

The Keele and North Staffordshire Teacher Education SCITT

QTS + PGCE Tuition Fee Policy

Approved by: KNSTE Strategic Board

Review interval: Annually

Last Review date: April 2024

Next Review Date: April 2025

Audience: Trainees

Date: _____

Signed: _____

Name: (Print) _____

Position: _____

This policy has been equality impact assessed and we believe in line with the Equality Act 2010. It does not have an adverse effect on race, gender or disability equality.

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 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.

If you fail a placement you should be aware that you have the right to one re-sit but you will be charged and thus may be financially liable for:

- Extended placement fees (pro-rata dependent on number of days required)
- Additional full placement fees (£250 for placement 1, £300 for placement 2)
- Up to 4 additional Lead Mentor visits and support (£500)

If the placement is withdrawn through no fault of your own, then no additional fees will be payable.

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. The fee for the part time route is £5,750 per annum for students who have started the course in August 2024. The Student Loans Company will pay any amount directly to KNSTE, and you will repay the loan once you are earning over the threshold as outlined by the Student Loans Company.

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 2025-26 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 Trainees

1. Payment in full on 13th September 2024.
2. Payment in two equal instalments where the 1st instalment is payable on 13th September and the 2nd instalment is payable on the 10th January 2025. The amounts would be as follows:
 - a. Full time route – two equal instalments of £4,625
 - b. Part time route – two equal instalments of £2,875 (in each year of study)
3. Payment in three instalments where the 1st instalment will be payable on 13th September 2024 with the 2nd and 3rd instalments payable on 10th January 2025 and 11th April 2025 respectively.
 - a. Full time route – 1st instalment of £3250 and 2nd & 3rd instalments of £3,000
 - b. Part time route – 1st instalment of £1,950 and 2nd and 3rd instalments of £1,900 (in each year of study)

Methods of Payment

Fee Type	Number of Instalments	Due Dates for Payment 2024-25
Tuition Fees - Sponsored by Organisation or Institution or paid directly by you	1	Payment in full by 13 th September 2024
Tuition Fees paid directly by you (self-funding)	2	<ul style="list-style-type: none"> ○ 13th September 2024 ○ 10th January 2025
Tuition Fees paid directly by you (self-funding)	3	<ul style="list-style-type: none"> ○ 13th September 2024 ○ 10th January 2025 ○ 11th April 2025
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 Monday 26th August 2024 you will be liable for an administration fee of £250.

Dates	Liable Course Fees	Payment 2024-25
Withdraw between 13 th September 2024 and 10 th January 2025	£2,312.50 for the full-time route or £1,437.50 for the part-time route for those starting course in 2024-25	KNSTE will invoice you directly or payment will be received directly from SLC to KNSTE.
Withdraw between 10 th January 2025 and 11 th April 2025	£4,625 for the full-time route or £2,875 for the part time route for those starting course in 2024-25	KNSTE will invoice you directly or payment will be received directly from SLC to KNSTE.
Withdraw on or after 11 th April 2025	£9,250 for the full-time route or £5,750 for the part time route for those starting course in 2024-25	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.

Withdrawal from PGCE/QTS

If you withdraw from study for Post Graduate Certificate of Education (PGCE) at any point during the course, you may continue to study for Qualified Teacher Status (QTS). You will remain liable for the full PGCE + QTS tuition fees of £9,250 on the full-time route or £5,750 per annum if you are on the part time route and commencing the course in 2024-25 but will only receive the QTS qualification.

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.

Dates	Liable Course Fees	Payment 2024-25
Withdraw between 13 th September 2024 and 10 th January 2025	£2,312.50 for the full-time route or £1,437.50 for the part-time route for those starting course in 2024-25	KNSTE will invoice you directly or payment will be received directly from SLC to KNSTE.
Withdraw between 10 th January 2025 and 11 th April 2025	£4,625 for the full-time route or £2,875 for the part time route for those starting course in 2024-25	KNSTE will invoice you directly or payment will be received directly from SLC to KNSTE.
Withdraw on or after 11 th April 2025	£9,250 for the full-time route or £5,750 for the part time route for those starting course in 2024-25	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 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 lectures 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 you not being able to take up a teaching 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 Trainee acknowledges that they 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 Trainee's ability to take up a teaching post in the following September.