



Policy: Fees and Debt Recovery

Member of Staff Responsible:

Alison Hesley

Policy Approved By:

SCITT Strategic Board

Approved on:

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Review Date:

2020

(circumstances may require an earlier review)

Signed-off by:

Strategic Board Chair:

Andrew Cummings

Date:

04.07.2017

Red Kite Teacher Training (RKTT) Policy for the Payment of Fees and debt recovery



Tuition fees are agreed annually by the RKTT Strategic Board.

Trainees before the beginning of the course must formally indicate their preferred payment of tuition fees:

- Application for a tuition fee loan from the Student Loan Company
- Self-finance payable in 10 monthly instalments of £900
- Using their bursary payable in 10 monthly instalments of £900

Once the form of payment has been decided by the Trainee and contract signed, the Trainee has fourteen working days from the date of signing to alter their option. After this date the agreement is binding.

If the tuition fee loan is to be paid directly from the Student Loan Company, the Trainee must provide a copy of the Student Loan Company Finance Confirmation Letter to the SCITT Administrator to show payment will be made via the Student Loan Company. The SCITT Administrator will then confirm the trainees registration via the Student Loan Company HEP Portal.

If the fee is to be paid directly from the Trainee, payment must be by standing order with reference "RKTT Fee *first-initial surname*".

Withdrawal from the course:

- If a trainee withdraws from the course after the first registration point (04/09/2017), they will be liable for the first terms' fees of £2250 total;
- If a trainee withdraws from the course after the second registration point (08/01/2018), they will be liable for the first and second terms' fees of £4500 total;
- If a trainee withdraws from the course after the third registration point (16/04/2018), they will be liable for the entirety of the course fees of £9000 total;
- No refund of fees will be payable to me from RKTT if a trainee withdraws after the third registration point.

A Trainee facing difficulties to pay the fees will inform the RKTT Director or RKTT Deputy Director as soon as possible.

Extensions:

If a Trainee requires or requests an extension due to exceptional circumstances, which is agreed by the Quality Assurance Committee, additional fees to cover the extension period may be due. These fees are to cover the additional costs incurred and will be agreed with the Trainee prior to the extension being formally agreed.

Re-sit Placements:

If the RKTTC Quality Assurance Committee grant the opportunity for a re-sit due to failure of placement the Trainee will be informed of the fee for the re-sit. The Trainee will be required to pay the full fee for the re-sit up to 5 working days prior to the start of the re-sit placement.

A Trainee may re-sit up to one placement as soon as possible in the academic year following their initial training year at the discretion of the Examination Board. A re-sit placement will normally be 8 weeks in duration.

The fee for a re-sit is £2000 a proportion of which will be paid to the school hosting the re-sit.

If the Trainee withdraws during the re-sit there will be no refund of fees.

Debt recovery

Stage 1 – 10 days after non-payment of the agreed fee schedule RKTTC send payment reminder to the Trainee by email.

Stage 2 – 30 days after non-payment of agreed fee schedule RKTTC send payment reminder to the Trainee by email.

Stage 3 – 60 days after non-payment of the agreed fee schedule trainee may be suspended from training until payment is made

Stage 4 – RKTTC reserve the right to withhold the award of PGCE and QTS if full payment is not received by the end of July. If fees have not been paid by the date of the Examination Board in June the award of PGCE and QTS will be withheld.

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