

AUA Postgraduate Certificate in Higher Education Administration, Management and Leadership



Payment Terms and Conditions – for April 2018 intake

In accepting a place and registering onto the AUA PgCert programme the student accepts liability for the programme fee and payments set out in their payment schedule.

April 2018 cohort PGC60 study day dates are as follows:

Study Day 1: 25 April 2018

Study Day 2: 11 July 2018

Study Day 3: 21 November 2018

1. Payment

The following payment options are available to all students:

Sponsored Where the student is sponsored or financially supported by their employer or a third party the programme fee must be paid in full before the date of registration.

Self-funded Where the student is funding their own study one of the following options will apply:

a. Full payment: by the date of registration

b. Instalments:

- By date of registration: 50% of full student contribution
- By Study Day 2: 25% of full student contribution
- By Study Day 3: 25% of full student contribution

Combined Where the programme fee is split between the student and a sponsor each party will be liable for their contribution in line with the payment options given above.

2. A purchase order must be provided for the full contribution being made by a third party in sponsorship. By provision of purchase order the AUA will assume that the third party has responsibility for their contribution and agrees to make payment. The student is responsible for ensuring their sponsor understands and accepts these terms and conditions.
3. The date of registration is the same date as Study Day 1, and for cancellation and withdrawal purposes is 'Day 1' of the programme.
4. The programme fee includes a £100 administration fee which is non-refundable unless an accepted place is cancelled more than 21 days before the date of registration.

5. Cancellation / withdrawal

- a. A student may cancel their place on the programme within 21 days either side of the date of registration and not be liable for any portion of the programme fee with the exception of the Administration Fee.
- b. A student may withdraw from the programme at any point and the programme fee liability will be based on the following:

Point of withdrawal	Corresponding Dates for PGC60	Programme fee liability
Cancellation of place: More than 21 days prior to Study Day 1	Up to and including 3 April 2018	No programme fee due and a refund will be made of fees already paid
Cancellation of place: Within 21 days before or 21 days after Study Day 1.	4 April 2018 – 15 May 2018	No programme fee due and a refund will be made of fees already paid, minus administration fee of £100.
22nd day after Day 1 up to and including day before Study Day 2	16 May 2018 – 10 July 2018	50% of full programme fee (refund of 50% of programme fee)
From date of Study Day 2 up to and including day before Study Day 3	11 July 2018 – 21 November 2018	75% of full programme fee (refund of 25% of programme fee)
From date of Study Day 3 onwards	21 November 2018 onwards	100% of full programme fee (no refund)

- c. Any refund of the programme fee, or portion thereof, will be made only to the individual or organisation which made the payment and by the original payment method.
- d. Withdrawal from the programme before all payments have been made does not exempt the student from instalments that were due under the payment schedule.
- e. Withdrawal from the programme will only be actioned after written confirmation of withdrawal is received. The date of withdrawal will be confirmed at the time of acknowledgement of withdrawal and this is the date which will apply for the purposes of calculating fee liability.
- f. Where a student's registration on the programme is lapsed, for example due to non-submission, non-attendance, fee liability will be calculated from the last point at which the student would have been engaged with their cohort, irrespective of whether the student participated in that activity.

6. Deferral (A deferral refers to a formal break from studying)

- a. There is no charge for a student to defer their studies.
- b. During deferral, although instalments will not be payable, the liability for fees remains with the student.
- c. On return from deferral the outstanding balance will be reinstated in line with the original payment schedule.
- d. The programme fee due will remain that of the original registered cohort regardless of the student re-joining the programme with another cohort.
- e. Any outstanding invoices due up to the date of deferral will remain payable in line with the original payment schedule.

7. Non-payment of fees

- a. Non-payment of any portion of the fees by the dates specified in the Payment Schedule may result in:
 - i. Registration on the programme being suspended or withdrawn
 - ii. The student being unable to attend Study Days, receive assessment results or final award
 - iii. Cancellation of instalment plan
- b. The AUA reserves the right to cancel instalment arrangements at any time, and require the payment of outstanding fees in full within 30 days of the notice of cancellation.
- c. Where any instalment, due by either a student or sponsor, remains unpaid 14 days after its due date, the AUA reserves the right to charge an administration fee of £35 for collection of the outstanding sum.

8. AUA Membership

- a. The AUA PgCert programme fee includes AUA membership for 2 years from the date of registration.
- b. Students are required to be AUA members while on the programme.
- c. A student's AUA membership will continue during a period of deferral; it is the student's responsibility to ensure that they are an AUA member throughout their registration on the programme.
- d. When a student withdraws from the programme, membership will be cancelled from the same date. Membership can be retained by [renewing membership](#) and arranging payment at the applicable membership rate.