

Anglia Professional Training charges tuition fees based upon the programme of study as a whole and these are not adjusted to take account of the number of classes attended by individual students. By enrolling on a course, students are making a commitment to pay the tuition fee for the programme of study offered for that academic year.

Students and/or employers are able to pay the course and exam fees in a variety of ways and the different options are discussed and agreed with each student at the beginning of the course. This document outlines the process Anglia Professional Training will follow in respect of payment for the course and exam fees.

In order to ensure each student is attending the right course for them, we offer the opportunity to attend two lessons before committing to the course. Should the student not wish to continue at this point they must notify the office staff at Anglia Professional Training as soon as possible. If the student is happy to continue then the payment method that has been agreed with them at enrolment will be activated.

Payment Methods:

Invoice

- An invoice will be issued either to the employer or direct to the student. This will cover both course and exam fees. Invoices will be processed approximately three weeks following the start date.

Instalments

- Any student wishing to pay by instalments will need to register with the flexible payments company used by Anglia Professional Training. This will be for the full course and exam fees. Anglia Professional Training will register the students who will then be contacted direct by the company to set up their own payment terms provided they pay in full before the end of the course. There will be a transaction fee for each payment made for using this service.

Student Loan

- Anyone who wishes to apply for a student loan will need to apply direct via the government website. The administration office at Anglia Professional Training will issue a letter to the student notifying them of all the course details they will need to make the application. Please note, exam fees are not included in the student loan and students will be invoiced separately for those.

Fee Remission

- If you have applied for Fee Remission this will be processed along with your Enrolment Form. You will be required to provide the necessary evidence to apply for this. Please note, fee remission does not include exam fees and these will be invoiced separately direct to the student.

Payment Terms

- All Invoices must be paid in full 30 days from the invoice date.
- Part payment or payment for exams as they are taken is not accepted, except in exceptional circumstances which will need to be discussed with a member of the office staff and agreed on an individual basis.
- Flexible payments must be applied for and payments made as agreed. Failure to maintain these payments will result in an invoice being issued for immediate payment of all remaining course fees.
- Student loans must be applied for immediately. Failure to apply for the loan, or if the application is rejected, will result in an invoice being issued for immediate payment of all course fees.
- All exam re-sits will need to be paid for separately and an invoice will be raised accordingly.
- All queries with invoices need to be discussed with a member of the office staff within ten days from the date of invoice.

Action

- If payment is not received within 30 days from the invoice date, Anglia Professional Training will proceed with the debt collecting process. The student may be withdrawn from the course after this point.
- Should a student be withdrawn from the course due to non-payment, the outstanding fees will still need to be paid.

Other

- It is important that Anglia Professional Training is notified immediately if anyone is having, or expects to have, any difficulties with completing the course. Anglia Professional Training is only able to issue refunds for course and exam fees in exceptional circumstances and these would need to be discussed and agreed with the Managing Director on an individual basis. It is therefore important that each student makes use of the two week trial period and are happy to make the commitment to the whole course.
- Where employers are paying for the course, the employer is responsible for the full payment of the invoice. We recommend that you put in place a training agreement with your employee so that the responsibility for paying the course fee is clear. If you would like guidance and support to put this in place, please contact the office and we will arrange to meet with you to discuss this further.