



ST. FRANCIS DE SALES INSTITUTE

ACCESS TO EDUCATION POLICY A PROGRAMME FOR NGOS & THE SALESIAN FAMILY

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Where someone was born, or which organisation happens to employ them, should never be the reason they don't get to learn. That conviction sits at the heart of St. Francis De Sales Institute's mission as a Salesian educational NGO, and this policy is one of the concrete ways the Institute acts on it: by opening its accredited courses, on fair and published terms, to organisations, and individuals, that share that same belief.

1. PURPOSE

This policy establishes a framework through which the Institute may provide learning opportunities on an accessible fee basis, to reduce the barriers that financial or organisational constraints can otherwise place between a person and their education.

It exists to make sure that, wherever the Institute extends this kind of support, it does so consistently, transparently, and on published criteria.

2. SCOPE

This policy applies to Institute learning opportunities for which an accessible fee is made available. The standard admission, attendance, academic, assessment and certification requirements remain the same for every participant, regardless of the fee they pay.

3. THE ACCESS TO EDUCATION PROGRAMME

As the current application of this policy, the Institute makes selected accredited courses available on an accessible fee basis to eligible organisations in Malta.

3.1 Eligibility

To take part, an organisation must:

- be a registered voluntary organisation in Malta, a Salesian entity;
- be prepared to provide evidence of its registration or status, if the Institute requests it;
- nominate the participant, who must also meet the normal admission requirements of the relevant course.

3.2 The Accessible Fee

For each course included under this Programme, the Institute will publish, on its website and in the relevant Course Information Sheet, in advance:

- the standard course fee;
- the accessible fee payable by eligible participants;
- the number of accessible places available; and
- any specific conditions attached to that course.

The accessible fee is set in advance and applies equally to every participant who meets the published eligibility criteria for that course. Unless stated otherwise, it covers the published course fee only, not additional costs such as travel or materials outside the course itself.

3.3 Availability and Allocation

Accessible places are limited and subject to availability. Where nominations exceed the places available, the Institute will use a clearly communicated allocation process, which may include a waiting list. An accessible place does not guarantee admission where the nominated participant does not meet the course's normal entry requirements.

3.4 Equal Treatment

A participant taking part on an accessible fee receives exactly the same course, teaching, assessment, and certification as a participant paying the standard fee. The fee paid has no bearing on admission, academic, attendance or assessment requirements, or on the qualification awarded.

3.5 How to Apply

An eligible organisation nominates a participant by declaring its name and type on the standard course application form, alongside the participant's own details. The Administration Manager verifies eligibility against Section 3.1 — requesting evidence of registration where needed. Once verified, the accessible fee is confirmed in writing in the participant's Acceptance Letter, and the rest of the ordinary admissions process (Student Agreement, payment, enrolment) continues as normal. Where nominations exceed the places available, they are considered in the order received, per Section 3.3.

3.6 Governance

Fairness and transparency matter to the Institute in their own right — as an NGO whose credibility rests on the trust of the communities it works with, and as an educational institute whose standing depends on treating every applicant consistently. Publishing clear, fixed rules for this Programme, rather than deciding case by case, is simply good practice for an organisation like this one. In practice, this means:

- Eligibility criteria and the accessible fee for each course are fixed and published before applications open, not decided case by case;
- Every eligible application is treated the same way, in the order set out in Section 3.3; and
- Records of who was offered an accessible place, and on what basis, are kept as part of the Institute's ordinary admissions records.

4. LOOKING AHEAD

This Programme is the Institute's first, time-limited step toward a broader aim: making its education genuinely accessible to a wider range of local and foreign students, not only to organisations. As the Institute's capacity allows, it may extend accessible fees to other groups or purposes — including, potentially, individual students facing financial hardship. Where it does, the eligibility criteria, level of support and conditions for that extension will be published in the same way as Section 3.

5. TRANSPARENCY

The Institute publishes the standard fee, the accessible fee, eligibility criteria, the number of accessible places, and any conditions for each course on its website and in the relevant Course Information Sheet, before registration opens. Any change to these published terms will be communicated clearly, through the same channels, to anyone it affects.

6. RELATED DOCUMENTS

- Student Agreement — *FDSI-AGR-001* (Section E: Fees, Payment and Refunds)
- Course Information Sheets — *FDSI-CIS-001 / -002* (Fee and Concessions)
- Quality Assurance Policy — <https://www.fdsi.edu.mt/wp-content/uploads/2026/03/St-Francis-de-Sales-IQA-Policy-Revised.pdf>

7. REVIEW

This policy will be reviewed at least annually by the Institute, and whenever the accessible fee, eligibility criteria, or the scope of the Programme changes materially.