

CASPARI FOUNDATION POLICY ON FEES & DEBT MANAGEMENT

Purpose

This policy defines the principles for the Caspari Foundation's policy on fees and debt management for students studying on any of its academic programmes.

Definitions

Student - a person who has enrolled on a Caspari accredited training course:

- Advanced Diploma in Educational Psychotherapy – **Adv Dip**
- Caspari Certificate in therapeutic teaching – **Cert**
- Any other named Caspari accredited training

Fees and Debt Management

Tuition Fees

All students offered a place on the course will be required to pay a non-refundable deposit of £1,000 which should be paid to the Caspari Foundation within 28 days of an offer to study being made.

[Please see subheading below 'Deferral' for information if students decide not to take up their place of study after paying their deposit.]

Fees for the **Adv Dip** are currently £4500 in Year 1, and £5000 per year for years 2 - 4.

Fees for the one-year **Caspari Cert** are currently £4500.

Fees may be subject to an annual increase, but this will not be more than 10%.

Students are responsible for paying all fees incurred while studying at the Caspari Foundation. All fees are non-refundable. If an overpayment is made the credit balance arising will be offset against a student's next fee payment.

Please note: Any interruption or deferral will be subject to approval and one term's fees paid up front. Suspension or withdrawal from the course, will require one year's payment of fees.

Payment

The deposit is only required to be paid at the beginning of the course. Following the deposit payment, fees can be paid up front or in instalments. Students can choose to pay their annual fee up front or in termly, half termly or monthly instalments. Upon signing the Learning Agreement, contact the Business Director at business@caspari.org.uk to confirm a preferred payment method.

1. Payment up front will be due by 1st September
2. Termly instalments will be due for payment on 1st September, 1st January and 1st April.
3. Half termly instalments will be due for payment on 1st September, 1st November, 1st January, 1st March, 1st May and 1st June.
4. Monthly instalments will be due for payment on 1st of each month from September – June.

Caspari Foundation accepts payments by bank transfer only; bank details are:

- Account name: Caspari Foundation
- Bank name: Lloyds
- Sort code: 30-94-57
- Account number: 01373206

Please put SURNAME/ADVDIP or SURNAME/CERT as your payment reference when making a transfer.

Sponsored students

Fees can be paid by a sponsor, for example, an employer.

Please note: The deadline for a sponsor to pay fees is 15th November. If a sponsor fails to make payment by then, the student becomes liable for all outstanding fees.

Interruption of study/Deferral

If a student would like to defer or interrupt their study for 1-2 years, they must get permission from the Course Director.

If a student wants to defer or interrupt their study on the Advanced Diploma Course for one year, they must pay the fees to the end of their current term plus one additional term's fees as notice.

Upon returning to the course, students will only pay for the remaining two term's fees for that year. If a student decides not to return to the course, the suspension/withdrawal policy below shall apply.

The same policy applies to a student if they want to interrupt or defer their study on the Certificate Course. Upon returning, students will pay for the remaining fees, if any, for the course.

Please note: Students cannot interrupt study on more than 2 occasions for a maximum of 2 years. Any deferral or interruption must be approved by the Course Director.

Suspension and withdrawal

If a student is suspended or withdraws from the Advanced Diploma course, they will be liable for three term's fees. The three terms count from the end of their current term, therefore equating to a full year's fees.

If a student is suspended or withdraws from the Certificate course, they will be liable for the full fees of the course.

NB: A term is deemed to have begun on the first day of seminars or lectures after a break.

Debt recovery

If a student fails to make a payment, they become a debtor to the Caspari Foundation.

For those paying their own fees:

- After 14 days of non-payment a student will receive an email and written reminder asking for fees to be paid.
- After 28 days of non-payment a student will be excluded from the course with immediate effect.
- After 60 days a debt recovery strategy which could include the involvement of third parties and/or legal action.

For those being sponsored:

- After 21 days of non-payment a student's sponsor will be emailed a reminder asking for fees to be paid. The student will be made aware of this.
- After 37 days a student's sponsor will be emailed and written to with a reminder asking for fees to be paid. **They will also be informed that you are at risk of exclusion.**
- After 44 days a student's sponsor will be emailed and written to giving them a final 14 days to make the payment. **After this time a student will either be excluded or asked to pay the fees themselves.**

Exclusions for debt recovery

For a student who is excluded:

- Caspari Foundation holds the right to withhold certificates and transcripts.
- They will have the benefits of Caspari Foundation student membership revoked.

- They will be withdrawn from their clinical placement.
- They have no right to graduate from their programme.
- They will not be allowed back in the same academic year. They may return, with permission from the Board of Trustees, if previous debts are cleared and a full payment is made for the upcoming year of study.

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