



Warrington Collegiate

QUALITY ASSURANCE

Policy:	FEES POLICY APPEALS
Policy Ref:	FM/10/2
Approved by:	Assistant Principal (Finance & Resources)
Author:	Director of Learner & Learning Services
Date:	September 2011

The purpose of the Fees Policy Appeals Procedure is to ensure that learners have the right to appeal against decisions made regarding refunds of course or exam fees.

This procedure can be invoked by individuals enrolled on any college course.

This procedure relates to the College's Fees Policy, and should be used if a learner disagrees with non-refund of any fees.

The Director of Learner & Learning Services has the overall responsibility for the Fees Policy Appeals Procedure. All decisions will be made in liaison with the Director of Finance.