



# PAYMENT POLICY

Last version	Revised Version
Approved by Directors	Version 1.1 - 22/08/2022
Next Major review	22/08/2024

Debbie Richards

NURTURE TRAINING AND DEVELOPMENT



## **Payment Policy**

### **Policy**

This policy is designed to outline payment requirements and the actions that will be carried out in various circumstances.

### **Procedure**

#### **Payment in full**

Once payment in full has been made you will be enrolled onto the course of your choice.

No refund will be provided once enrolment has taken place.

#### **Payment instalment**

Once you have been issued with an invoice outlining course details and a payment schedule, enrolment will take place however you will not be issued with your certificate until your payments are completed in full.

If you complete your qualification before your payment schedule and you wish to receive your certificate, you have the option to pay the balance outstanding to receive your accreditation.

If you miss a payment, the balance will be transferred to the next payment.

If you miss more than one payment, you will be removed from the course, with no refund for previous payments provided.

#### **Admin cost / additional fees**

##### **Additional fees will apply for the following reasons:**

Should any assignments be submitted past qualification end date; a fee will be attached to each submission for the cost of £40.00 per assignment.

At any time, a learner wishes to take a Break in Learning BiL there will be an £40.00 administration charge; to be placed on a BiL and to be £40.00 fee to be reinstated to learning.

There will also be a £52.00 charge to cover technological equipment extended timeframes.

Extensions will be a six-month timeframe to complete the qualification of choice.

For any additional teaching to take place, once a session has been carried out, there will be an additional cost of £65.00 per session.

### **Cancellation**

If you wish to cancel your course at any time no refund will be issued.

If you cancel your course with the option to pay by instalment, the payment schedule must be fulfilled.

Once a Break in Learning has been requested, if a learner does not confirm a Break in Learning within a one-month period and no further assignment (s) carried out, cancellation will take place and the learner will no longer remain on the course.

Each course has a timeframe attached, once the timeframe has been reached with no assignments submitted, the course will be cancelled.

If an extension is applied and a fee paid, should the end date exceed again, you will be removed from course.