


# ITT (Initial Teacher Training) Tuition Fee Policy

## Owner and version control

<b>Responsibility:</b>	ITT Programme Director	<b>Date doc. created:</b>	27/03/2023
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<b>Signature:</b>		<b>Next review date:</b>	March 2025

## Introduction

The cost of training to teach with Best Practice Network is dependent on the academic year the student teacher, commences full-time study.

Academic Year (September to July)	Cost £
2024/25	£8500
2025/26	£9535

Tuition fees are due on the dates specified in the student teacher's (trainee) payment schedule and are payable with a tuition fee loan or self-funding. **All fees due must be fully paid before completion of the qualification.**

## Liability

All Postgraduate Fee Funded student teachers are liable for payment of tuition fees. Any fees or amounts outstanding to Best Practice Network (BPN) is the responsibility of the student teacher.

If student teachers are in receipt of tuition fee support through the Student Loans Company, and BPN does not receive their financial assessment and full tuition payment, they will be held responsible for paying the full fee. The failure of Student Loans Company to pay fees does not negate this liability.

Student teachers should be aware that they may be charged an additional amount for:

- Reassessment of examinations and coursework
- Extended or additional modules/placements

Student teachers will be personally liable for any professional membership fees associated with their course howsoever a student teacher may be funded.

## Payment Methods

BPN requires Student teachers to pay using one of the payment methods detailed below-

- Apply to Student Finance England for a student loan for the full tuition amount
- Apply to Student Finance England for a student loan for a proportion of the tuition amount and self-fund the balance
- Self-fund the full tuition amount in one lump sum or via an instalment plan.

The student teacher must inform BPN prior to commencing their training how their fees will be paid.

UK trainees can apply to Student Finance England for a student loan for tuition fees of up to £9,535 per annum depending on which course of study is chosen. The Fee for the Postgraduate Fee Funded route at BPN is determined by the Academic Year the training course starts. The Student Loans Company will pay tuition fees directly to BPN. If student teachers do not wish to take out a fee loan, or only take a partial loan, they will be responsible for paying the balance of the fees directly to BPN.

The student teacher always remains personally liable for any fees or other amounts owing to BPN.

## Cooling off period

Student teachers are entitled to a full refund if they leave the programme within the first 10 working days and/or if we are unable to identify a single placement for them and therefore have to defer the place on the programme.

Where placements have been identified but have been refused by the student teacher and where there is insufficient evidence that they have made every reasonable attempt to attend the placement/s identified (in line with our [Recruitment Policy](#)) within the first month of the programme commencing, a full refund will be reviewed on a case-by-case basis.

Any other claim for a refund will be reviewed on a case-by-case basis. For withdrawals, please review the below Withdrawal Policy section.

## Outstanding Debts

A student teacher experiencing difficulties in paying fees should contact the ITT team ([teach@bestpracticenet.co.uk](mailto:teach@bestpracticenet.co.uk)) immediately. Once the fees become overdue the student teacher will be sent a reminder letter, following which failure to settle the debt will result in the debt being referred to a debt collection agency or solicitor. Failure to pay will result in BPN recommending that Qualified Teacher Status by the DfE (Department for Education) are withheld until full payment is made.

BPN and its partner institutions will not provide any reference for the student teacher until any outstanding debt is paid.

## Withdrawal Policy

Student teachers who withdraw from or leave the programme before completion must give written notification of withdrawal to the Primary ITT team ([teach@bestpracticenet.co.uk](mailto:teach@bestpracticenet.co.uk)). The date of receipt of this notice will be the effective date of withdrawal.

Withdrawing student teachers remain liable for the full payment of tuition fees as follows:

- 25% of the loan for the year if you suspend or leave in term 1
- 50% of the loan for the year if you suspend or leave in term 2
- all of the loan for the year if you suspend or leave in term 3

Any outstanding tuition fees become due immediately on withdrawal. If a student teacher is paying fees via a Tuition Fee Loan and the amount payable by the Student Loan Company does not cover the full tuition fee, then the student remains liable for any outstanding balance.

## Deferral

Where a student teacher wishes to suspend the programme of study the notification procedures detailed within the Deferral Policy must be followed. Where a student pays the fees via a Tuition Fee Loan there will be no financial implications provided that studies are resumed within the same academic year.

Where the break in studies extends beyond the end of the academic year then the student will be required to reapply for student finance. The student teacher and BPN will both separately be responsible for notifying the Student Loan Company of any break from the student teacher's studies.

Where a student teacher is self-funded, fees will be due on a pro-rata basis to the point of suspension. Should a student teacher subsequently withdraw from the course they will be liable for fees in line with the withdrawal policy set out above and said fees become payable immediately:

- 25% of the loan for the year if you suspend or leave in term 1
- 50% of the loan for the year if you suspend or leave in term 2
- all the loan for the year if you suspend or leave in term 3

**[Student finance if you suspend or leave your course: Getting student finance while you suspend your studies - GOV.UK \(www.gov.uk\)](#)**

## Student teachers who fail

If a student teacher fails, they will not be eligible for reimbursement of fees. Tuition fees will be paid as set out in the withdrawal policy above. The date of leaving the programme in such cases will be the date of completion of internal procedures, including but not limited to Disciplinary, Fitness to Practise and Appeals.