



Fee Payment

Policy number	022	Version	2
Drafted by	Project Worker	Approved on	23/03/2022
Responsible person	Secretary	Scheduled review date	22/03/2025
Category	Financial Management		
Overview (policy description)	This policy outlines Yarrunga's position on setting course fees, and payment of fees by participants.		
Scope (who/what is covered by this policy)	Staff, Volunteers, Committee, Members and Students		
Areas of responsibility (Responsibility control and coordination of the policy)	Manager and Committee of Governance		
Authority to approve exceptions to the policy	Executive Committee		
References (e.g. other applicable policies/procedure)	Fees Information Handbook		

Introduction

As a not-for-profit community-based organisation, Yarrunga Community Centre Inc. must balance the needs of individual community members with those of the organisation. It is vital that Yarrunga Community Centre Inc. can respond flexibly to the needs of individual students and participants, however, the long-term financial sustainability of the Centre should always be a key priority.

The purpose of this policy is to outline Yarrunga Community Centre Inc.'s position on setting of course fees, and payment of fees by participants.

Policy Detail

The Manager is responsible for setting all course and activity fees and ensuring that the Centre meets its objectives outlined in the approved annual Budget. The Manager may also choose to approve limited exemptions or reductions in fees where financial hardship is a factor, provided that the impact to the organisation is minimal.

Fees for courses are to be paid before the course commencement unless prior arrangements have been made, and in line with the Fees Information Handbook.

If a participant withdraws their enrolment in writing at least one week prior to the course commencing, they are entitled to receive a full refund of fees paid – less an administration fee.

If the notice given is less than one week, the participant is entitled to receive a 50% refund of their course fees – less an administration fee.

No refund will be issued after a course has commenced, unless alternative arrangements have been approved by the Manager.



Fee Payment

If a course or activity is cancelled by Yarrunga Community Centre Inc. for any reason, all fees will be refunded in full.

Authorisation

Signature of Approved Authority <i>S.C. Tolkin,</i>	24/03/2022
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DOCUMENT CONTROL: Policies to be reviewed every 3 years (unless subject to relevant legislative change)

Date	Person	Position