

Course Fees and Payment Arrangements - Foundation

<p><i>NB Course Fees are subject to annual review and whilst we endeavour to keep fees stable the fees may be raised to cover increased costs.</i> <i>Note: all Fees are inclusive of VAT</i></p>	Fees	Total by monthly payment
<p>Taster module, Introduction to Counselling: Deposit on booking £65 Balance of <u>£100</u> prior to start date on 18/09/18</p>	£165	
<p>Foundation Course (4 modules) is £1225 (+£50 admin fee for payment by instalments) including the cost of the Taster module <i>NB: Fees also include course book and other learning materials</i></p>	£1225	
<p>Deposit on acceptance of place</p>	£300	
<p>Annual Fee paid at start of the year (in addition to deposit already paid)</p>	£925	
<p>Monthly payment £121.88 (includes the £50 admin fee) Paid over 8 months - September 2018 - April 2019 (in addition to deposit already paid)</p>	£975	£1275
<p>If you have completed and paid for the Taster and have decided to continue onto the full Foundation course then you need to pay a deposit of £300. The remaining amount due, less this deposit is</p>	£760	
<p>To pay the £760 by instalments there will be an admin fee of £50 Monthly payment of £101.25 Paid over 8 months November 2018 - June 2019</p>	£810	£1275

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Course Fee Payment Guidelines

(To be read in conjunction with the fee payment schedule)

- **Foundations of Counselling**
- The **deposit** for the full Foundations of Counselling Course or Introduction to Counselling course, should be paid within two weeks of the student receiving their confirmation of the offer of a place on the course.

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For the **full Foundation**, either:

- the remaining fee can be paid in full no later than two weeks before the start of the course OR
- can be spread over 8 monthly payments (for which there is an added administrative fee)

The student must let the Academy know which method of payment they choose. Monthly payments must be by electronic funds transfer to The Academy: S.P.A.C.E. bank account.

- **Professional Diploma in Integrative Psychotherapy and Counselling**
 - The **deposit** for the **first year** of the course must be paid within two weeks of the student receiving confirmation of a place on the course.
 - For **second** and **third** year students, their deposit must be paid by the 1st July to confirm an on-going place on the next academic year of the course.
 - **The remaining fee for all students**, either:
 - May be paid annually in full two weeks prior to the start date of the academic year, OR
 - Must be set up to be paid over 12 months, preferably through electronic funds transfer to The Academy: S.P.A.C.E. bank account (for which there is an added administrative fee) , to start no later than the last Friday of the first week in September. If a student wishes to pay by cheque or cash, then a payment schedule must be set up by agreement with the Programme Di-

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rector and the administrator informed of the agreement.

The administrator must be advised, when the deposit is paid, which method of payment is chosen.