

## Clota Cottage Policy

<b>Title</b>	<i>Fees and Charges</i>
<b>Ratified</b>	<i>(date)</i> <i>Refer Committee of Management Minutes</i>
<b>Scheduled Review Date:</b>	
<b>Version Number:</b>	V1.0

<b>Objective</b>	To implement consistent fees and charges for all programs at Clota Cottage Neighbourhood House. To meet the policy and compliance requirements of Clota Cottage's funding and registering bodies. To ensure all programs are accessible, equitable and sustainable
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<b>Scope</b>	All participants in Clota Cottage programs Manager Administration staff and Volunteers
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<b>Policy</b>	<p>Clota Cottage neighbourhood House will set course fees and charges according to the requirements of its contractual agreements with its funding bodies (Adult, Community and Further Education and DHHS), the requirements of its registering bodies (Adult, Community and Further Education, DHHS and the Department of Education and Training).</p> <p>Clota Cottage Neighbourhood House will advertise the fees and charges applicable to each program in the Course Guide, in any promotional material and on the Clota Cottage website.</p> <p>Clota Cottage has the following categories of fees:</p> <p><b>Funded Tuition Fees</b> Funded Tuition fees are set according the Guidelines set by ACFE (For Pre-Accredited Training) and are to be paid in full on enrolment.</p> <p><b>Fee for Service Charges</b> Full fee for service charges are set by Clota Cottage at its discretion, and apply to all courses which are not covered by ACFE, or to students who are not eligible to receive a funded place in a Learn Local Course. Fee for Service charges are to be paid in full on enrolment.</p> <p><b>Planned Activity Groups fees</b> <b>Class fees</b> are set according to the Guidelines for Planned Activity Groups from the funding body and are paid on a class by class basis, <b>Excursions and activity fees</b> are set on a cost recovery basis and are to be paid on the to the excursion or activity. If excursions or activities involve a non- refundable payment by Clota Cottage to secure the booking, full fees must be paid prior to the booking being made.</p> <p><b>Annual trip away:</b> Fees for the annual trip away must be paid in full 2 weeks prior to the activity.</p>
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	<p><b>Room Hire Fees</b> Are set by Clota Cottage at its discretion and are to be paid on receipt of invoice.</p> <p><b>Occasional Care Fees</b> Are set by Clota Cottage at its discretion on a cost recovery basis. Fees are charged for a full session (5 hours) and by the term. A deposit must be paid on acceptance of a place in the Occasional Care program and the remainder paid by the second week of term.</p> <p><b>Refunds</b> Full refunds will be given for any course or program that is cancelled or postponed due to lack of numbers.</p> <p>Participants who withdraw from a course are not entitled to a refund and any refund request will be considered by the Manager and decided on a case by case basis.</p> <p><b>Occasional Care Refunds</b> 2 weeks' notice of withdrawal from the occasional care program must be given. A refund of fees paid for the remainder of the term will be given less the 2-week notification period.</p> <p><b>Hardship</b> If a participant or organisation is experiencing genuine hardship, they may apply in writing to have their fees reduced or waived. Hardship applications will be tabled at the next Committee of Management meeting for final endorsement.</p>
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<b>Definitions</b>	N/A
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<b>Relevant Legislation</b>	
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<b>Related Documents</b>	<p>Planned Activity Group Guidelines about Fees</p> <p>Learn Local Guidance about fees</p> <p>Hardship Application form</p>
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