

# ENROLMENT DETAILS

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## Enrolment arrangements

**During August** – By post only. Postal enrolments received up to Friday 3 September 2010 will be dealt with in order of receipt.

**From 6 September** – You may enrol in person during the following times:

Monday–Thursday *9.30am–1.30pm* or by post

## 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

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To enrol, complete the form overleaf

# HOW TO ENROL

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## 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 from Monday 6 September 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

**Please supply proof of your benefit status when you enrol.**

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