

# SCITT

# Tuition Fee

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## **Policy**

2023-24

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## 1. Introduction

In this policy “we” means the London District East School Centred Initial Teacher Training LDESCITT and “you” means our trainees.

We are committed to a fair and transparent policy in respect of charges made to you.

Our tuition fee charges may differ from one programme of study to another and reflect the resources required to deliver that programme.

All students will be liable for the following amounts of tuition fees in the event of withdrawal or interruption, according to the Tuition Fee Liability Schedule.

### 1.1. Tuition Fee Liability Schedule

Fee Liability	Term	Start	End	Liability Date
25%	Term 1	01.09.2023	22.12.2023	18.10.2023
50%	Term 2	05.01.2024	31.03.2024	21.02.2024
100%	Term 3	17.04.2024	14.07.2024	01.05.2024

**IMPORTANT: You are legally responsible for payment of your tuition fees yourself, whether or not you have an SLC loan or a sponsor. If your sponsor does not pay us, or you find out that you are not eligible for a SLC loan, or you lose your eligibility for an SLC loan at any time after your course starts you will have to pay your own fees for any period of study which is not been paid for by a sponsor or the SLC.**

You are responsible for re-applying annually to the SLC or other student finance provider each year for your tuition fee loan. To find out how to do this go to <https://www.gov.uk/student-finance>.

## 2. Fees

The fees for School Direct QTS are £8,000

The fees for School Direct QTS with PGCE are £9,250. You will also be required to enroll with the University of East London as part of this course.

Fees must be paid in pounds sterling (GBP, £).

## 3. Invoicing

If you are paying the tuition fees directly, you will be invoiced for the fees directly.

If you are paying the tuition fees by a confirmed SLC loan, you will be invoiced for the fees directly and we will be paid by the SLC.

If your fees are being paid by a sponsor school or Trust, that school or Trust will be invoiced.

#### **4. Payments and payment plans**

Payment in full, or an agreement to pay in instalments, is a prerequisite of enrolment.

If you are late applying for SLC funding and you have not received an SLC financial notification letter by your enrolment deadline, we will classify you as a self-funding student. As long as you are eligible for SLC funding, we will refund your personal tuition fee payment after we receive payment from the SLC.

If you arrange a student loan that only covers part of your tuition fees, you are sponsored and your sponsor is only paying part of your fees, or you are on a scholarship that covers only part of your fees, you will be eligible for the balance.

If you are paying your own fees then you can pay your fees in full or by instalments.

#### **5. Failure to pay your fees**

If you fail to pay your fees it is your personal responsibility to contact the LDESCITT office immediately. We will withhold award until all outstanding tuition fees have been paid in full and you will not be allowed to attend a graduation ceremony.

#### **6. Deferrals, study breaks (intermitting) and withdrawals**

You may only claim a refund of your deposit or balance of tuition fees if you request your deferral within two weeks of your course start date.

If you defer, take a break or withdraw due to extenuating circumstances, which are accepted by us, then you must provide appropriate documentary evidence to support any such claim, such as a medical certificate in the event of illness.

#### **7. Withdrawal and intermission**

If we withdraw you for non-attendance, you will be expected to pay fees for studies undertaken up until your last recorded date of attendance or engagement at LDESCITT and for any part of the course where provision for your studies has been made.

If you take a break from your studies, when you return, to you will pay fees at the rate for the academic year when you re-start. For example, if you intermit in 2022/23 and return in 2023/24 you will pay fees at the 2023/24 academic year rate.

If you withdraw and apply for the same or a different course you will be classed as a new trainee for fees purposes.

#### **8. Exclusion**

You may be excluded from your course as a result of outstanding tuition fee debt owed to LDESCITT.

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All students become liable to pay their full tuition fees as set out in the tables in paragraph 1.4.

If any outstanding tuition fee debts remain unpaid and you continue to be excluded from LDESCITT for more than 12 months, you will be withdrawn from LDESCITT.

## **9. Fee liability resulting from changes in study**

If you withdraw, intermit or are suspended or excluded from studies we will calculate how much you owe us by using your last recorded date of attendance or engagement with LDESCITT. The liability periods outlined in section 1 of this policy are used to calculate any payments due or to be refunded should a student withdraw, intermit or be suspended or excluded from studies.

If you have an SLC loan or pay your own fees our payment plans allow students to spread their fee payments.

If you have an instalment plan we will charge fees in accordance with the liability point at which you withdraw from your course.

## **10. Refunds**

LDESCITT is committed to the fair and transparent application of fees and charges, including the processing of refunds as follows. You are entitled to request for a refund for the following reasons:

- overpayment of your tuition fees,
- withdrawal from the programme,
- being funded by SLC or a sponsor

Your entitlement to a refund will depend on a number of factors:

- The date which the change in your study commenced,
- Whether you have any outstanding debts with LDESCITT - the amount owed will be deducted from the refund,
- The date when your payment was received does not exceed 6 years

If you are entitled to a refund, the refund will be:

- Processed within 8 weeks (under current circumstances) of receipt of a correctly completed form (subject to authorisation by LDESCITT) and in accordance with the statutory right to cancel your registration with us within 14 calendar days from the day after you complete your initial registration or 14 calendar days from the day after the start of term;
- Paid to the original payer's bank details provided when the original payment was made

Refund requests which are based on extenuating circumstances must be accompanied by documentary evidence, such as a medical or death certificate, or a refusal notice issued by the UK immigration authorities. If the request is due to a transfer, a letter confirming acceptance to another UK university must be submitted.

In accordance with UK anti-money laundering laws, payments made by anyone other than the student cannot be refunded to the student, but must be returned to the original payer.

## **11. Complaints**

If you are not satisfied with a decision taken regarding the fees you have been charged, the arrangements for payment, refunds or any sanctions imposed for non-payment, you may submit a complaint following the Complaints Procedures available at [www.londondistricteast.org](http://www.londondistricteast.org)