

# SPI Fees and Finance Policy



ATHROFA PADARN SANT  
ST PADARN'S INSTITUTE

## Document Control Table

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## Document History

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Notes on Revisions</b>
1	<b>July 2019</b>	Kathryn Delderfield	
2	<b>April 2020</b>	Kathryn Delderfield	<ul style="list-style-type: none"> <li>Updated to include Durham postgraduate programmes, and minor changes in procedures.</li> </ul>
3	<b>April 2021</b>	Kathryn Delderfield	<ul style="list-style-type: none"> <li>References to Cardiff University removed; amendments to arrangements for paying fees</li> </ul>
4	<b>February 2024</b>	Kathryn Delderfield	<ul style="list-style-type: none"> <li>Full-time fees clarified.</li> <li>Inclusion of information on fees in relation to IOS</li> </ul>

# **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 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 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 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. 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.

## **7. 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.

## **8. 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.

## **9. 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.