

## Fees Policy

**1\ Employer sponsored students** – when completing the on-line enrolment form, employer sponsored students must provide full invoicing address details of their sponsoring organisation and the name and email address of the individual within their organisation who has authorised sponsorship of their fees. This individual will be sent confirmation by email of any courses/materials that students enrol for in order to validate the details given by the student. If employers **do not** accept responsibility for the fees listed in this confirmation they must contact the *CIPFA Education and Training Centre* in writing ([cetc@cipfa.org](mailto:cetc@cipfa.org)) within 5 working days of receipt of the email and the enrolment will be cancelled. Failure to notify us within this period of any unauthorised enrolments will result in the full fees being charged. The employer will be invoiced for the outstanding payment in Pounds Sterling, and payment must be received by CIPFA in Pounds Sterling within 30 days from the date of the invoice. If payment is not received within 30 days, CIPFA reserves the right to charge interest on the outstanding balance at the UK clearing bank base lending rate, to accrue daily.

**2\ Self-funding students** – Self-funding students must confirm their status when completing the on-line enrolment form. They will be contacted on receipt of their form to confirm payment details. Enrolment will only be confirmed upon receipt of a valid cheque (made payable to CIPFA) or credit card number. Please note that all payments should be in Pounds Sterling. Students are also reminded that it is a criminal offence to present a cheque that is unable to be cleared due to insufficient funds. Also, please note that only employers and organisations will be invoiced. If you are a UK resident, payment can be made by BACS or credit card (VISA, Master Card or Switch only).

**3\ Fees** - VAT is added to all the fees quoted on page 2. Fees detailed in this booklet and on our website relate to *CIPFA Education and Training Centre* products/services only. All students attending our courses or purchasing our products must register and enter for the exams separately with CIPFA. Please note CIPFA registration and exam fees are not included as part of CIPFA Education and Training Centre tuition or study material fees.

**4\ Photos** - Students enrolled onto the face to face courses at the London training centre (Mansell Street) will have their photographs taken to provide security badges with photo and name displayed on the pass to allow access to the building. A confirmed enrolment onto the face to face London courses is acceptance of a contract with CIPFA, allowing CIPFA to take, use and store your photograph for this purpose only. CIPFA processes and stores all personal data in accordance with the General Data Protection Regulation. More information can be found at [www.cipfa.org/privacy](http://www.cipfa.org/privacy)

### Notes on CIPFA Education and Training Centre Fees

- (i) The Face-to-Face and Web class course price includes the provision of study materials (workbooks), access to the exam practice question bank with marked mock, CIPFA Exam Essentials and access to video

clips on demand, online discussion forum and access to recordings of the web classes when they become available (within 2 working days of the live session.)

- (ii) The Revision course price includes the provision of study materials (revision workbooks only). Exam Essentials are not included with the fee for revision courses.

### 4\ Late enrolments -

- (i) Commencement at any stage within the first half of a course:  
**full fee payable**
- (ii) Commencement at any stage within the second half of a course:  
**2/3 of fee payable**

**5\ Withdrawals** - It is the responsibility of the sponsor (or student, if self-funding) to inform us in writing of a withdrawal from a course. In the event of a student leaving the sponsor organisation, the fees will remain the responsibility of the original sponsor organisation unless written confirmation is received from an alternative sponsor accepting responsibility for these fees.

### Tuition Courses

5.1 Withdrawal between confirmed enrolment and start of course:  
**Face-to-Face or Web Class: £250 fee payable**  
**Revision Courses: £50 fee payable**

5.2 Withdrawal within 21 calendar days after the start of the course:  
**60% of fee payable**

5.3 Subsequent withdrawal:  
**Full fee payable**

- a. For courses of 3 days duration or less, withdrawal after the start of the course for whatever reason will result in no refund. If withdrawal is notified prior to the start of the course, 5.1 above will apply as appropriate for all courses.

### Study Materials (Workbooks)/CIPFA Exam Essentials/Revision Course Materials/Question Packs

Access to the above study materials will be provided to students immediately after making a confirmed Face-to-Face, Web Class or Self-Study package booking.

**6\ Cancellation of Courses** - All of the *CIPFA Education and Training Centre* courses run subject to demand. We reserve the right to cancel a course if there is insufficient demand.

Those enrolled on the course that is to be cancelled will be notified in writing and informed of the options available to them. Where the *CIPFA Education and Training Centre* is forced to cancel a course the liability shall be limited to a refund of fees paid only.

We will not be liable for any expenses incurred or subsequent loss associated with the cancellation or postponement of courses.