



Spurgeon's College

Tuition Fees policy

Definitions

1. The following terms and phrases shall have the following meanings in this document:
 - i. **Spurgeon's College** ("the College", "we", "our") – a higher education institution registered with the Office for Students (OfS), a limited company and a registered charity.
 - ii. **Offer Letter** – the letter offering of a place at Spurgeon's College on a programme of study¹ or research, setting out any conditions associated with the offer.
 - iii. **Acceptance Form** – the form provided to a student with their Offer Letter to be completed if the offer of a programme of study or research is being accepted.
 - iv. **Rules and Regulations** – these are available on our website and cover, among other things, payment of fees, attendance at classes, submission of work, student discipline, complaints procedures, and freedom of speech and equal opportunities policies. We update our rules and regulations on a regular basis.
 - v. **The Contract** – the written agreement between the College and a student is comprised of the Offer Letter, a completed Acceptance Form, the Rules and Regulations and the Terms and Conditions.

Introduction

2. College tuition fees are set out in the Acceptance Form, which forms part of the Contract students sign with the College.

Deposit

3. A deposit, if applicable in the Offer Letter, is payable within 28 days of returning the Acceptance Form or before the start of course, whichever is sooner.
4. A student has the right to cancel the Contract at any time within 14 days from the date the Contract is formed.² The deposit, if applicable, is non-refundable.

¹ Programmes of study are constructed to enable students to progress through the credit levels and, on achievement of the learning outcomes and credit requirements associated with each stage of the programme, to qualify for a University award.

² See the College's *Terms and Conditions* available on the College website.

Registration fees

5. A registration fee, additional to the College tuition fees, is applicable as referred to in the Offer Letter. The registration fee must be paid in full on or at the start of the course and per academic level. The registration fee is non-refundable.

Payment

6. Each year students will be invoiced for their tuition fees. On receipt of their offer, students may choose to pay their fees via standing order but must complete payment by the end of the course term.
7. The College may pursue legal proceedings in relation to non-payment of tuition fees.

Payment: dates and options

8. For all Theology courses leading to an Award, Certificate, Diploma, BA or Master's (part 1&2); the Diploma in Therapeutic Counselling; the Diploma in Youth Ministry; and the Diploma in Ministerial Formation fees can be paid as follows:
 - a. in full at the start of the course
 - b. in four payments as follows:
 - 25% by 1 October
 - next 25% by 1 December
 - next 25% by 1 March
 - remaining 25% by 1 May
9. If your church, another organisation or person will be paying your fees, please ensure that these dates are communicated to that person or organisation.
10. Students on a Master's programme must ensure that:
 - a. 100% of their fees for Part 1 are paid upon confirmation that permission has been granted by the Examination Board for the student to progress to the dissertation (Part 2) of the degree
 - b. 50% of the fees for Part 2 is paid upfront at the start of the dissertation and the remaining 50% is paid before the submission of their thesis

10.1. An invoice for the Master's dissertation will not be issued to students who have already informed the College that they do not wish to proceed to Part 2 of the course.
11. Fees for research courses (MPhil, DMin, PhD) and the IPC are payable:
 - a. in full at the start of the academic year
 - b. or students may choose to set up a standing order
12. Fees for the Certificate in Counselling Skills can be paid:
 - a. in full at the start of the course
 - b. in two payments:
 - 50% by 1 October
 - Remaining 50% by 1 December

13. Fees for the Certificate in Counselling Studies can be paid:
 - a. in full at the start of the course
 - b. in two payments:
 - 50% by 20 February
 - Remaining 50% by 1 May
14. Fees for Equipped to Minister modules; Equipped to Pioneer, the Crucible and the BHP Award must be paid in full at the start of the module.
15. Fees for single units fees can be paid:
 - a. in full at the start of the unit or
 - b. students may choose to set up a standing order

Payment: how to pay

16. The College will invoice the student.
17. Payment can be made by cash, cheque (made payable to Spurgeon's College), card or bank transfer through the College reception. Please note that there is a charge of £5.00 for any cheques returned as unpaid.
18. Standing order forms can be downloaded on the College's Moodle³ site <https://spurgeons.moodle.webanywhere.co.uk/course/view.php?id=159> under Payments.
19. Students on a theology course are encouraged to consider setting up a personal account with Stewardship⁴ to receive payments from family or individuals that may qualify for Gift Aid.⁵

Student loans

20. Certain programmes offered by Spurgeon's College (level 4-7) are eligible for SLC funding.⁶

Sanctions for non-payment

21. Students will be issued with a reminder if they fall behind on the payment of their tuition fees.
22. Students who have fallen behind on the payment of their tuition fees may have their work withheld from marking.
23. Students who have fallen behind with the payment of their tuition fees by the end of the first semester must discuss their situation with the Director of Operations.
24. Students who have not paid their tuition fees in full at the end of the academic year may not be permitted to continue with their studies. Such students must discuss their situation with the Director of Operations.

³ Moodle is the College's virtual learning environment.

⁴ Information concerning Stewardship is available at <https://www.stewardship.org.uk/>

⁵ Subject to restrictions on payments from close relatives. For further information see <https://www.gov.uk/government/publications/charities-detailed-guidance-notes/chapter-3-gift-aid>

⁶ Information concerning SLC funding is available at <https://www.slc.co.uk/students-and-customers/students-from-england.aspx>

25. Students who have not paid their tuition fees in full at the end of the academic year and who may be eligible to graduate may not be permitted to graduate from the College until their tuition fees are paid in full.
26. Before exercising the right to withhold a student's degree certificate and/or re-registration, the College will discuss the matter with the student, and will give due consideration to the circumstances in which the outstanding tuition fees have arisen (including the amount of any outstanding sums).
27. For the avoidance of doubt, the exercise, or otherwise, of the College's right to withhold a student's degree certificate and/or re-registration, as set out in Clause 25 above, does not remove, or restrict, a student's statutory right to obtain information about their results or grades under the Freedom of Information Act 2000.
28. The College reserves the right to take reasonable legal measures for the recovery of sums owed to it.

Exceptional situations

29. In exceptional circumstances the College may make allowance, as determined at the sole discretion of the College, in regard to the payment of fees. The Principal and Director of Operations, on a case-by-case basis, will decide.

Refunds / Withdrawal

30. The College recognises that there may be circumstances where a student embarks on a course and then wishes to withdraw. As set out in clause 4 above, a student has the right to cancel the Contract at any time within 14 days from the date the Contract is formed; the registration fee and deposit, however, is non-refundable.
31. If a student seeks to withdraw from a course, the following charges apply:

Withdrawal up to four weeks after the official start date	<i>Charged for 25% of the full year's tuition fees</i> If a student has paid their fees in full for the whole year, the College will refund the fees paid on this basis
Withdrawal after four weeks but before the end of the first semester	<i>Charged for 50% of the full year's tuition fees</i> If a student has paid their fees in full for the whole year, the College will refund the fees paid on this basis
Withdrawal in the second semester within four weeks of its official start date	<i>Charged for 75% of the full year's tuition fees</i> If a student has paid their fees in full for the whole year, the College will refund the fees on this basis
Withdrawal from a course four weeks after the official start date of the second semester	<i>Charged for 100% of the full year's tuition fees</i>

32. A request to withdraw from a programme of study should be made, in the first instance, to the Academic Director. The withdrawal form is available on Moodle under 'Academic Administration.' Copies of the withdrawal form are also available upon request from the Senior Registrar.
33. Students must settle any outstanding fees before withdrawal (see clause 31 above) and return any books borrowed from the library. The College reserves the right to take legal action against (former) students who fail to pay their fees and/or to return books.
34. Students who have not submitted work within the timeframe outlined in the programme of study may be deemed to have withdrawn from their course unless there are extenuating circumstances. Where personal or other circumstances prevent or hinder progress, students are encouraged to discuss the situation with their pastoral tutor, the chaplain or the Academic Director at the earliest opportunity.

Document control box			
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