

## 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. IC 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

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 Co-ordinator; 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.