

Sacred Heart Newcastle SCITT

FEES POLICY 2023/24

This policy sets out important financial aspects governing your time at Sacred Heart Newcastle SCITT ("the SCITT"). The information contained within this policy forms part of the contract between you and the SCITT.

1 What are my Tuition Fees?

You are required to pay the Tuition Fees applicable to your Programme.

Your Tuition Fees will be payable to the SCITT.

The SCITT's policy is not to increase during an academic year. Therefore your Tuition Fees will remain as set out on our website at the time of application.

All Tuition Fees are in GBP £ sterling, unless stated otherwise.

'Home' students are defined as British and Irish citizens as included under the Common Travel Area.

1.1 SCITT Trainee fees

a) The SCITT's standard Tuition Fees for UK trainees is £9,250. This includes trainees from Jersey, Guernsey and the Isle of Man.

These Tuition Fees are the maximum amount of Tuition Fees that an institution may charge, based on rules set by the UK Government.

2 Fee status

2.1 What is my fee status?

Your fee status is determined according to set criteria provided in regulations, and guidance, provided by the Government of the four countries of the UK: England, Scotland, Wales or Northern Ireland.

If you suspend your course and then wish to return to the SCITT on a date outside the academic year in which you suspended, your Tuition Fees will remain as set out at the point in your Offer Letter unless an increase is otherwise permitted by the government for ITT tuition fees.

If you withdraw from your studies then your Tuition Fees will be recalculated pro-rata rounded up to the nearest month.

3 Tuition Fee Loans

If you are a UK student on Post Graduate Teacher Training you may be

eligible for a Tuition Fee loan ("the Loan") from the relevant Student Finance Authority ("the Authority").

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You are responsible for entering the correct Programme and fee information when applying for a Loan from the relevant Authority.

It is your responsibility to apply for a Loan in a timely manner and for the correct Programme, programme year and amount, and to inform the Authority of changes to your household circumstances.

During online registration, if you are being funded through an Authority, you must follow the instructions on the sponsorship screen to ensure that the SCITT can manage collection of your Tuition Fees.

However, please note that the SCITT is required to adhere to a final assessment on eligibility and entitlement to a Loan made by the Authority. Regardless of SCITT provisions, policy and regulations, all students in receipt of funding from Student Finance are ultimately subject to the provisions of the Student Support Regulations in regards to maximum funding and maximum number of repeat years.

If, by the date of registration, you are waiting for confirmation of your Loan from the Authority or after the date of registration your application for a Loan is rejected, you should contact Joanne.Smith@shhs.org.ug as soon as possible to discuss your options.

4 When do I pay?

You must pay your Tuition Fees in full at or before registration unless the following applies to you:

- You are receiving a loan from one of the Student Finance Authorities; or
- You have provided evidence of sponsorship from an approved sponsor; or
- You are eligible to pay the tuition fees in instalments (Agreed by the SCITT Director)

5 How do I pay?

Fees can be paid by one or more of the methods below:

- By personal bank transfer
- Sponsorship

If you experience difficulties in paying you must contact the Finance Office immediately. The Finance Office will be able to advise on alternative ways to submit payment and can be contacted at accounts@bbcet.org, please cc to Joanne.smith@shhs.org.uk

Your Tuition Fees may be paid by a third party. It is a condition of the SCITT accepting payment by a third party that you consent to the SCITT contacting the original payer concerning matters relating to your Tuition Fees, including to process refunds.

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6 What happens if I am being sponsored or receive a bursary?

If you are being sponsored, you will not be able to complete registration until the SCITT has received confirmation of sponsorship.

If you are entitled to a refund of Tuition Fees or any other monies received by the SCITT, for any reason, sponsorship or bursary amounts will be returned to your sponsor, and not to you, in accordance with the terms of your sponsorship arrangement.

7 What happens if I don't pay my Tuition Fees?

You have ultimate liability for the payment of your Tuition Fees.

7.1 Responsibility for payment

You remain responsible for the Tuition Fees even where sponsorship agreements have been approved. If a sponsor fails to pay the SCITT for Tuition Fees owed you will be ultimately responsible for any debt accrued.

The SCITT will ultimately always seek to recover Tuition Fees directly from students in cases where payment from other approved sources is not forthcoming.

If you (or the SCITT) withdraws you from your Programme, the amount of the Tuition Fees to be paid or refunded will be calculated in accordance with the months on the course (partial attendance in a month counting unless waived at the discretion of the SCITT Director).

7.2 Non-payment of Tuition Fees

If, for any reason, you are unable to pay your Tuition Fees by the date they are due, you should contact the SCITT Manager Joanne.smith@shhs.org.uk. In cases of genuine difficulty, the SCITT will take reasonable steps to support you, which may include agreement to payment by instalments or another payment plan arrangement. Please note that the SCITT has no obligation to agree alternative arrangements.

The SCITT reserves the right to take appropriate legal action against trainees who fail to pay their Tuition Fees.

On initial default, unless alternative arrangements have been agreed, the SCITT may withdraw your rights to attend the EPGCE or central training. Other privileges/access to the course may be withdrawn as deemed necessary.

Should you continue to fail to make arrangements to pay your Tuition Fees or should you default in meeting agreed payment terms the SCITT may, at its discretion (and where applicable following the appropriate process):

- not issue you with your QTS award certificate;

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- not permit you to attend the Graduation Ceremony; and/or
- not be issued with any academic reference.

This may include legal action to recover unpaid Tuition Fees and/or withdrawal from your Programme.

The SCITT will refer unpaid accounts to legal debt recovery and/or external agencies to pursue

payment. The SCITT will also seek recovery of the costs associated with the legal process.

7.3 Charges

If you do not make payments due to us by the date on which they are due, the SCITT may charge interest on to you on the overdue amount at the rate of 2% a year above the Bank of England base rate from time to time. This interest will accrue on a daily basis from the due date until the date of actual payment of the overdue amount. You must pay us interest together with any overdue amount.

8 What do my fees cover?

8.1 What do fees cover?

Your Tuition Fees cover the provision of tuition for your Programme and of academic, pastoral and other resources made available to you while you are a trainee.

Your Tuition Fees do not cover your accommodation or living costs.

9 When might my fees be refunded? How do I apply for a refund?

9.1 Refunds on suspension or withdrawal

Refunds of Tuition Fees as a result of suspension or withdrawal from the SCITT will be determined and calculated in accordance with the time completed on the course (See 7.1)

Payment of a refund in these circumstances is dependent upon you following the correct procedure for suspension or withdrawal. The SCITT is not liable for you failing to follow the correct procedure in this regard.

The SCITT will deduct the value of any scholarship or bursary paid to you from any refund.

A refund in excess of the prescribed levels will only be considered if a withdrawal or suspension is due to serious and unforeseen exceptional circumstances. In such circumstances you should seek advice from the SCITT Director or Head of ITT.

9.2 Method of repayment

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Refunds will only be made via the method and account used for the original payment. As such, if someone else has paid your Tuition Fees, the refund will be made to that person or organisation. Refunds will not be made in cash.

Refunds will be made as quickly as reasonably possible.

10 Where can I find more information?

The relevant Student Finance authority or www.gov.uk can provide more information on student tuition fees.

- Student Finance England
www.gov.uk/browse/education/student-finance
- Student Finance Wales (SFW) or Local Education Authority (LEA) www.studentfinancewales.co.uk/
- Student Finance Northern Ireland (SFNI)
www.studentfinancenir.co.uk
- Student Awards Agency for Scotland (SAAS) www.saas.gov.uk