

Training Payment Terms

Application Fees & deposits

Application fees and deposits for training are payable at the time of application and are non-refundable. If the course an applicant has applied for is already full, the application fee or deposit *will* be refunded. For the Infant Observation Course only, if a student is not accepted on to the course following interview, the deposit will be refunded, less an interview fee of £60.

Method of payment

We accept payment by electronic bank transfer or Standing Order.

Bank details

CAF Bank Ltd.

A/C name: Severnside Initiative for Psychotherapy

A/c No. 00001001

Sort Code: 40-52-40

Ref: course abbreviation* & your surname e.g. PC Smith

Course abbreviations

Introductory Course: IC

Pre-clinical Training: PC

Psychoanalytical training: PA

Psychodynamic training: PD

Payment of course fees

Acceptance of an offered place is a contractual agreement. Course fees must either be paid, or a payment arrangement agreed, prior to the start of the course applied for. Trainees cannot be credited with having completed their training until fees are paid in full.

Payment by instalments

Subject to agreement, it is possible to pay by instalments by Standing Order. The number and frequency of payments should be agreed with the Membership and Finance Manager and payments clearly labelled with the student's course and name.

Refunds of training fees

If an applicant withdraws from a course after having paid, fees will not normally be refunded. However, if the applicant withdraws prior to the start of the course, the course applied for is full, *and* there is another applicant to replace them, the course fees may be refunded.

Deferrals

If, subject to agreement with the relevant Course Lead, a trainee defers their place on a course to the following academic year, fees paid will not be refunded but held for the following year. Where further deferrals are requested, an administrative fee may be payable.

DBS

Trainees on the Infant Observation course are required to pay for a DBS check. Trainees who defer may be required to pay for another DBS check if required. Fees for DBS checks are non-refundable.