

The Keele and North Staffordshire Teacher Education SCITT

QTS Tuition Fee Policy

Approved by: KNSTE Strategic Board
Review interval: Annually
Last Review date: April 2023
Next Review Date: April 2024
Audience: Trainees

Date: _____

Signed: _____

Name: (Print) _____

Position: _____

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 the 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.

You should be aware that you may be charged and thus financially liable for:

- Extended or additional placements

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 £8,250 per annum for the full-time route. The fee for the part time route is £5,750 for year 1 of your training and £4,750 for year 2 of your training. The Student Loans Company will pay any amount directly to KNSTE, and you will repay the loan once you are earning over the threshold amount 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 2024-25 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 14th September 2023.
2. Payment in two equal instalments where the 1st instalment is payable on 14th September and the 2nd instalment is payable on the 8th January 2024. The amounts would be as follows:
 - a. Full time route – two equal instalments of £4,125
 - b. Part time route– two equal instalments of £2,875 in year 1 of study and £2,375 in year 2 of study.
3. Payment in three instalments where the 1st instalment will be payable on 14th September 2023 with the 2nd and 3rd instalments payable on 8th January 2024 and 8th April 2024 respectively.
 - a. Full time route – three equal instalments of £2,750.
 - b. Part time route – 1st instalment of £1,950 and 2nd and 3rd instalments of £1,900 in year 1 of study and 1st instalment of £1,750 and 2nd and 3rd instalments of £1,500 in year 2 of study.

Methods of Payment

Fee Type	Number of Instalments	Due Dates for Payment 2023-24
Tuition Fees - Sponsored by Organisation or Institution or paid directly by you	1	Payment in full by 14 th September 2023
Tuition Fees paid directly by you (self-funding)	2	<ul style="list-style-type: none"> ○ 14th September 2023 ○ 8th January 2024
Tuition Fees paid directly by you (self-funding)	3	<ul style="list-style-type: none"> ○ 14th September 2023 ○ 8th January 2024 ○ 8th April 2024
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 28th August 2023 you will be liable for an administration fee of £250.

Dates	Liable Course Fees	Payment 2023-24
Withdraw between 14 th September 2022 and 8 th January 2024	£2,062.50 for the full-time route or £1,437.50 for the part-time route for those starting course in 2023-24.	KNSTE will invoice you directly or payment will be received directly from SLC to KNSTE.
Withdraw between 8 th January 2024 and 8 th April 2024	£4,125 for the full-time route or £2,875 for the part time route for those starting course in 2023-24	KNSTE will invoice you directly or payment will be received directly from SLC to KNSTE.
Withdraw on or after 8 th April 2024	£9,250 for the full-time route or £5,750 for the part time route for those starting course in 2023-24	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.

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.

Dates	Liable Course Fees	Payment 2023-24
Withdraw between 14 th September 2022 and 8 th January 2024	£2,062.50 for the full-time route or £1,437.50 for the part-time route for those starting course in 2023-24.	KNSTE will invoice you directly or payment will be received directly from SLC to KNSTE.
Withdraw between 8 th January 2024 and 8 th April 2024	£4,125 for the full-time route or £2,875 for the part time route for those starting course in 2023-24	KNSTE will invoice you directly or payment will be received directly from SLC to KNSTE.
Withdraw on or after 8 th April 2024	£9,250 for the full-time route or £5,750 for the part time route for those starting course in 2023-24	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.