

Embrace
S C I T T

Tuition Fee Policy

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Person(s) Responsible for Review:	Head of SCITT & Operational Leadership Group
Approved by:	Strategic Leadership Group
Adoption date:	February 2024
Signed on behalf of the Strategic Leadership Group:	

Ms Angela Holdsworth MBE

CEO & Accounting Officer

Embrace SCITT

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 Embrace.scitt@theviewtrust.org

CEO & Accounting Officer Ms A Y Holdsworth MBE

Head of SCITT Mr J Findlay-Pidcock



Roles and Responsibilities

The Trust has overall responsibility for the effective operation of this policy. The Strategic Leadership Group is responsible for approving this policy and monitoring its effectiveness. The Strategic Leadership Group is responsible for ensuring that staff are treated fairly and consistently in the application of this policy and procedure.

The Strategic Leadership Group has delegated day-to-day responsibility for operating the policy to the Head of SCITT. The Head of SCITT has specific responsibility to ensure the fair application of this policy and that procedures are followed.

Introduction

Embrace SCITT reviews its fee policy annually. For the 2025-26 Academic Year tuition fees are listed below:

Phase	Study	Award	Fees
Primary / Secondary [UK Citizen]	Full Time	Qualified Teacher Status & PGCE	£9250
Primary / Secondary [non-UK Citizen]	Full Time	Qualified Teacher Status & PGCE	£9250
Primary [UK Citizen]	Part Time	Qualified Teacher Status & PGCE	£6935 (Year 1) £4875 (Year 2)*
Primary [non-UK Citizen]	Part Time	Qualified Teacher Status & PGCE	£6935 (Year 1) £4875 (Year 2)**

* If Trainees require an extension to their programme, the cost for year 2 would be £6935 for UK Citizens.

** If Trainees require an extension to their programme, the cost for year 2 would be £6935 for non-UK Citizens.

Fees are due on the dates specified in the Trainee's Contract and are payable with a tuition fee loan or bank transfer. All fees due must be fully paid before completion of your qualification.


Embrace SCITT reserves the right to alter the timing and/or location and/or content of the academic provision. This does not change the liability of the Trainee for payment of the course fees; the agreement between Embrace SCITT and the Trainee in relation to the payment of fees will remain in place.

All fees due must be paid in full before completion of your qualification.

Liability

All Trainees are liable for payment of tuition fees. It is the responsibility of the trainee at all times for any fees or amounts outstanding to Embrace SCITT.

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If you are in receipt of tuition fee support through the Student Loans Company, and Embrace SCITT does not receive your financial assessment and full tuition 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.

Trainees should be aware that they may be charged an additional amount for:

- Reassessment of examinations and coursework;
- Extended or additional modules/placements.

Trainees will be personally liable for any professional membership fees associated with their course howsoever a Trainee may be funded.

Payment Methods

Embrace SCITT requires Trainees to pay using one of the payment methods detailed below. They must inform Embrace SCITT prior to commencing their training how their fees will be paid.

UK trainees can apply to Student Finance England for a student loan for tuition fees of up to £9,250 per annum depending on which course of study is chosen. The Student Loans Company will pay tuition fees directly to Embrace SCITT.

If you do not wish to take out a fee loan, or only take a partial loan, you will be responsible for paying the balance of your fees directly to Embrace SCITT.

The Trainee remains personally liable at all times for any fees or other amounts owing to Embrace SCITT.

Outstanding Debts

A Trainee experiencing difficulties in paying fees should contact the Head of SCITT immediately. Once your fees become overdue you will be sent a reminder letter, following which failure to settle the debt will result in the debt being referred to a debt collection agency or solicitor. Failure to pay will result in Embrace SCITT recommending that the PGCE and Qualified Teacher Status by the DfE are withheld until full payment is made. Embrace SCITT and its partners will not provide any reference for the Trainee until any outstanding debt is paid.

Withdrawal Policy

Trainees who withdraw from or leave the programme before completion must give written notification of withdrawal to the Head of SCITT. The date of receipt of this notice will be the effective date of withdrawal.

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Withdrawing Trainees remain liable for the full payment of tuition fees as follows:

Withdrawal prior to the beginning of Autumn Term 2	£1000
Withdrawal after October Half Term but before Christmas	25% of the total annual fee
Withdrawal after Christmas but before Easter	50% of the total annual fee
Withdrawal after Easter	100% of the total annual fee

Any outstanding tuition fees become due immediately on withdrawal. In the event that a Trainee is paying fees via a Tuition Fee Loan and the amount payable by the Student Loan Company does not cover the full tuition fee then the student remains liable for any outstanding balance.

Intercalation

Where a Trainee wishes to suspend the programme of study the notification procedures detailed within the Intercalation Policy must be followed.

Where a student pays the fees via a Tuition Fee Loan there will be no financial implications provided that studies are resumed within the same academic year. Where the break in studies extends beyond the end of the academic year then the student will be required to reapply for student finance. The Trainee and the Embrace SCITT will both separately be responsible for notifying the Student Loan Company of any break from the Trainee's studies.

Where a Trainee is self-funded fees will be due on a pro-rata basis to the point of suspension.

Should a Trainee subsequently withdraw from the course they will be liable for fees in line with the withdrawal policy set out in paragraph 5 above and said fees become payable immediately.

Trainees who fail

If a Trainee fails the course they will not be eligible for reimbursement of fees. Tuition fees will be paid as set out in the table above. The date of leaving the programme in such cases will be the date of completion of internal procedures, including but not limited to Disciplinary, Fitness to Train and Appeals.