

Policy and Procedure on Payment of fees

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Revised August 2019

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Next revision date August 2023

1. The application fee of £50 is non-re-fundable and must be sent with the application
2. Registration fees (paid by NESWEC to the awarding body) are due as follows:
	1. Year 1 – this fee will be £332 for the 2-year programme leading to the qualification Steiner Early Childhood Studies (Early Years Educator) Level 4. This fee is set by the awarding body and not by NESWEC**.** No registration fee is required in Year 2.
	2. All registration fees are due to be paid on the first day of the Induction residential and are non-refundable
	3. Year 3 – for those registered for the Level 5 qualification, a registration fee of £332 is required for the Level 5 qualification, to be paid at the start of Year 3.
3. The fees for the Year 1 of the NESWEC course are £1,980 and may be paid by cheque or directly into the course bank account
4. For the Year 2, the fees are £1,980.
5. Fees for Year 1 and Year 2 are due by the first day of the Induction residential
6. They may either be paid in full by this date
7. Or a written arrangement on the Fee Agreement Form may be made for the fees to be paid in three instalments of £680 (total £2,040) for Year 1 or Year 2. These three instalments are due on the first day of the first residential of each term.
8. For Year 3, the fees are £1000 or three instalments of £360 (total £1080)
9. If the first, second or third year of the course is being taken over two years, then the fees will be half of these amounts. All other points in this policy apply
10. If a student decides to withdraw, then any fees paid will be re-funded with the following adjustments. £200 will be retained for each Elmfield residential attended and £50 for every residential weekend in York. After 1st February, no re-funds will be given if the student decides to withdraw. Registration fees and application fees are non-re-fundable
11. If a student unexpectedly finds that there may be a difficulty in meeting fee obligations, the Course Coordinator must be informed before fees fall into arrears. We are willing to look at problems sympathetically and try to find a new agreement
12. In the case of late payment where a new agreement has not been made, a surcharge of 1.5% per month of the amount due must be paid for each payment that does not arrive by the due date
13. If agreed fee payments fall more than 2 months in arrears, the student will be deemed to have de-registered from the course and money will be owed as explained in 8. above

If financial difficulties should arise, good and timely communication is a priority.

N.B. it may be necessary to increase tuition fees in future years if accreditation costs rise. At least 12 weeks’ notice will be given of any changes. Registration fees rise by a small amount each year.