

COURSE FEE REGULATIONS

ACCESS AND DIPLOMA COURSES

These Course Fee Regulations supersede all previous Regulations.

Fees may be paid by bank transfer or by direct debit. All dates specified within the MHCPC documentation must be adhered to. Fees not paid by the due date will incur a late payment penalty.

Fees are inclusive of seminars, supervision (30 weeks), tutorials (one per term), assessments, marking of papers, library membership and DBS checks. Additional supervision, additional tutorials and marking of rewritten papers will incur an additional charge.

Registration Fees and deposits are non-refundable (see below).

Access Course (Module 1) students must, on accepting their place, complete and return the Registration Form and must:

- pay the full Access Course fee and the Registration Fee; or
- if paying by termly instalments, pay the deposit and the Registration Fee. The remaining fees have to be paid by bank transfer on days stated on Registration Form. The deposit will be deducted from the final instalment; or
- a payment plan can be requested and agreed on an individual basis at the discretion of the Financial Controller.

Diploma Course (Module 2) students must, on accepting their place, complete and return the Enrolment Form and must:

- pay the full fee together with the deposit (which will be deducted during their Module 3 year); or
- if paying by termly instalments, pay the deposit (which will be deducted during their Module 3 year). The remaining fees have to be paid by bank transfer on days stated on Enrolment Form or
- a payment plan can be requested and agreed on an individual basis at the discretion of the Financial Controller.

Diploma Course (Module 3) students must, on accepting their place, complete and return the Enrolment Form and must:

- pay the full fee less the deposit paid at the beginning of Module 2; or
- if paying by termly instalments, complete and return enrolment form. The fees have to be paid by bank transfer on days stated on Enrolment Form. The deposit paid at the beginning of Module 2 will be deducted from the final instalment; or
- a payment plan can be requested and agreed on an individual basis at the discretion of the Financial Controller.

Fees paid termly or by payment plan will be subject to an administration charge.

Students who are sponsored are responsible for the full payment of fees due to the MHCPC. A letter from the sponsoring agency acknowledging full responsibility for the Course fees must be received by the MHCPC before the commencement of the Course. Sponsored students are responsible for the non-refundable deposit which will be reimbursed on receipt of the full fees.

If payment is not received by the specified dates, the MHCPC reserves the right to suspend the student's place. Students are liable for the full fees when the place is accepted even if employers have undertaken to pay the fees.

Fees are non-refundable. Students are responsible for the Course fees for the complete academic year subject to the following:

In the event of a student not taking up an accepted place on the Course prior to the start of the Course, the deposit and any other fees already paid are non-refundable.

If a student withdraws from any Module part way through the year, the full fees for the remainder of the academic year must be paid.

In the event of a student anticipating or experiencing difficulty in meeting their financial obligations, the matter should be taken up with the Financial Controller so that a mutually appropriate solution can be sought.

The MHCPC reserves the right to cancel any Course and in such event undertakes to refund fees in full.