



Fee Remission Policy

| Version 1.2 |

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1. Introduction

1.1 Staff Power Training (*SPT*) is committed to offering quality training programs to individuals regardless of their financial constraints. The Fee Remission Policy has been established to assist eligible candidates in accessing our courses by providing fee waivers or discounts.

2. Eligibility Criteria

2.1 Applicants must demonstrate genuine financial need, such as:

- Unemployment or underemployment
- Low household income
- Significant financial obligations
- Other extenuating circumstances
- Candidates may be required to provide supporting documentation, such as tax returns, pay stubs, or a letter explaining their situation.

3. Application Process

3.1 Interested individuals must submit a Fee Remission Application Form along with necessary supporting documents to the Staff Power Training administration.

3.2 Applications will be reviewed on a case-by-case basis by the Fee Remission Committee. The Committee will maintain confidentiality regarding applicants' financial information.

4. Fee Remission Options

- Full Waiver: Approved candidates may be eligible for a complete waiver of course fees.
- Partial Discount: In some cases, applicants may receive a percentage discount on the standard course fees.
- Payment Plans: Flexible payment arrangements may be offered to accommodate candidates who are unable to pay the full fee upfront.

5. Review and Approval

5.1 The Fee Remission Committee will assess each application based on the provided information and make a decision within a reasonable timeframe.

5.2 Applicants will be notified of the Committee's decision in writing, including the approved fee remission amount or any conditions attached to the waiver.

6. Conditions and Responsibilities

6.1 Recipients of fee remission must adhere to the training program's attendance and performance requirements. - Any false information provided during the application process may result in the cancellation of the fee remission offer.

6.2 The risk assessment will inform the development and implementation of strategies to mitigate identified risks. This will be reviewed at least annually or more frequently if new information emerges.

7. Reapplication

Candidates who have been denied fee remission may reapply if their circumstances change or if they can provide new information to support their application.

8. Reporting Procedures

Staff Power Training reserves the right to revise the Fee Remission Policy as needed, with any changes communicated to all stakeholders in advance.

9. Policy Review

This Policy will be reviewed annually, or more frequently if there are significant changes in legislation, working practices, or following any related incidents.