

DDLETB Policy on Waiver of Adult Education Course Fees

- All employees of DDLETB and DATE/ Kiltiernan Committee Members/ Volunteers may apply for a waiver of tuition fees of an adult education course (Night Classes) once per term offered by DDLETB Schools and Centres.
- Applicants interested in applying for a waiver must request an application form from the AEO/Director.
- The Application Form must be submitted to Head Office for approval prior to enrolment night/day. Strictly no late applications will be processed.
- A copy of the approved application form is issued to the applicant and AEO/ Director.
- The applicant must present the letter to the AEO/Director of the Centre in which the course is being offered on enrolment night/ day.
- A waiver of fees does not guarantee a place on the requested course as the following applies:
 - Fee paying participants take precedence.
 - All courses must have at least eight full fee paying students before commencing.
- Once the course is going ahead, the AEO/ Director inputs the applicant on the AEC System and selects “Waiver” as the type of payment.
- AEO/ Director will then advise the applicant he/ she may attend the course.

Policy No:	PL/027	Version No:	v1/2020
Previous versions:	N/A	Effective Date:	17/02/2020
Board App/Noting	26/02/2020	Review Date:	16/02/2022