUT THE BOROUGH OF TOWER HAMLETS. SEE MAP ON PAGE 19.

ENGLISH MATHS & ICT

We offer English, Maths and ICT classes at both our Arbour Square and Poplar centres. Classes take place every day at Arbour Square and on Tuesday and Thursday evenings at Poplar.

These courses are part-time (three - four hours a week) you can study at a range of different levels from Entry Level 1 up to pre-GCSE and GCSE.

Classes are for people who want to improve their English skills (reading, writing, speaking/listening and communication), Maths skills (numeracy and financial literacy) and ICT skills (from using a computer to spreadsheets and extending internet skills) to support further studies, employment opportunities and increasing personal confidence.

STUDENT SUCCESS

GEORGHE

Georghe studied the Higher National Certificate in Computing and Systems Development. His aim is to progress to study computing at university and complete a degree.

“I have found my teachers to be really engaging and experienced in their subjects. Many have industry experience which really helps when they are explaining concepts in class.”



ENGLISH & MATHS GCSEs

We run GCSE courses in English and maths and Functional Skills classes for people who are not yet ready to study a GCSE. We run daytime classes throughout the week. The exact day and time depends on which is the right class for you.

Evening classes run on a Tuesday or a Thursday evening from 5.45-9.00pm at our Poplar centre. Both GCSE and Route to GCSE are available on a Tuesday or a Thursday evening.

The maths and English GCSE courses are one year long and are designed for you if you need to progress into further and higher education or employment. They are intensive courses and our aim is to help you achieve at least a C or B equivalent in GCSE. For English you will need to possess a good level of English in reading, writing and speaking and listening.

We will help you to think about texts critically and learn to write transactional texts such as articles or letters and engaging creative texts. We will also read texts from the 19th, 20th and 21st centuries which can be challenging.

For maths you will need to be confident with numbers and to have studied some algebra in order to take the one year GCSE course. We do need your commitment and you will be expected to attend every week for 33 weeks without absence. You must also complete homework and work independently outside the class. If you are not quite ready to take this course, we also offer a route to GCSE course and Functional Skills qualifications designed to improve your skills to the right level.

Adult GCSEs are very popular. 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.

GCSE MATHS/ENGLISH TUITION IS FREE*

if you have a grade D or below, or do not have a prior GCSE in English/Maths

*College membership fee of £30 and refundable deposit of £50 per GCSE still applies.

KEY

- E Entry Level 1
- 1 Foundation
- 4 Level 4
- ATL2 Aspiring to Level 2
- D Discounted
- E Entry Level 2
- 2 Intermediate
- 5 Level 5
- FL2 Full Level 2
- HE Higher Education
- E Entry Level 3
- 3 Advanced
- 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 courses that will help you to develop your professional practice and progress in your career in this popular and competitive industry sector.

COURSE	LEVEL	CAMPUS	DATES (START/END)	DAY (S)	TIMES (START/END)	CAT	LOAN	FEE
Diploma in Health and Social Care	1	Poplar	12-Sep-17 05-Jul-18	Tue Wed Thur	9:30am 3:30pm	LPL2	No	£1,149
Diploma in Health and Social Care (Adults)	2	Poplar	14-Sep-17 05-Jul-18	Thur	9:30am 4pm	HE	No	£1,149
Diploma in Health and Social Care	3	Poplar	11-Sep-17 02-Jul-18	Mon	9:30am 4pm	FCC	Yes	£2,912
Access to HE Diploma: Nursing	3	Poplar	13-Sep-17 05-Jul-18	Wed Thur Fri	9am 5pm	FL3	Yes	£3,414
Access to HE Diploma: Nursing	3	Poplar	12-Sep-17 05-Jul-18	Tue Thur	4pm 9pm	FL3	Yes	£3,414
Diploma in Leadership for the Care and Young People's Workforce	5	Poplar	14-Sep-17 05-Jul-18	Thur	12pm 6pm	FCC	Yes	£2,230

SCIENCE

Science qualifications can open doors to fascinating careers in medicine, engineering, pharmacology, ballistics and meteorology amongst others. Many of our adult students go onto study science based degrees such as biomedicine at university and progress into successful careers including science teachers, food technicians, engineers and psychologists, as well as into many interesting medical careers such as radiographers, pharmacist and anaesthetists.

COURSE	LEVEL	CAMPUS	DATES (START/END)	DAY (S)	TIMES (START/END)	CAT	LOAN	FEE
GCSE in Combined Science: Synergy	2	Poplar	12-Sep-17 03-Jul-18	Tue Thur	1:45pm 5pm	FL2	No	£432
GCSE in Combined Science: Synergy	2	Poplar	14-Sep-17 05-Jul-18	Tue Thur	5:45pm 9pm	FL2	No	£432
Access to HE Diploma: Science	3	Poplar	11-Sep-17 04-Jul-18	Mon Tue Wed Fri	9am 4pm	FL3	Yes	£3,414



STUDENT SUCCESS

LIZ

Liz studied Early Years at Tower Hamlets and has progressed to working full-time as a nursery assistant at a popular nursery in east London.

“My teachers were really supportive and were there for me when I really needed them. They always encouraged me to achieve my best. My ambition is to own my nursery in the future.”



SPECIAL EDUCATIONAL NEEDS & DISABILITY (SEND & ASPIRATIONS)

Aspirations is the programme for adults with special educational needs and/or disabilities at Tower Hamlets College. It follows the DfE's Preparing for Adulthood curriculum to enable students of all levels to progress beyond college towards personalised and meaningful outcomes. Learners will be able to choose from a variety of subjects structured along these Pathways:

- Health and Wellbeing
- Employment or Supported Employment
- Community Engagement
- Independent Living Skills

Students' timetables will be tailored to meet their individual needs. All sessions are taught by an experienced, specialist teacher and are supported by Learning Mentors who can also offer support at break and lunch times (but you will also learn the skills you need to be independent).

There are opportunities to study English and Maths in small, supported groups and to take an externally accredited qualification. All students will have the opportunity to get involved in our exciting new Aspirations Learning Company and gain hands-on experience of a work-place.

HERE ARE SOME OF THE LESSONS YOU COULD TAKE:

Independent Living Skills

- IT and Media
- Shopping/Cooking
- Gardening
- Communication
- Home Skills
- Time and Money

Employment

- English/ Maths
- Work Experience
- Café Project
- Enterprise
- Catering
- Learning Company

Personal Development

- Sports
- Healthy Living
- Art
- Music
- Creativity

Community Engagement

- Out and About
- Developing a Social Life
- Community Projects
- Travel Training
- Community Projects
- Transition from College

KEY

- E** Entry Level 1
- 1** Foundation
- 4** Level 4
- ATL2** Aspiring to Level 2
- D** Discounted
- E** Entry Level 2
- 2** Intermediate
- 5** Level 5
- FL2** Full Level 2
- HE** Higher Education
- E** Entry Level 3
- 3** Advanced
- 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 unless stated in the course listings:

- 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 13 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

Tower Hamlets College provides individual support and assistance to students with disabilities.

For further details, please telephone 020 7510 7510.

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 successful 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.

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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.

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.



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