Financial Terms and Conditions (all courses)

1. General Terms

1.1. Students applying to enroll on any course or training are required to understand and comply with the financial terms and conditions detailed in this document. This includes, but is not limited to, the following courses:

a) Essentials of Psychosynthesis
b) Certificate in Psychosynthesis Foundations
c) Postgraduate Diploma in Psychosynthesis Counselling
d) Advanced Diploma in Psychosynthesis Psychotherapy

1.2. Undertaking any course is a serious commitment. Payment of course fees, whether in full or by an agreed first instalment, is a part of the application process.

1.3. The Psychosynthesis Trust reserves the right to reduce any of the fees detailed in this document if it sees fit, based on unique personal circumstances of a student or applicant.

2. Applying for a course – Steps 1-3

2.1. To reserve a place on a course, applicants must:

a) Ensure they meet the course requirements
b) Fully complete an application form
c) Pay a £50 non-refundable interview fee where applicable

2.2. Up to date details of item 2.1 can be found on our website:
Essentials of Psychosynthesis - The Psychosynthesis Trust
Certificate in Psychosynthesis Foundations - The Psychosynthesis Trust
Postgraduate Diploma in Psychosynthesis Counselling - The Psychosynthesis Trust
Advanced Diploma in Psychosynthesis Psychotherapy - The Psychosynthesis Trust

2.3. The interview (where applicable) confirms a student's readiness for the year of study ahead and provides opportunity for feedback on what a student needs to be able to succeed. Applicants who do not successfully pass the interview will not be entitled to reimbursement of the interview fee.

2.4. Please note your payment secures the possibility of your place on the course. If this is a challenge, please speak with admissions@ptrust.org.uk about payment plan options. Without payment we will not process your application. This is necessary due to the high demand for our courses and our wish for parity. Applicants who do not successfully pass the interview will be entitled to a full refund of any course fees already paid (minus the £50 registration administration fee that is built into the course fee price). Refunds are made at the end of the application process.

2.5. Successful applicants will receive email confirmation of next steps. Course fees are due in full or by first instalment by the published application closing date.

3. Course fees

3.1. Course fees are published on our website and detailed in the price guide for each relevant course.

3.2. Course fees are subject to change each intake and in subsequent years of study.

3.3. Course fees are the sole responsibility of the student. Payments agreed by a sponsor or employer remain the responsibility of the student (see section 10). Payments agreed with friends or relatives are not considered as formal sponsorship.

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3.4. The preferred currency of payment for all fees is British Pound Sterling (GBP). Students making payments towards all fees are required to ensure remittance of the full amount of fees required. Any shortfalls occurring due to exchange difference and bank charges deducted by banks will need to be met by the student.

3.5. Course fees do not include any course-associated fees, such as but not limited to:

a) Personal therapy
b) Books
c) Supervision
d) Regulatory body membership (e.g., BACP, UKCP)
e) Deferment fees
f) Seminar rebooking
g) Marking of re-submission/s

4. Instalment plans

4.1. At its discretion, the Psychosynthesis Trust may offer quarterly or monthly instalment plans for students who are unable to pay the full course fee in advance.

4.2. The first instalment must be paid in line with the application process detailed in section 2 of these terms and conditions.

4.3. Further instalment payments must be paid by the dates set out in the Payment Plan Options document.

4.4. Missing or late payment of an instalment may result in the full balance becoming due at the discretion of the Psychosynthesis Trust.

4.5. The Psychosynthesis Trust may retract any future offers of instalment payment plans if a student fails to pay by the dates set out in the Payment Plan Options document.

4.6. A student who withdraws part way through a course remains fully liable for their full course fees.

5. Progression/completion

5.1. Students will not be awarded certification or qualification, nor be able to progress to the next stage of study, if there are fees unpaid at the end of the academic year. This includes, but is not limited to:

a) Course fees
b) Supervision fees
c) Deferral Fees
d) Seminar rebooking fees
e) Student Placement Service (SPS) fees

6. Intermission

6.1. Under circumstances mutually agreed with the Psychosynthesis Trust a student may intermit (take a break from training). A student intermitting remains fully liable for their full course fees during the period of intermission.

6.2. If the student is paying their course fees by means of an instalment payment plan, payments must continue to be made on the dates set out in the plan. Missed or late payments will be dealt with in accordance with sections 4.4 and 4.5 of this document.

7. Missed attendance

7.1. The Psychosynthesis Trust follows a strict attendance policy. Students remain liable for the full course fees regardless of any missed attendance. Missing the following will incur additional fees to cover the cost of training when re-attending:

a) Thematic seminars
b) Supervision
c) Tutorials

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Students will be notified of any such fee which is payable on re-booking and is non-refundable. The Psychosynthesis Trust does not guarantee a place on a subsequent course, and there is no financial credit for non-participation.

8. Deferment

8.1. Students who do not pass their course will need to complete any outstanding work as a Deferred Student. Deferment is completed on a per-semester basis and requires the payment of deferred fees. These fees are set according to how much work is required to reach a pass standard.

8.2. Year 1 PGDip students who have a maximum of one written assignment to submit/re-submit may simultaneously progress to Year 2 PGDip, ensuring the outstanding work is submitted at the earliest available deadline which will be provided by the Academic Manager. There are a maximum of 2 possible opportunities to pass a submission, therefore if the re-submission does not pass at this deadline, then students would need to withdraw from Year 2 PGDip without refund.

8.3. If a student fails a whole programme or year of study, they will need to either;
a) repeat the year,
b) re-take the majority of the programme, or
c) it may be decided that this course is not the right path of study.
The fee for re-taking the programme or year will be defined uniquely (either full fee or part thereof), depending on elements agreed at the Trust's Internal Assessment meeting. This will include the relevant deferral fees detailed in section 8.4.

8.4. Where there are outstanding elements, which include submissions, supervision, or RD, deferment fees will be applied. All deferment fees are invoiced and are payable at the start of the deferment period. Standard deferment fees are:

Deferred student fee (which includes one individual tutorial per semester, on-going tutorial support, and administration)	£235.00 per semester
Deferred group supervision fee	£550.00 per semester
Deferred RD attendance fee	£600.00 for one year

9. Additional costs

9.1. The following additional costs <u>are not</u> included in course fees or deferred fees:

a) The cost of individual therapy and any supplementary supervision costs – this is paid directly by the student to the therapist or supervisor.
b) The cost of any supplementary tutorials which may be required by a student – this is paid directly by the student to the tutor.
c) The cost of marking a re-submitted written assignment which did not achieve a pass.

Essays and CNG1 case studies	£70.00
All other submissions (except dissertations)	£120.00
Dissertations	£200.00

d) The cost of re-attending weekends

Per seminar (this includes any single or multiple elements of a training weekend)	£100.00

e) The cost of any additional support or specific requirements to the individual not covered by sections 8 or 9 of this document.

10. Sponsored students

10.1. A student can be sponsored by a person or an organisation. By accepting this type of funding, the student should honour the sponsor by completing the course that is sponsored and inform them of any changes of intention that occur.

10.2. Sponsors should be informed by the student that the financial terms and conditions of this document, including the Cancellation and Refund Policy, apply equally to students who are sponsored.

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10.3. If a sponsor withdraws financial support at any time, the student will be liable for any outstanding fees.

11. Cancellation and Refund Policy

11.1. For all course registration fees there is a 14-day cooling-off period from the date the applicant is confirmed a place on a course (subject to successful interview/successful completion of previous year's requirements). An applicant will receive a full refund (minus the £50 registration administration fee that is built into the course fee price) of a course fee if they declare an intention to withdraw within this period. The interview fee is non-refundable.

11.2. Outside of the cooling-off period, the following refunds are applicable depending on the timing of cancellation by the student:

More than 1 calendar month before course start date	Course fee refund minus £350.00
Within 1 calendar month of course start date	Course fee refund minus £1,150.00
From course start date	No refund

11.3. The date notice is received by the Psychosynthesis Trust of withdrawal from a course will be the date used for the consideration of refunding fees as set out in sections 11.1 and 11.2 of this document. Notice should be given by email to admissions@ptrust.org.uk

11.4. If a student withdraws their application at short notice due to not passing the prerequisite programme or due to decision at interview, then the student will receive a full refund (except for circumstances detailed in section 8.2 of this document).

11.5. If a student withdraws from the course from the course start date, the Psychosynthesis Trust retains the right to:

a) Claim the full course fees that relate to the application.
b) Retain any fees paid in advance.
c) Collect any fees that are outstanding.

11.6. Missing or late payment of an instalment may result in the full balance becoming due at the discretion of the Psychosynthesis Trust and could result in the student being removed from the course.

11.7. Students are not permitted to progress to the next academic year if fees from the previous year remain outstanding.

Further clarification

If you have any queries around the content provided within this document and how to interpret it, or if you have any comments about this policy and how it might be improved, please contact admissions@ptrust.org.uk

Alternative format

If you require this document in an alternative format, please contact nbarnes@ptrust.org.uk

Version Control

Version number	Date effective from	Date of next review
2022.2	17th March 2022	1st April 2022
2022.3	1st September 2022	1st February 2023
2023.4	1st April 2023	1st January 2024
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