


ITT Tuition Fee Policy

Owner and version control

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Introduction

The cost of training to teach is £8,500 for full-time study.

Tuition 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.**

Liability

All Postgraduate Fee Funded Trainees are liable for payment of tuition fees. Any fees or amounts outstanding to Best Practice Network (BPN) is the responsibility of the trainee.

If you are in receipt of tuition fee support through the Student Loans Company, and BPN 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

BPN requires Trainees to pay using one of the payment methods detailed below-

- Apply to Student Finance England for a student loan for the full tuition amount
- Apply to Student Finance England for a student loan a proportion of the tuition amount and self-fund the balance

- Self-fund the full tuition amount

The Trainee must inform BPN 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 Fee for the Postgraduate Fee Funded route at BPN is £8,500. The Student Loans Company will pay tuition fees directly to BPN. 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 BPN.

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

Outstanding Debts

A Trainee experiencing difficulties in paying fees should contact the primary ITT team (teach@bestpracticenetwork.co.uk) 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 BPN recommending that Qualified Teacher Status by the DfE are withheld until full payment is made.

BPN and its partner institutions 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 Primary ITT team (teach@bestpracticenetwork.co.uk). The date of receipt of this notice will be the effective date of withdrawal.

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

- 25% of the loan for the year if you suspend or leave in term 1
- 50% of the loan for the year if you suspend or leave in term 2
- all of the loan for the year if you suspend or leave in term 3

Any outstanding tuition fees become due immediately on withdrawal. If 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.

Deferral

Where a Trainee wishes to suspend the programme of study the notification procedures detailed within the Deferral 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 BPN 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 above and said fees become payable immediately:

- 25% of the loan for the year if you suspend or leave in term 1
- 50% of the loan for the year if you suspend or leave in term 2
- all the loan for the year if you suspend or leave in term 3

[Student finance if you suspend or leave your course: Getting student finance while you suspend your studies - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

Trainees who fail

If a Trainee fails, they will not be eligible for reimbursement of fees. Tuition fees will be paid as set out in the withdrawal policy 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 Practise and Appeals.