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## Fees Policy

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| Policy Area             | Fees Policy      |
| Policy no.              | Policy no. 62    |
| Policy version          | Version number 1 |
| Policy operational date | 22.01.2024       |
| Policy review date      | 22.01.2026       |

## **Purpose of Policy**

Ensuring the welfare of our clients and ensuring torc.CFRC can financially continue to provide the wide range of supports/activities requested by our community/families.

## **Scope of Policy**

This policy covers all members of our community attending torc.CFRC.

### **Mission Statement**

torc.CFRC is a community-based facility that is welcoming and inclusive in supporting the Social, Educational and Family Support needs of the community”.

## **Activities**

**Information, advice, and informal support-** There is no charge for this service, but voluntary contributions are welcome.

**Children’s Centre-** Fees apply; please refer to the Children Centre Fees Policy.

**Counselling Services-** Fees apply; please refer to the Counselling Services Policy for fees.

**Support Groups-** No charge for attendance but voluntary donations are welcome. From time-to-time charges may apply if the group is to participate in specific workshops/activities relevant to the group’s needs.

**Social Groups-** A small weekly contribution will be requested to meet running costs of the group.

**Parenting Programmes-** A weekly contribution of approx. 2 euro to assist on continuing to provide these courses/programmes.

### **Adult Education**

1. torc.CFRC Adult Education Courses.
2. torc.CFRC Adult Education Courses- supported by Training Institutions.

## **Deposits**

Deposits secure places on our programmes. one third of the cost of a course/programme is due when booking a place on a course. The deposit is non-refundable in the event that you do not participate in the course. However, all monies are refunded when the centre decides, due to lack of numbers or other circumstances, to cancel a course/programme.

## **Materials**

Some courses e.g. cooking, crafts, etc. may require additional materials. The cost of these materials is not included in the course fee.

## **Financial Assistance**

BCFRC is committed to social inclusion in all its activities and supports. No member of our community will be excluded as a result of financial difficulties/hardship. BCFRC staff will assist and support all community members in applying for external financial supports for Centre fees where appropriate and available. Reductions can be offered in exceptional circumstances.

## **Review**

This policy will be reviewed in 3 years or sooner should circumstances change.

This Policy was adopted at a meeting of the torc.CFRC by the Management Committee on:

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_