
Fees: Terms & Conditions

**Policies and Procedures –
Teaching Qualifications**

bbodance 2022-23

1. Fees and Payments

- 1.1. All students are liable for their own tuition fees, even if a third party is paying a part or the full amount.
- 1.2. Students have the option to pay the full course fee upfront or by monthly instalments during their course. Details of payment options are provided within the offer letter and registration form.
- 1.3. All students are invoiced for their course fees.
- 1.4. Students who opt to pay by instalments are required to pay a registration fee by the set deadline within the offer letter and pay their instalments by the 1st of the month, every month that payment is due.
- 1.5. Refunds of fees will only be given in the circumstances outlined below.
- 1.6. Students who default on instalments or fail to pay their tuition fees will not be eligible for their award until all debts are paid.
- 1.7. Students may be liable for additional fees as follows:

Additional Fees	Costs
Admin fee for default on agreed payment plan.	£35
A re-submission fee will be due if a student fails their first attempt at an assessment or does not achieve the required standard due to failure of a learning outcome. The re-submission fee covers the cost of re-submission tutoring and marking for each module assessment. The same fee is applicable if a student requires a third attempt.	£80 - £155* *Re-submission fee is £80 for all module assessments except for 5.5 and 6.4 for which it is £155
A module fee for students who choose to re-sit their third attempt at an assessment with full attendance.	£110 - £305* *Fee is dependent on allocated tutoring hours
A registration fee will be due from students who defer their studies to the following cohort, without extenuating circumstances.	Level 4 - £150 Level 5 - £200 Level 6 - £250
Replacement certificates from HQ	£60

2. Deferral of Studies

- 2.1. Students are required to notify bboance of their intention to defer the start of their course.
- 2.2. Fees paid in advance of deferment will be carried over to the next course delivery, and the student will be invoiced for the difference in fee as appropriate.
- 2.3. Students can defer the start of their course two times, after which their registration will be terminated and they will need to reapply for their course.
- 2.4. If a student's registration needs to be terminated after deferral, they will be refunded fees paid in advance, minus the course registration fee.

3. Withdrawal

- 3.1. Students are required to notify the Teaching Qualifications Manager of their intention to withdraw by e-mail.
- 3.2. If a student decides to withdraw from their course within the first four weeks of the course (from the start date of the first module), they will not be required to pay tuition fees and any fees paid in advance, including the course registration fee (if applicable), will be refunded.
- 3.3. If a student decides to withdraw after the first four weeks of their course, they will be liable for tuition fees. Students will only be refunded for the modules that have not yet started, minus the course registration fee.
- 3.4. If a student decides to withdraw after the first four weeks of their course due to extenuating circumstances, they will be liable for tuition fees. Students will only be refunded for the modules that have not yet started, including the course registration fee (if applicable).
- 3.5. If bboance requests that a student withdraws or their course registration is terminated due to non-contact, lack of engagement or unsatisfactory progress with their studies, they will be liable for tuition fees. Students will be refunded for the modules that they did not start, minus the course registration fee.
- 3.6. If a student's course registration is terminated due to unacceptable behaviour or academic misconduct, they will be liable for the full tuition fee. Students will not be refunded for the modules that have not yet started or the course registration fee.

4. Suspension of Studies

- 4.1 Students are required to notify the Teaching Qualifications Manager of their intention to suspend their study of one or more modules by e-mail.
- 4.2 Fees paid in advance of suspension of studies will be carried over to the chosen course delivery, and the student will be invoiced for the difference in fee as appropriate.

- 4.3 Students will only be given the option to suspend their studies if all fee payments are up to date.
- 4.4 Students are permitted to suspend their studies up to two times within the maximum period of registration, after which they will be required to withdraw, or their course registration will be terminated (see Teaching Qualifications Regulations).
- 4.5 If a student chooses to withdraw after a period of suspension and has paid their fees in advance, they will be refunded for the modules that they have not yet started, including the course registration fee (if applicable).
- 4.6 If a student's registration needs to be terminated after a period of suspension due to non-contact, they will be refunded for the modules that they have not yet started, minus the course registration fee.