

Policy for the Payment of Fees - £8000 2014/15 Cohort

Trainees must formally indicate their preferred payment of tuition fees by the end of July 2014:

- Application for a tuition fee loan from the Student Loan Company
- One lump sum payable prior to the commencement of the course

Once the form of payment has been decided by the Trainee and agreement signed, the Trainee has a further fourteen working days to alter their option. After this date the agreement is binding.

If the tuition fee loan is to be paid directly from the Student Loan Company, the Trainee must provide the original documentation to prove payment will be made by the Student Loan Company.

Methods of payment

The following methods of payment will be deemed acceptable

- Cheque
- Debit card
- Credit card
- On line payment

Cheques : Payment must be by a dated cheque and made out to Dove House School Academy Trust. Payment will be receipted on clearance of the cheque. Cheques that are not cleared will result in an additional 1% administration fee of the cheque amount. Invoices will be issued if payment remains unpaid on the due date. Post-dated cheques are not acceptable.

Debit Card & Credit Cards : Payment can be made by arrangement with the Finance Officer. A 1.5% charge is made to use this facility to cover administrative / bank charges.

On Line Payments: Payments can be made on line using the following details

Sort code 30-96-11
Account No. 29567168
Account name Dove House School Academy Trust
Ref. Trainee's name

Failure to fully pay the fees will deem it necessary for The Basingstoke Alliance SCITT Programme Director to recommend to the Management Board that Qualified Teacher Status is withheld until payment is made.

If a Trainee withdraws or is suspended from the course during the first term, 50% of the full fees must be met. If a Trainee withdraws from the course during the second term, 75% of the full fees must be met. If a Trainee withdraws from the course during the third term, 100% of the full fees must be met.

A Trainee facing difficulties to pay the fees according to this policy should inform the SCITT Programme Director as soon as possible to discuss alternative arrangements.

Policy ratified: Summer 2014

Policy due for review: Summer 2015