



**BOX HILL SOUTH
NEIGHBOURHOOD HOUSE**

COURSE FEES POLICY

Introduction

Whilst the Committee of Management endeavours to keep course fees as low as possible to enable all people to choose from the range of programs offered in our quarterly program brochure, it has also to cover costs.

Setting and Collecting Fees

The Manager will set the fee for individual courses in consultation with the bookkeeper and the course tutor.

Most fees will be collected in full before a class starts. Consideration will be given to accepting split payments in class fees and to allowing some attendees to pay for individual classes at the manager's discretion.

Payment enquires should be addressed to the Manager and will be treated as confidential.