



COURSE FEES

CONTENTS

1- Policy Context

2- Fee Rates

2.1 Fee payments

2.2 Staged Payment Plan

2.3 Refunds

1-Policy Context

This document is intended to act as the single reference source for course fees, payment arrangements and other charges.

2- Fee Rates

Fee rates will normally be set before the commencement of the course. The criteria for fee levels will reflect current market rates and cost of delivery.

2.1 Fee payments

A deposit is required to be paid in full before the commencement of any course. Fees can be paid on-line, through Pay-Pal or bank transfer. Cash or cheques are not accepted unless organised with course manager.

2.2 Staged Payment Plan

Fees should be paid in full before the start of the course. Depending on course costs and availability, SOMAPP might provide stage payment plan at their discretion. However, this might not be available to all courses/students.

SOMAPP offers two options for students to pay in stages.

3.2.1- Three Instalment payment

Payments can be accepted debit card or credit card and paid online through BACS or Pay Pal. No administration fee is charged. This consists of £300 deposit and two further payments (payment 1 = £374 and payment 2 = £375) within the first six weeks of the course, to make up the total fee of £1049.

3.2.2 -Flexi-Payments – Monthly Payment

£300 deposit plus six monthly payments of £125 to make up the total fee of £1049. Full payment is required by July 2018

2.3 Refunds

2.3.1 Where a course has been cancelled by SOMAPP, refunds will be made to the learner in full.

2.3.2 If a learner wishes to withdraw from a course prior to its commencement, and informs SOMAPP in writing or by email at least 14 working days before the start date, a refund will normally be given, less an administration fee of £50.

2.3.3 Where a learner has registered three or more attendances, no refund will be given.

Except for in cases where a learner has withdrawn as a result of personal circumstances. However, SOMAPP may require provision of evidence to justify any request for refund on compassionate grounds and such decision it will be made at their own discretion.

2.3.4 Examination fees/registration fees may only be refunded if the entry/registration has not been processed at the time of the refund application.

2.3.5 Where learners wish to transfer from one course to another, any course fees paid will be counted against the revised enrolment. However, additional examination/ registration fees might be required if student's registration has already been processed.

2.3.6 Where a learner is required to leave their programme by SOMAPP, the learner will remain liable for fees due up to the point of exclusion.

2.3.7 Any refunds processed will be subject to a £50 administration fee.

TUITION PAYMENT PLAN AGREEMENT FORM

Student’s Name:

Course: Starting Date:.....

Address:
.....
.....

Tel:..... E-mail:.....

Terms and Conditions

- 1. I agree to pay my tuition balance under the terms of **Plan**
- 2. I agree that the plan can’t be changed or cancelled after it gets approved.
- 3. I agree to pay all my instalments on time understanding that this means on or before the due date established.

Late Payment Policy

- 4. **Penalty and Late fee.** If I fail to pay the full due amount on or before the due date, I agree to pay a late fee of **3%** on each instalment payment that is delinquent. I understand that this late fee of 3% will be accumulating until the day I pay the total dues. This penalty and late fee will be added to my account starting from the day following the due date. Late fee will only apply to the tuition and instalment fee and weekends and holidays are counted towards the late days.
- 5. **Notice.** After 1 week of account delinquency I will be informed in writing by SOMAPP of penalty and late fee realization. I understand that failure to pay my dues could affect my student status.

I agree, and have read and understood all the above terms and conditions.

Student Signature:Date:

Signature in behalf of SOMAPPDate:.....