

*Our Vision is to produce outstanding teachers who will ensure their students, whatever their starting point, thrive in all aspects of education. Our trainee teachers will value developing the whole person equally to the achievement of academic success.*

## Policies and Procedures

### Payment of Fee policy

**Adopted:** April 2018

**Review Date:** April 2019

**Reviewers:** RDv/GCr

At the beginning of the course Trainees must formally indicate their preferred payment of tuition fees by completing a signed declaration of their payment intention.

They may pay in one of three ways :

Options	Description
Private Funding	<ul style="list-style-type: none"> <li>• First payment : £2250 by 22<sup>nd</sup> October 2018</li> <li>• Second payment : £2250 by 4<sup>th</sup> February 2019</li> <li>• Third payment : £4500 by 7<sup>th</sup> May 2019</li> </ul>
Private Funding	<ul style="list-style-type: none"> <li>• 8 x monthly payments on 23<sup>rd</sup> of each month October – May</li> </ul>
Tuition Fee Loan	<ul style="list-style-type: none"> <li>• Apply to Student Finance England for a deferment of course fees</li> </ul>

Those paying by student loan are required to submit their student loan reference number.

Failure to pay the fees by the end of the course will deem it necessary for the NWSCITT Director to inform the Academic Board that Qualified Teacher Status by the NCTL is withheld until payment is made.

If a Trainee withdraws from the course after 1<sup>st</sup> September of academic year, payment must be made in accordance with the Trainee contract.

A Trainee facing difficulties to pay the fees will inform the SCITT Director as soon as possible.

North Wiltshire SCITT is committed to effectively managing payment of tuition fees and following the process of quality assurance will monitor and evaluate the effectiveness of its procedures.

#### Payments by the NCTL

Any training bursary payments made by the NCTL will be paid monthly, by North Wiltshire SCITT, to trainees with payments reaching their bank accounts by the 10<sup>th</sup> of each month from October to July.