



# ARK at Egwood

<b>ARK at Egwood CIC Policy Document</b>	
<b>Policy Title</b>	Fee Waiving Policy
<b>Policy Statement</b>	
ARK strives to provide services for people in all situations and circumstances without judgement. Some attendees pay a fee to attend ARK, but this does not preclude others who cannot afford to fund their place.	
<b>1. Aims of this Policy</b>	
The Policy has been written to demonstrate that ARK at Egwood CIC will, in certain circumstances, provide services to those who cannot afford to pay fees. The policy is to guide staff on when this is deemed appropriate and/or necessary.	
<b>2. Procedure</b>	
This policy should be used to consider whether a pro bono place should be offered when funding is not available for whatever reason.	
<b>3. Implementation</b>	
<ul style="list-style-type: none"><li>• In certain circumstances, staff may need to consider that an attendee will benefit from a place at ARK, but the option to pay is a difficulty; this could be for various reasons. In this situation staff should consult with the Operations Manager and/or CEO, to discuss the potential for fees to be waived, or reduced depending on the circumstances.</li><li>• If aged under 18, the attendees parent/carer/support worker should be informed. An agreement should be prepared (as for all attendees), and signed documenting the period that ARK is able to support the attendee, along with review dates etc.</li><li>• This procedure should also be implemented in a situation where a paying attendee becomes unable to continue to pay fees, but ARK still feel that they can support the attendee.</li></ul>	
<b>4. Promotion</b>	
The policy of fee waiving is made clear on our website. When potential attendees are shown around ARK, if it is felt a place would benefit the attendee, funding possibilities are discussed, and fee-waiving is considered where necessary.	
<b>5. Process for Monitoring Compliance and Effectiveness</b>	
The following processes will be used to monitor the positive impact of the Fee Waiver Policy: <ul style="list-style-type: none"><li>• Attendance records;</li><li>• Review report;</li><li>• Feedback received.</li></ul>	
This policy will be evaluated and reviewed by ARK at Egwood CIC annually and updated accordingly.	
<i>mBell</i>	
<b>Signed:</b>	<b>Date:</b> 30/10/2023
<i>To be reviewed annually</i>	

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