

PAYMENT TERMS AND CONDITIONS 2024/5

These Payment Terms and Conditions apply to all students in training with The Institute of Psychosynthesis, please note that these Payment Terms and Conditions may change in subsequent academic years, so it is important that you review them before starting each academic year.

Payment Terms

- The Institute registration fee (the deposit) is due 4 weeks before the start of the training programme
- The MA registration fee is spread over 3 years, the first instalment is payable before 4 weeks of the start of the training programme
- The annual training fee (less the Institute registration fee) may be paid for via:
 - Payment in full: no later than before 4 weeks of the start of the training programme

OR

- Nine monthly standing orders: from 1st October to 1st June, or for December enrolment seven monthly standing orders from 1st December to 1st June (in these cases an additional fee of £100 applies)
- Thesis fee: upon receipt of the thesis outline 50% of the thesis fee is due, and the remaining 50% of the fee is payable upon the thesis submission

Conditions

- Continued participation in the training is dependent on up-to-date payment of fees
- Annual reports will not be sent out until all fees are paid
- Term Papers will be held but not marked if fees are outstanding
- Certificates and Diplomas will only be awarded when all fees are paid
- The Institute reserves the right to make changes in the content, structure, format of the training programme and dates in order to adhere to criteria for membership of professional bodies (UKCP) and to conditions for on-going validation by Middlesex University
- Fees are inflation sensitive and are adjusted each year on that basis

Refund Terms

- The Institute Training Fee Deposit and the Middlesex registration fee are non-refundable
- A student can withdraw from a course within 14 days from its start date and will usually receive a full refund (excluding payments of non-refundable fees). The 14 days will begin from the course start date
- If a student wishes to permanently withdraw during the cancellation period, they must contact the Director of Training to make their intent known within the 14-day period. You must also fill out the cancellation form available on the Institute's website
- If, for any reason, a student withdraws during the training year before the end of December (or February for those starting in December), one month's payment will be due after the month of withdrawal, monthly payments thereafter will be waived. The full fee is due should a student withdraw after 1st January (1st March for those starting in December). If a student has paid the fees in full, any refund will be calculated on the basis of the monthly payment programme. If a student withdraws after January (March for December starters) due to exceptional circumstances, a refund may be considered on receipt of a letter addressed to the Director of Training giving the reasons for such a withdrawal
- In the unlikely event that students are relocated to an alternative site beyond London tube zones 1-6, the Institute may refund additional travel costs that are incurred throughout the relocation period if significant disruption can be shown
- Where an applicant has been offered, and has accepted, a place on a programme which is subsequently withdrawn by the Institute before its commencement, the student will receive a refund up to the sum paid

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- Should a student be in receipt of an external source of funding (sponsorship, bursary etc) then the Institute shall make every effort to facilitate the transfer of the funds to the programme. Any payments made by an external source directly to the Institute subsequent to the student's withdrawal will be returned to that source, otherwise the student will remain liable to return any refund payment to their loan provider where payments have been made directly by students to the Institute
- In exceptional circumstances, the Institute may discontinue a Programme on which a student has already commenced. In such circumstances the Institute will provide advance notice of such discontinuation and endeavour to offer the Programme for a period of up to 5 years together with Middlesex University
- Where the Institute has already despatched learning materials to the student, the student is responsible for returning these upon cancellation. Where learning materials are not returned, the value of the items will be deducted from the sum prior to making the refund
- Supervisions fees for unattended sessions cannot be carried over to the following year, and if cancelled by a student are non-refundable
- The thesis outline fee is non-refundable
- Training fees for missed elements are non-refundable

Additional Fees

- Any accommodation charges and residential fees that may be incurred (in the case of retreats etc.)
- Individual psychotherapy fees are in addition to course fees, these range from £35-£60 per session
- There is a late completion fee for students completing and exiting after graduation but before 1st September
- Individual supervision if required over and above those included in the fees may be incurred
- There will be a late payment fee for late payments of training fees if not agreed as part of the payment plan (we encourage students to keep in touch if they find themselves in financial difficulty)

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