

ENROLMENT DETAILS

Enrolment arrangements

You may enrol

- any time by post
- in person during the following times: Monday–Thursday
9.30am–1.30pm

Enrolling at the first class

It may be possible to enrol at the first class meeting. However it is advisable to pre-enrol well in advance of the start date as very low numbers could result in the course being cancelled **BEFORE** the first class meeting.

Inside:

- How to enrol
- What will it cost
- Help with fees
- Booking form

To enrol, complete the form overleaf

HOW TO ENROL

Enrolling by post

- Complete the Booking Form and post to Hurst House together with your payment or evidence of benefit, whichever is applicable.
- Fees for courses must be paid in full at the time of booking.
- Send a cheque or postal order payable to **WEA Chesterfield Branch**. Please do not send cash.
- We regret payment cannot be made by credit card.
- A receipt confirming your enrolment will be returned **only** if you have sent a stamped addressed envelope.

Enrolling in person

Enrol at Hurst House between 9.30am–1.30pm Monday to Thursday. When enrolling in person you may pay by cheque or cash.

COURSE FEES

1. Full fee

The full fee for a class is shown after the course description.

2. Multiple course discount (Concession A)

If you are a full fee payer and attend two or more courses at the same time you will receive a discount on the second and further courses. The full fee is payable for the longest course.

3. If you receive any of these benefits you will not pay a course fee

- Job Seeker's Allowance (income or contribution based)
- Income Support
- Employment and Support Allowance (income-related)
- Working Tax Credit & with a house-hold income below £15,276 a year
- Housing Benefit
- Council Tax Benefit (but not Council Tax discounts)
- Pension Guarantee Credit only
- Asylum seekers in receipt of a letter from Asylum Support (AS) and who have been in the UK legally for 6 months
- If you are an unwaged dependant (as defined by Job Centre Plus) of someone who receives the income related benefits listed you will not pay a fee.

Please supply evidence of your benefit status when you enrol.

If you need help with fees or other course costs, you may be able to apply to our Learner Support Fund