Fee Charging Policy

Fee charging policy – Learners and Employers

This policy statement is in reference to payment by the Learner/Employer of charges, relating to the cost of services provided by **Smart Energy Training T/A Smart Gas Training & Assessment Centre Ltd, Part of the Realise Training Group (Realise)**.

Course Fees

The Directors of Smart Energy Training set the fees for each course offered and these are reviewed on an annual basis but are also subject to a change in funding circumstances and Government legislation.

The fee for each student is determined by the subject, the course, the delivery model, the number of academic credits that can be achieved and the students fee status • During a Learner's initial IAG meeting, students will be given information with regards to fees and how this can be funded. The exact fee and source of funding will be confirmed in a letter once they are registered.

Our funding is provided by the following organisations:

1. DFE (Department for Education)
2. Employers; private funding
3. Employers; Apprenticeship levy funded through the Apprenticeship Service
4. Employer; co-investment for certain apprenticeships
5. Student Loans Company (SLC) for (Advanced Learner Loans - ALL)
6. Learners – Self Funded
7. Adult Education Devolved Areas

Payment of Fees and Charges

Unless otherwise stated, learners who are funding their own study must pay their fees as agreed with Smart Energy Training. Applications for funding to cover the cost of tuition fees will be applied before the initial sign- u p meeting. Tuition will not commence until this funding has been confirmed with the appropriate source.

Learners who are subject to the ALL criteria will need to complete the appropriate paperwork and submit to the Student Loans Company (Student Finance England) in a timely manner. The SLC should provide information of acceptance within a published timescale. The SLC will pay your fees directly to Smart Energy Training on a monthly basis whilst the learner remains in learning.

Help and advice on payment

If you are required to apply for a loan to cover the cost of your tuition fees, you can find further information at the following locations: https://www.gov.uk/advanced-learner-loan

If you do not have internet access, you can find out further information by contacting your Smart Energy Training representative or by contacting head office.

Withdrawing, changing course, repeating course or interruption of study

Under certain circumstances it may be necessary to suspend or withdraw a learner due to personal or business circumstances. In the first instance you should contact your Trainer who will discuss it with you. If a learner is suspended or withdrawn, it is the responsibility of Smart Energy Training to inform the funding body. Learners who do not complete the relevant course components within the agreed timescale may be subject to further charges at the discretion of the "Chief Learning Officer, Curriculum, Teaching & Learning Team". Please also refer to the "Absence and Withdrawal Policy".

All guidance regarding ALL is provided after consultation with all relevant documentation issued by the SLC and any discrepancies or questions not covered by the "Frequently asked Questions" resources will be referred back to the SLC for clarification.

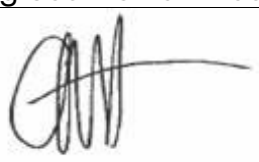
Policy Review

Overall responsibility for this Fee Charging Policy within Smart Energy Training and the implementation there of lies with Lesley Rimmington, Chief Learning Officer, Curriculum, Teaching & Learning Team.

This policy will be reviewed annually by Lesley Rimmington, Chief Learning Officer, Curriculum, Teaching & Learning Team

This Fee Charging Policy is V8 and was amended and adopted on the 8th August 2025

This Fee Charging Policy is due to be reviewed on the 8th August 2026

Version control number	Smart-Energy-20-PD-68
Version	V8
Last review date	8/8/25
Next review date	8/8/26
Policy Owner	Gregg Scott Chief Executive Officer
Signed by Chief Executive Officer	 Gregg Scott Chief Executive Officer