

Charging and Fee Remission Policy

Version control

Date	Action	Next review
	New policy	
	Policy reviewed and approved by Board	

1. Purpose

1.1 This policy outlines the principles and practices for charging fees and offering remissions (fee reductions or waivers) at Cresconova's Education Centre. It aims to ensure financial transparency, fairness, and inclusivity, enabling all students to access learning opportunities, regardless of financial circumstances.

2. Scope

2.1 This policy applies to:

- 2.1.1 Tuition fees for Cresconova's supplementary learning sessions and enrichment programs;
- 2.2.2 Fees for materials, resources, or equipment used in lessons;
- 2.1.3 Costs associated with workshops or events; and
- 2.1.4 Any optional services provided by the Education Centre.

3. Charging Policy

3.1 Core Principles

- 3.1.1 Charges will be fair, transparent, and communicated clearly in advance.
- 3.1.2 No student will be excluded from learning activities due to an inability to pay.

3.2 Activities and Services Subject to Charges

3.2.1 Courses and Events

- 3.2.1.1 Fees will be charged for courses and events, as advertised on Cresconova's website from time to time.

3.2.2 Learning Materials

- 3.2.2.1 Additional fees may apply for specialised resources or consumables used in certain activities.

3.2.3 Membership

3.2.3.1 Optional membership is available with a monthly fee to allow early access to courses, member events and activities for families

3.2.4 Damage or Loss

3.2.4.1 Fees may be charged for the replacement of any property that is lost or damaged due to negligence.

4. Remission Policy

4.1 Eligibility for Remission

4.1.1 Full or partial fee remissions will be available for families meeting the criteria set out in our Scholarship Policy.

4.2 Activities Eligible for Remission

4.2.1 Fee remissions are available for:

4.2.1.1 Participation in courses or events that are integral to the student's learning experience; and

4.2.1.2 The cost of materials required for core activities.

4.3 Application Process

4.3.1 Parents/guardians must complete a Remission Application Form, providing supporting documentation (e.g., proof of income, benefit status).

4.3.2 Cresconova will assess applications confidentially, in accordance with its Scholarship Policy.

5. Payment Procedures

5.1 Fees must be paid in advance, upon registration for courses.

5.2 Payments can be made via bank transfer, credit/debit card, or other agreed methods.

6. Responsibilities

6.1 Education Centre Management

6.1.1 It is the responsibility of the Education Centre's Management Team to:

- 6.1.1.1 Set and regularly review fee structures.
- 6.1.1.2 Ensure the remission process is clear, fair, and accessible.
- 6.1.1.3 Provide adequate notice of any changes to fees or policies.

6.2 Parents/Guardians

6.2.1 It is the responsibility of parents/guardians to:

- 6.2.1.1 Ensure timely payment of fees or communicate any financial difficulties to the Education Centre; and
- 6.2.1.2 Submit remission applications promptly with required documentation.

7. Cancellations

7.1 As a charitable organisation with limited resources, we regret that we are unable to provide refunds for missed classes.

7.2 Make-up opportunities may be offered in special circumstances and are subject to instructor availability.

8. Review and Monitoring

This policy will be reviewed annually by the Education Centre's Management Team to ensure it meets the needs of families and aligns with Cresconova's mission to provide inclusive education.

Acknowledgment

By signing below, I acknowledge that I have read, understood, and agree to the terms outlined in the Charging and Remission Policy.

Parent/Guardian Name: _____

Signature: _____

Date: _____

Student Name: _____

Signature (if applicable): _____

Date: _____