**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.

<table>
<thead>
<tr>
<th>Bank details</th>
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<tr>
<td>CAF Bank Ltd.</td>
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<tr>
<td>A/C name: Severnside Initiative for Psychotherapy</td>
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<tr>
<td>A/c No. 00001001</td>
<td>Sort Code: 40-52-40</td>
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<tr>
<td>Ref: course abbreviation &amp; your surname e.g. IC Smith</td>
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**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**
It is possible to pay by 5 monthly payments for the introductory course; and 10 monthly payments for pre-clinical and clinical training courses. This must first be agreed with the Training Coordinator; and payment made by Standing Order (with the appropriate reference as above).

**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.