

SPI Fees and Finance Policy



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ST PADARN'S INSTITUTE

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St Padarn's Institute Fees and Finance Policy

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2. Introduction

St Padarn's is an integral part of the Church in Wales, and its purpose is to deliver mission-orientated formation and training for the whole people of God. The Church in Wales is the primary source of funding for St Padarn's, enabling Church in Wales members with identified training needs to receive sponsored places on many programmes. St Padarn's sets fees fairly and in line with consumer protection law.

3. Fees

Programme fees contribute to the cost of tuition, accreditation (where applicable), library use (physical and electronic), administration, and on-line resources. The programme fees do not include charges for any residential accommodation, travelling expenses, meals, and other resources such as books. Where programmes are residential

the cost of accommodation may be charged to the learner. Fees will be published on the St Padarn's website ahead of registration for each academic year. To reflect ongoing cost changes, it might be necessary for St Padarn's to increase fees at the start of each subsequent year of a learner's programme.

4. Undergraduate Fees

4.1 Full-time

The full-time B.Th. is only available for those sponsored by the Church in Wales as part of their ministry training, and therefore fees are not charged. Should a learner cease to be sponsored by a Bishop or choose to cease training for ministry in the Church in Wales there is an option to move to the equivalent part-time course, and the learner would become liable for those fees.

4.2 Part-time

Part-time fees are charged at the beginning of each year of study. These are due at the start of the year. Learners can request a payment plan to pay fees termly or monthly. Where a payment plan has been agreed full settlement of fees for the academic year is required by the end of June. If a learner has not requested a payment plan, fees will be payable within one month of the date of invoice. If a learner withdraws from the programme, they will be liable for fees up to the end of the term of withdrawal. If a learner is sponsored and the sponsor withdraws their funding, the learner will be liable for their fees from the term after the sponsorship is withdrawn, if they continue with their studies.

5. Postgraduate Fees

Tuition and accreditation fees for learners on MA programmes are payable termly to St Padarn's. Fees can be found on the St Padarn's website, on the relevant course page.

St Padarn's MA programmes are typically delivered residentially and so unless a learner contacts the St Padarn's Postgraduate Coordinator (details can be found on the St Padarn's website <https://www.stpadarns.ac.uk/en/about/team/operational-staff/>) to make other arrangements learners will also be charged for accommodation and catering for any residentials which fall within that term.

Invoices are payable within one month from the date of invoice. Learners can request a payment plan to pay fees monthly. Where a payment plan has been agreed full

settlement of fees for the academic year is required by the end of June. If a learner withdraws from a course, they will be liable for fees up to the end of the term of withdrawal.

6. Payment of Fees by Sponsor or Student Finance

If a sponsor is going to pay all or part of your fees you need to provide evidence from your sponsor that they have agreed to do this, and how much they have agreed to pay. Where the sponsor uses purchase order numbers the PO number must also be provided. Contact details of the person in the sponsoring organisation responsible for ensuring invoices are paid must also be supplied.

Where fees are going to be paid directly through student finance (undergraduates) you need to provide confirmation from student finance that your loan/grant application has been approved.

If for any reason your sponsor/student finance fail to pay your fees, then you will become liable for them.

7. Interruptions of Studies

If you are granted an interruption of studies, fees will be due up to the date of your interruption of studies. If the interruption of studies comes part way through a term the fees will be calculated pro-rata to the date the interruption of studies is granted. Once a learner returns to their studies, they will be liable for fees from the date of their return. An interruption of studies will not result in a learner having to pay more than if they had completed their studies continuously. Any fee rises which have occurred in the period of the interruption of studies do not apply.

The learner will be liable for charges for any residentials attended prior to the interruption of studies.

8. Non-Accredited Programmes

Fees may be charged for other programmes run by St Padarn's. If a learner withdraws from a non-accredited programme **less than 7 days** before its commencement, they will be liable for full fees.

9. Failure to Pay Fees

If fees remain unpaid **30 days after** they were due St Padarn's will take steps to recover the fees. Non-payment of fees would normally also result in suspension from the programme, removing a learner from the programme, or refusing the learner progression to the next stage of the course.

10. Difficulty in Paying Fees

St Padarn's wants to give all learners every opportunity of completing their programme. If a learner is having difficulties in paying their fees, then they should approach their tutor or the Director of Operations as soon as possible (details can be found on the St Padarn's website <https://www.stpadarns.ac.uk/en/about/team/operational-staff/> or <https://www.stpadarns.ac.uk/>). A payment plan will be discussed and St Padarn's will make every effort to be flexible.