

# Course Fees and Payment Arrangements Diploma

Course Fees may be paid by standing order/EFT, monthly over the academic year.

*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.*

*Note: all Fees are inclusive of VAT*

<b>Professional Diploma in Integrative Counselling and Psychotherapy</b>	<b>Fees</b>	<b>Total by monthly payment</b>
<b>Selection Day/Interview:</b> Payable with Application (NB: External candidates only – our Foundation students do not have to pay this fee)	£30	
Deposit on acceptance of place	£300	
<b>Year 1 Fee paid IN FULL</b> at start of the academic year (in addition to deposit already paid)	£1673	
<b>Monthly payment £143 pm (incl. £45 admin fee)</b> Paid over 12 months (in addition to deposit already paid)	£1716	£2,016
<b>Years 2 and 3 Fee paid IN FULL</b> at the start of each academic year	£2978	
<b>Monthly payment £252 pm (incl. £45 admin fee)</b>  Paid monthly over 12 months Sept- August (NB: Fees incl. one-to-one and small group clinical supervision at the level required by professional bodies for trainees.		£3,024

NB: Personal Therapy, minimum 10 hours to be completed by end of Diploma.  
Normally £35-45 per session

## **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, must be paid within two weeks of the student receiving their confirmation of the offer of a place on the course in order to hold the place.
- For the **full Foundation**, the remaining fee can either:
  - 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: SPACE bank account.

### **Professional Diploma in Integrative Counselling and Psychotherapy**

- 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, in order to hold the place
- **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: SPACE bank account (for which there is an additional administrative fee), to start no later than the Friday of the first week in September.
- Payments by cheque or in cash are not accepted

**The administrator must be advised, when the deposit is paid, which method of payment is chosen for the remainder of that year's fee.**