



LETCHWORTH EDUCATIONAL SETTLEMENT
229 Nevells Road, Letchworth Garden City, SG6 4UB
Registered Charity No 311085

CONCESSIONS POLICY

Membership fees

The Settlement offers a concessionary rate for membership fees for those aged 60 and over.

Course fees

The Settlement will consider concessionary course fees for learners who are claiming income related benefits or who are earning a low wage.

The concessionary rate is 50% of the course fee unless there are exceptional circumstances where a higher concession might be offered. Any higher concession would require the approval of the Settlement's Management Committee.

To apply for a concessionary course fee you should be claiming one of the following income related benefits:

- Job Seeker's Allowance
- Employment and Support Allowance
- Universal Credit
- Council Tax Reduction, sometimes called Council Tax Support (but not single occupancy discount)*
- Working Tax Credit
- Income Support
- Pension Credit
- Housing Benefit if applicable^{1*}

* For these benefits, you can also apply if you are dependent on someone who claims them.

To apply for a concessionary course fee if you are earning a low wage, you will need to be employed or self-employed and earn less than the National Living Wage, at the rate effective at the time of your application.²

¹ Universal Credit has now replaced Housing Benefit for most new claimants.

² See <https://www.livingwage.org.uk/calculation> for National Living Wage rates. Annual calculation based on a 37 hour week for 52 weeks.

You can also apply for a concessionary course fee if you are claiming asylum in the UK. As an Asylum Seeker you will need to have been a resident in the UK for six months or longer, have an Application Registration Card (ARC) or Standard Acknowledgement letter (SAL) and a current Asylum Support Agreement from UK Visas and Immigration.

An application for a concessionary course fee should be made to the Settlement Manager using the form available from the Settlement office. Documentation to support the claim showing your receipt of an income related benefit or evidence that you are earning a low wage will be required and should be submitted with the application. Applications will be treated in the strictest confidence. Applications will normally be considered within one week of receipt.

Applications for concessionary course fees are limited to one course per term.

Hiring charges

The Settlement offers concessionary hiring charges to the Settlement Players and other Settlement Groups (whose members are also required to be Settlement Members), and other approved local organisations who have an association with the Settlement.

The Settlement's Committee also reserves the right to offer a one off concessionary hiring charge to a local organisation as a token of thanks.

A list of Settlement Groups and other approved local organisations is available from the Settlement Office.

The current concessionary hiring charges as approved by the Settlement's Management Committee are available from the Settlement office.

Review of policy

This policy will be reviewed on an annual basis.

Date of next review: March 2025