



YORKSHIRE WOLDS TEACHER TRAINING

Fee Policy

Version 2.2

<p>Important: This document can only be considered valid when viewed on the YWTT portal. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.</p>	
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<p>Name of Responsible Committee/Individual:</p>	<p>YYTT Executive Board</p>
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<p>Target Audience:</p>	<p>YWTT Trainees</p>
<p>Related Documents:</p>	<p>YWTT Withdrawal Application Form YWTT Suspension of Studies Form</p>

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POLICY STATEMENT

Our vision is to *inspire* each other and our students so each of us *aspires* to reach a potential which is not limited but is given wings by creativity and a shared sense of purpose.

Our core purpose is to prepare trainees to become highly effective teachers with a love of learning who will continue to develop their skills throughout their career, through exposure to excellent practice, observation, mentoring, coaching, practice, reflection and sharing with peers. Our trainees will be enthusiastic and passionate practitioners and will find innovative and creative ways to communicate with learners and enable them to make excellent progress. We will seek to equip our trainees with a wide range of teaching and learning strategies as well as the inter-personal skills required to motivate and inspire students.

Yorkshire Wolds Teacher Training is committed to developing its trainees into excellent teachers through a creative, effective and rigorous programme underpinned by supportive and highly experienced teacher educators. Our aim is to create models of outstanding practice across the partnership and to meet the needs of our partner institutions as well as training the school leaders of the future.

YWTT recognises the investment trainees make when they are accepted onto an Initial Teacher Training (ITT) programme. This policy describes the Fee Policy and procedure for applicants paying fees to Yorkshire Wolds Teacher Training for the delivery of an initial teacher training programme leading to the award of QTS and PGCE in conjunction with the University of Hull.

1. PURPOSE

Fees are payable with a tuition fee loan or by cheque, bankers draft or bank transfer. All fees due must be fully discharged before completion of the training course. Yorkshire Wolds Teacher Training reserve the right to alter the timing and/or location and or/content of the academic provision. This does not alter the liability of the student for payment of the course fees and the agreement between the student and Yorkshire Wolds Teacher Training in relation to the payment of all fees due will remain in place.

2. SCOPE

This Policy applies to trainee teachers who have been offered a training place with Yorkshire Wolds Teacher Training.

3. ROLES AND RESPONSIBILITIES

The **YWTT Executive Board** is responsible for ensuring this policy is applied fairly and consistently across the organisation.

The **Director of YWTT** is responsible for ensuring candidates are treated fairly and consistently across the organisation and they will ensure that this policy is implemented fairly and consistently, whilst also ensuring that relevant financial legislation and statutory guidance is adhered to.

4. EQUALITY AND DIVERSITY

The Education Alliance is committed to:

- Promoting equality and diversity in its policies, procedures and guidelines

- Delivering high quality teaching and services that meet the diverse needs of its student population and its workforce, ensuring that no individual or group is disadvantaged

5. LIABILITY FOR PAYMENT OF FEES

All trainees are liable to pay tuition fees. A trainee is responsible at all times for any fees or amounts outstanding to Yorkshire Wolds Teacher Training. If a trainee is in receipt of student support through the Student Loans Company (SLC), Student Awards Agency for Scotland (SAAS), or Islands Government (Jersey, Guernsey, Isle of Man), and Yorkshire Wolds Teacher Training does not receive the financial assessment and full tuition fee payment the trainee 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 and thus financially liable for:

- Reassessment of examinations and coursework; in the event of deferment
- Extended or additional modules/placement

Trainees will be personally liable for any professional membership fees associated with their course. All fees due must be fully discharged before completion of the award of QTS.

6. METHODS OF PAYMENT

YWTT encourage trainees to pay in advance using one of the payment options detailed below. Home and EU trainees may apply to Student Finance England for a student loan for tuition fees up to £9000 per annum. The Student Loans Company will pay any amount directly to Yorkshire Wolds Teacher Training and the trainee will repay the loan to the SLC once they have completed the programme and are earning over the set amount stated by the SLC.

If a trainee does not wish to take out a fee loan, or only wish to take out a partial fee loan, they will be responsible for paying the balance of their fees directly to YWTT.

YWTT offers the following payment options to self-funding trainees 18-19:

1. Payment in full after formal registration by 18th October 2018.
- or
2. Payment of 50% of the fees after formal registration by 18th October 2018 and the remaining 50% by 10th April 2019.

A trainee remains personally liable at all times for any fees or amount outstanding to Yorkshire Wolds Teacher Training. By selecting option 1 or 2 a trainee must pay the balance of fees to YWTT by one of the following payment methods:

- Cheque
- or
- Bankers Draft: made payable to:

Yorkshire Wolds Teacher Training
Sort code 40-25-59
Account number 70091189

HSBC BANK PLC UK, Merit House, Saxon Way, Priory Park West, Hessle HU13 9PB

The trainee name must be clearly stated on the remittance.

7. OUTSTANDING DEBT

No trainee with an outstanding account will receive an award, be considered for further qualifications or be given a reference from Yorkshire Wolds Teacher Training. Once fees become overdue a statement and a reminder letter will be sent, following which, failure to settle the outstanding fees will result in the debt being referred to a debt collection agency or solicitor.

8. FEE REFUND POLICY

This policy applies to registered trainees who subsequently withdraw from the course before completion. In all cases application for refund of fees will only be considered if YWTT has received written notification of withdrawal by completion of a "Student Withdrawal Form". The date of receipt of the form will be the effective date of withdrawal. Completed withdrawal forms must be submitted to the Director of ITT for signature and a copy will be retained by YWTT.

- Trainees who withdraw within the first four weeks of the start date of their programme, (before 28th September 2018) will be liable for tuition fees of £250
- Students who withdraw after the first four weeks (after 28th September 2018) but before the 11th January 2019 will be liable for 50% of the annual tuition fee.
- Students who withdraw after 11th January 2019 but before 5th April 2019 will be liable for 75% of the tuition fee
- Students who withdraw after the 5th April 2019 will be liable for 100% of the tuition fee.

For financial purposes, completed withdrawal forms must be received and acknowledged by YWTT in writing by:

28th September 2018
11th January 2019
5th April 2019

9. CHANGE IN CIRCUMSTANCES

The tuition fee payable becomes due immediately on withdrawal. In the event that a trainee is paying fees via a Tuition Fee Loan and the amount payable by the Student Loans Company does not cover the tuition fee liability, the trainee remains liable for all the outstanding fees. Yorkshire Wolds Teacher Training will recover any outstanding fees directly from the trainee.

Changes in Circumstances: If a trainee wishes to break the programme of study, they will need to discuss this with the Director of YWTT. A Suspension of Studies Form should be submitted to the Director of YWTT so that suitable arrangement can be agreed to maintain trainee status with YWTT. Should the trainee subsequently withdraw from the course a completed withdrawal form must be submitted to the Director of YWTT with payment for the balance of any fees outstanding, as any fee payable becomes due immediately

10. BURSARY PAYMENTS

Trainees commencing the course in September 2018 who meet the government eligibility criteria may receive a training bursary. Payment of the Training Bursary to eligible trainees will be initiated following successful registration in September 2018 and will be paid in 10 monthly instalments direct into the trainee's bank account between October and July. Should a trainee withdraw from the course the bursary will cease and the trainee is responsible for repaying any overpayment of training bursary funding. The trainee is required to reimburse the National College for Teaching and Leadership (NTCL) via YWTT who will give notification of the amount to be repaid. YWTT reserves the right to offset bursaries against outstanding debts.

11. PROBLEMS WITH FINANCE

If you experience problems with receiving confirmation of your finances from the Student Loans Company Limited we strongly advise you to contact the SLC with your YWTT Enrolment Number and your Student Support Notification Number as soon as possible.

12. MONITORING COMPLIANCE WITH AND EFFECTIVENESS OF THE POLICY

Effectiveness and compliance of this Policy will be monitored on an annual basis.

13. REVIEW

This Policy will be reviewed on an annual basis.