

St Padarn's Institute Fees and Finance Policy



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ST PADARN'S INSTITUTE

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1	July 2019	Kathryn Delderfield	
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3	April	Kathryn Delderfield	References to Cardiff University removed; amendments to arrangements for paying fees

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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 legislation.

3. Fees

Programme fees contribute to the cost of tuition, accreditation (where applicable), library use (physical and electronic), and on-line resources. The programme fees do not include charges for any residential accommodation, travelling expenses, meals, and other resources such as books (although sponsored places may include some or all of these expenses). 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 designed for those studying for ministry, and so learners would usually be sponsored by the Church in Wales or another denomination. Full-time fees are charged at the beginning of each year of study. These can be paid annually or termly. Where a full-time learner is sponsored by a Bishop in the Church in Wales all tuition fees, accommodation at St Padarn's, Cardiff, and training related travel are included in the sponsorship. Information on other grants available from St Padarn's to full-time sponsored learners can be found in the Application Form Notes issued each year by the Representative Body of the Church in Wales. If a learner withdraws from the course, 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the sponsor withdraws their funding, the learner will be liable for their fees from the term after the sponsorship is withdrawn, if they continue with their studies.

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 April. 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

5.1 Programmes accredited by Cardiff University

Learners who are registered with Cardiff University will be charged by Cardiff University for tuition and accreditation, at their standard rates. These can be found on their website <https://www.cardiff.ac.uk/>. Cardiff University's terms and conditions will apply to withdrawals regarding payment of fees.

Fees for accommodation and catering are payable to St Padarn's and will be set before the start of registration each year and fees for accommodation after each residential period. Invoices are payable within one month. If a learner withdraws from a course, they will be charged accommodation and catering fees until the end of the term in which they have withdrawn.

Where a learner is sponsored or is receiving a grant, they need to include the details of the sponsor/grant on the application form. St Padarn's will need written confirmation from the sponsor. If a sponsor withdraws sponsorship the learner will become liable for any fees due to St Padarn's from the term after the sponsorship is withdrawn, if they continue their studies.

5.2 St Padarn's Postgraduate Programme 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. If a learner withdraws from a course, they will be charged accommodation and catering fees until the end of the term in which they have withdrawn.

6. 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.

7. 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 may 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.

8. 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/> <https://www.stpadarns.ac.uk/>). A payment plan will be discussed and St Padarn's will make every effort to be flexible.