

**ddletb**   
 Bord Oideachais agus Oiliúna Dublin and Dún Laoghaire  
 Átha Cliath agus Dhún Laoghaire Education and Training Board

**WAIVER OF ADULT EDUCATION**  
**COURSE FEES POLICY**

**Version: 2**

**Date ratified by DDLETB Senior Management Team: 10/10/2022**

**Date noted by DDLETB Board of Management: 17/10/2022**

**Signed:** *Caitriona Murphy* (CEO)  
Caitriona Murphy (Dec 21, 2022 12:38 GMT)

**Uploaded to DDLETB Intranet**

**English and Irish versions uploaded to DDLETD Website: Yes:**  **No:**

**Date for review: 17/10/2023**

Policy No: PL/027	Version No: v2/2022
Previous versions: v1/2020	Effective Date: 17/10/2022
Board App/Noting: 17/10/2022	Review Date: 17/10/2023

## **DDLETB Policy on Waiver of Adult Education Course Fees**

- All employees of DDLETB and DATE/ Kiltarnan 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: v2/2022
Previous versions: v1/2020	Effective Date: 17/10/2022
Board App/Noting: 17/10/2022	Review Date: 17/10/2023