

Fee Concession Information Sheet 2011/12

To claim a fee concession you must provide evidence of entitlement.

Evidence of benefits must confirm receipt of benefit at start of course or time of enrolment.

Evidence must therefore;

- indicate the recipient's name,
- indicate the type of benefit claimed and
- be dated within one month of either the course starting or the date of enrolment (thus confirming the period for receipt of benefit)

Below are examples of the types of evidence that can be submitted to confirm your entitlement.

Concession Type	Acceptable Evidence
16-18yrs on 31/08/11	<ul style="list-style-type: none"> ▪ Birth Certificate ▪ Passport ▪ Driving Licence
Unemployed in receipt of Job Seeker's Allowance (JSA)	<ul style="list-style-type: none"> ▪ "Proof of Benefit Letter" available from your local Jobcentre Plus office
Unemployed in receipt of Employment and Support Allowance Work Related Advisory Group (WRAG)	<ul style="list-style-type: none"> ▪ "Proof of Benefit Letter" available from your local Jobcentre Plus office and ▪ "Work Capability Assessment" indicating that you are in the Work Related Activity Group
Highest prior qualification below Level 2	<ul style="list-style-type: none"> ▪ no evidence required as you will sign a statement at your first session confirming your prior qualification levels
Unemployed and in receipt of a state benefit and course is helping me seek work	<ul style="list-style-type: none"> ▪ no evidence required as you will sign a statement at your first session to confirm your circumstances

How to confirm your entitlement?

- In person – please call in at your local centre with your evidence, our staff will check your status and confirm your entitlement.
- By post – please send copies to your local centre where admin staff will check your status and once approved will shred the documents provided.