

The Keele and North Staffordshire Teacher Education SCITT

Tuition Fee Policy

Date Policy Approved: March 2016
Approved by: KNSTE Strategic Board
Review interval: Annually
Last Review date: April 2021
Next Review Date: April 2022
Audience: Associate Teachers

Date: _____

Signed: _____

Name: (Print) _____

Position: _____

Introduction

This policy sets out the principal terms and conditions of the contract between The Shaw Education Trust operating as Keele and North Staffordshire Teacher Education hereby referred to as KNSTE and you.

Liability for Payment

You are responsible at all times for any fees or amounts outstanding to the KNSTE.

If you are in receipt of student support administered by the Student Loans Company and KNSTE does not receive your full tuition fee payment you will be held responsible for paying the full fee. The failure of Student Loans Company to pay fees does not negate this liability.

It is your responsibility to ensure that you have applied and carried out all the requirements in connection with your application for student finance and notified the appropriate body of any change in circumstances.

You should be aware that you may be charged and thus financially liable for:
- Extended or additional placements

All fees due must be fully discharged before completion of your award or qualification.

If you are a home student, you may apply for a student loan for tuition fees up to £9,250 per annum for the full time route and £5500 per annum for the part time route. The Student Loans Company will pay any amount directly to KNSTE, and you will repay the loan once you are earning over £27,295.

If you are on the part time route this policy covers the first year of your course only and you will be required to sign a separate contract for 2022-23 academic year.

You are required to pay your tuition fees either directly to KNSTE (self-funding trainees) or via the Student Loans Company.

KNSTE offers the following payment options to self-funding associate teachers

1. Payment in full on 14th September 2021.
2. Payment in two equal instalments of £4,625 for the full time route or £2750 (in each year of study) for the part time route. For both routes the 1st instalment is payable on 14th September and the 2nd instalment is payable on the 4th January 2022.
3. Payment in three instalments which for the full time route will be a 1st payment of £3250 and two subsequent payments of £3000. For the part time route there will be a 1st payment of £1900 and two subsequent payments of £1800 (in each year of study) For both routes the 1st instalment will be payable on 14th September 2021 with the 2nd and 3rd instalments payable on 4th January 2022 and 25th April 2022 respectively.

Methods of Payment

Fee Type	Number of Instalments	Due Dates for Payment 2019-20
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Tuition Fees - Sponsored by Organisation or Institution or paid directly by you	1	Payment in full by 14 th September 2021
Tuition Fees paid directly by you (self-funding)	2	<ul style="list-style-type: none"> ○ 14th September 2021 ○ 4th January 2022
Tuition Fees paid directly by you (self-funding)	3	<ul style="list-style-type: none"> ○ 14th September 2021 ○ 4th January 2022 ○ 19th April 2022
Tuition Fees paid by Student Loans Company	n/a	Payment received directly from SLC

Self-funded trainees will receive an invoice for payment when your fees become due. Instructions for payment will be detailed on the invoice.

NB: The due payment dates above will apply for this academic year only. Trainees on the 2 year flexible route will be notified of the due payment dates for the 2nd year of their study at commencement of the second academic year of study.

Withdrawal from the course

Following enrolment if you subsequently withdraw from the course at any point up to Thursday 31st August 2021 you will be liable for an administration fee of £250.

Dates	Liable Course Fees	Payment 2019-20
Withdraw between 14 th September 2021 and 4 th January 2022	£2,312.50 for the full time route or £1,375 for the flexible route	KNSTE will invoice you directly or payment will be received directly from SLC to KNSTE.
Withdraw between 4 th January 2022 and 25 th April 2022	£4,625 for the full time route or £2,750 for the flexible route	KNSTE will invoice you directly or payment will be received directly from SLC to KNSTE.
Withdraw on or after 25 th April 2022	£9,250 for the full time route or £5,500 for the flexible route	KNSTE will invoice you directly or payment will be received directly from SLC to KNSTE.

The tuition fee payable becomes due immediately on withdrawal. In the event that you are paying fees via a Tuition Fee Loan and the amount payable by the Student Loans Company does not cover the tuition fee liability, you remain liable for all the outstanding fees. The SCITT will recover any outstanding fee directly from you.

If you withdraw from study for Qualified Teacher Status (QTS) at any point during the course, you may continue to study for the Post Graduate or Professional Certificate of Academic Studies of Education (PCASE) award only. You will then be liable for tuition fees not exceeding the sum of £4625 if you are on the full time route and £5500 if you are on the part time route.

Suspended Study/Change in your personal circumstances

If you have to suspend your study/take a break from the whole of your programme of study for any reason you will be liable to pay your fees. If you suspend the QTS element of your course and continue with the PGCE award, you will not receive your PGCE award until such time that you successfully gain your QTS. In

the event that you do not gain your QTS within the allowable timescale you will be awarded a Postgraduate Certificate in Academic Studies in Education instead of a PGCE.

Dates	Liabe Course Fees	Payment 2019-20
Suspend study between 14 th September 2021 and 4 th January 2022.	£2,312.50 for the full time route or £1,375 in for the flexible route	KNSTE will invoice you directly or payment will be received directly from SLC to KNSTE.
Suspend study between 4 th January 2022 and 25 th April 2022.	£4,625 for the full time route or £2,750 for the flexible route	KNSTE will invoice you directly or payment will be received directly from SLC to KNSTE.
Suspend study on or after 25 th April 2022.	£9,250 for the full time route or £5,500 for the flexible route	KNSTE will invoice you directly or payment will be received directly from SLC to KNSTE.

The tuition fee payable becomes due immediately on suspended study. In the event that you are paying fees via a Tuition Fee Loan and the amount payable by the Student Loans Company does not cover the tuition fee liability, you remain liable for all the outstanding fees. KNSTE will recover any outstanding fee directly from you.

Suspended study is defined as an absence approved by the Executive SCITT Director, from your programme of study, which is greater than 15 days' duration and no more than 12 months' duration.

If the Trainee is absent for 15 consecutive working days and the Provider is unable to contact the Trainee or the named representative, the Provider will invoke a suspension of studies, informing Student Finance England (SFE) through a Change of Circumstance (COC) submission should one be required. This may have an impact on any maintenance loans and bursaries that have been scheduled for the Trainee. If there is no contact in the following ten working days, the Trainee will be deemed to have withdrawn from the course and the relevant authorities will be informed.

Non-payment of fees

Late payments: If you miss the deadlines for payment without permission from The KNSTE Director, you will not be allowed to return to your school placements or lectures until payment is received. These will be counted as absences and may have an effect on your ability to qualify. If you are permitted to remain (upon receipt of your outstanding payment), the late payment will result in the loss of your right to pay any remaining fees by instalments and a late fee charge will also be applied to your account. The late fee charge is calculated as 5% of the outstanding fee (subject to a minimum charge of £25);

Non-payment: If you do not pay your fees, you will not be allowed to return to your school placements and any SCITT sessions until payment is received. These will be counted as absences and may have an effect on your ability to qualify. If payment is not received by the final deadline without permission from the KNSTE Director, then you will not be awarded any form of qualification until payment is processed and this may result in your not being able to take up your post in the following September and you may be withdrawn from the course.

Please note that the KNSTE Director will only consider giving permission in exceptional circumstances.

KNSTE may take such action (including legal action) as it deems necessary to recover any such fee or charge.

The AT acknowledges that he or she will not meet the Course Objective unless the Provider has received all fees in full and for the avoidance of doubt, further acknowledges that this may affect the AT's ability to take up a post in the following September.

