



LETCWORTH 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

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

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.

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. Any concession will be made at the Settlement Manager's discretion.

Applications for concessionary course fees are limited to one 10 week (or longer) course or two short (up to 5 week) courses per term.

Any concessions are only applicable to the course(s) for the term covered by the application and a new application will need to be made for any subsequent terms

Any concession only applies to a course fee and not to the Settlement membership fee (you need to be a Settlement Member to attend a course).

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.

Carers attending Settlement events

The Settlement is happy to offer one free ticket to a carer accompanying someone attending a Settlement event who would not be able to do so without their assistance. This concession does not apply to attendance at Settlement courses and workshops.

If you want a ticket with a carer's ticket for a Settlement event, please contact the Settlement Manager as you cannot purchase them via the Settlement website.

Other concessions

The Settlement may offer other time limited and conditional concessions from time to time. The details of any such concessions will be available on the Settlement's website.

Review of policy

This policy will be reviewed on an annual basis.

Date of next review: March 2026