

Payment Terms and Conditions – for April 2024 intake (PGC72)

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

1. Payment

The programme fee for students commencing study in April 2024 is £3180.

Therefore 50% of fee = £1590 and 25% of fee = £795

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 can be paid as follows:

- a. Full payment: by the date of registration (22 April 2024 First day of Intro sessions)
- b. Two payment instalments:
 - By date of registration (22 April 2024 First day of Intro sessions): 50% of programme fee
 - By 31 August 2024: 50% of programme fee

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 (22 April 2024 First day of Intro sessions)
- b. Two payment instalments:
 - By date of registration (22 April 2024 First day of Intro sessions): 50% of programme fee
 - By 31 August 2024: 50% of programme fee
- c. Four payment instalments:
 - By date of registration (22 April 2024 First day of Intro sessions): 25% of full student contribution
 - By 15 July 2024 (Week of Workshop 5): 25% of full student contribution
 - By 7 October 2024 (Week of Workshop 7): 25% of full student contribution
 - By 9 December 2024 (Week of Workshop 10): 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 AHEP 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 Workshop 1 of Intro Week, 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 PGC72 (dates are inclusive)	Programme fee liability
Cancellation of place: More than 21 days prior to Day 1 (22 April 2024)	Up to and including 31 March 2024	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 Day 1	1 April 2024 – 12 May 2024	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 first day of Week of Workshop 5	13 May 2024 – 15 July 2024	25% of full programme fee (refund of 75% of full programme fee where paid)
From day after first day of Workshop 5 up to and including first day of Week of Workshop 7	16 July 2024 – 7 October 2024	50% of full programme fee (refund of 50% of full programme fee where paid)
From day after first day of Week of Workshop 7 up to and including day first day of Week of Workshop 10	8 October 2024 – 9 December 2024	75% of full programme fee (refund of 25% of full programme fee where paid)
From day after first day of Week of Workshop 10 onwards	10 December 2024	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 and in line with the fee liability.
- 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 but align with that of the rejoined cohort's schedule of payment dates.
- d. The programme fee due will remain that of the original registered cohort regardless of the student re-joining the programme with another cohort. However, if a student defers more than once, AHEP reserves the right to charge the difference in programme fee cost of the original cohort programme fee to the rejoined cohort's programme fee.
- e. Any outstanding invoices due up to the date of deferral will remain payable in line with the original payment schedule.
- f. Where a student decides to withdraw and not to return to the programme following a period of deferral the student's date of withdrawal will be based on the original deferral date for calculating fee liability and payment terms and conditions in line with the student's original cohort.
- g. AHEP membership is not paused during a period of deferral. It will be the student's responsibility to ensure membership is maintained during registration on their return.

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 workshop sessions, receive assessment results or final award
 - iii. Cancellation of instalment plan
- b. AHEP 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, AHEP reserves the right to charge an administration fee of £35 for collection of the outstanding sum.

8. AHEP Membership

- a. The AHEP PgCert programme fee includes AHEP membership at 'Member Level' for two years from the date of registration.
- b. Students are required to be AHEP members while on the programme.
- c. A student's AHEP membership will continue during a period of deferral; it is the student's responsibility to ensure that they are an AHEP 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 logging into your AHEP account and arranging payment at the applicable membership rate.