

Course Fees Regulations

1. On accepting an offer of a place on a course, students enter into a financial contract with the Tavistock and Portman NHS Trust.
2. Students are liable to pay the full fee when the place is accepted, even if employers have undertaken to pay the fees. We are unable to chase employers/ sponsors for payment of students' fees.
3. All students will be invoiced on an annual basis for course fees. Unless otherwise stated, all course fees are per annum. We are unable to invoice employers/sponsors unless prior arrangements have been made with the Finance Office by employers/sponsors confirming that they will be responsible for payment in writing.
4. Withdrawals and refund policy
In the events of a student not taking an accepted place, the Trust may charge an administration fee. If a student withdraws from a course partway through the year, the full fees for the year are payable and the Trust will not refund any portion of the course fees. In any event, students who withdraw from courses should confirm this to the Registry in Academic Services as soon as possible.
5. Courses of more than one term in duration
Payment of fees must be arranged in one of two ways before attendance on the course is permitted.
 - o Courses fees paid in full before the commencement of the course.
 - o Completion of a Standing Order form, available from the Finance Office, which authorises 3 equal payments, to the full value of your course fees, to be made to the Trust on dates set by the Finance Office. The first payment will be before the commencement of the course.
6. Short Courses
Full payment of fees for courses up to and including one term in duration must be made in full before attendance rights are granted.
7. Non-payment of fees
If payment by pre-arranged dates is not received, the Trust reserves the right to suspend you from the course and legal proceedings may be instituted. An award cannot be made if there are outstanding fees, and the Trust will withhold assessment results and certificates until debts are settled.
8. Students undertaking a course lasting more than one academic year should note that fees are likely to increase in the second and subsequent years.
9. Main programme trainees and associates from non-EU countries pay fees at a higher rate. EU rates apply after 3 years residence in an EU country. Fees will however be charged at the EU rate if paid by a UK employer.
10. Student loans
The Department for Education and Employment provides loans for those who need to finance their own training and development. Further details are available from:
www.dfes.gov.uk/financialhelp/
www.lifelonglearning.dfes.gov.uk/CDL
www.dh.gov.uk/PolicyAndGuidance/HumanResourcesAndTraining/LearningAndPersonalDevelopment/fs/en
11. Cancellation of courses
The Trust reserves the right to cancel any course, and in such circumstances, undertakes to refund fees in full.