

# **SOUTHERN TABLELANDS CPE CENTRE – 2021**

## **FEE POLICY**

### ***INTRODUCTORY COURSE FEE IS \$425***

During 2020 a reduced fee of \$250 was charged due to Covid-19 and the need to run courses for the first time online. This fee included the CPE Certificate fee of \$50.

In 2021 the Centre will be charging the normal \$425 fee, however an offer of a \$100 sponsorship toward the course fee is available to those participants who are prepared to offer their services as pastoral care volunteers in health facilities. Sponsorship is also available to groups or members from parishes or church congregations who are ready to offer pastoral care to their parish or church family. Payment of the course fee is due seven (7) days prior to commencement of the course.

Those applying for sponsorship need to indicate this on their application form so that an appropriate invoice can be drawn up. Invoices will be sent out 14 days prior to course commencement.

### ***FOUNDATIONAL UNITS CPE 1, CPE 2, CPE 3 COURSE FEE IS \$1600***

### ***ADVANCED CPE 3 COURSE FEE IS \$1650***

Payment of the full course fee is due seven (7) days prior to commencement of the program however a payment plan can be applied for in discussion with the Centre Director and Treasurer.

Invoices will be sent out 14 days prior to commencement of the CPE program.

Introductory and Foundational Unit Course Fees will be reviewed annually in line with NSWCCPE Centres fee structures.

Sydney College of Divinity (SCD) courses incur an additional fee.

## **CANCELLATION POLICY**

### ***INTRODUCTORY COURSES:***

A 48 hour cancellation period applies to all course enrolments. Enrolments must be cancelled 48 hours prior to the commencement date to be eligible for a refund. All cancellations need to be discussed with the Centre Director. All refunds made will incur a \$20 administration charge which will be deducted from the refund.

**NOTE: Once the participant has attended one complete session of the course, the fee is non-refundable.**

### ***FOUNDATIONAL UNITS:***

The course fee is refundable to students on application to the Centre Director, provided notification of withdrawal is given 48 hours before the commencement of the program.

Once the student has attended two sessions of the course the full fee is not refundable. A partial refund will be considered in the event of ill-health (evidence provided by participant) or extenuating circumstances (evidence provided by participant) up to session 6. An approach is to be made by the participant to the Centre Director, who will then refer the request to the Centre's Advisory Committee.