

**BIRMINGHAM CHRISTIAN COLLEGE**
**COUNSELLING & OTHER CERTIFICATE SHORT COURSES FEES**

LEVEL 2 CERTIFICATE IN COUNSELLING SKILLS (CSK-L2 )	£800
LEVEL 3 CERTIFICATE IN COUNSELLING STUDIES (CST-L3)	£1,300
LEVEL 4 DIPLOMA IN THERAPEUTIC COUNSELLING (FULL COURSE-2 YEARS)	£4,800
<b>OTHER COURSES</b>	
Understanding the Bible for Teaching and Preaching	£150
Christian Doctrine and Practices	£150
The Holy Spirit and Spiritual Gifts	£150
Christian Mission in Contemporary Europe	£150
Contemporary Apologetics:	£120
First steps to Christian Counselling:	£120
CCML (CoP)	£350
CCML (non-CoP)	£700
ICC (CoP)	£250
ICC (non CoP)	£500
CCML Resits – 3 modules	£140
CCML Resits – 1 module	£40
 <b>CPCAB &amp; Other non-degree application fee</b>	 <b>£15</b>
 <b>CPCAB Level 4 application fee</b>	 <b>£35</b>

**TERMS AND CONDITIONS OF PAYMENT OF FEES**
**FOR UNDERGRADUATE STUDENTS**
**A. TUITION FEES**

1. All payment arrangements must be approved with the Finance Office in advance of study.

**B. PAYMENT OF FEES**

2. All fees are payable in full prior to, or at, Registration. Students who are unable to pay in full at Registration must agree a payment plan with the Finance Office.

3. Short course: students who register for audit or credit courses are required to pay the full amount prior to the course's start date.

### **C. MISCELLANEOUS FEES**

4. Academic Transcript Request: one free copy upon graduation from a programme of study, subsequent copies 25 each.
5. Late Registration fee: students must register during the days and times set by the Academic Office at the start of each new semester. Please see the College calendar on the website. Failure to do so will result in a £25 fee for late registration.
6. Any costs incurred relating to the authorisation of student loans are students' responsibilities, i.e. couriering the cheque to the student for signature endorsement, etc.
7. Any international bank transfer: students are responsible for paying all the bank charge fees and any exchange rate variance.

### **D. ADDITIONAL FINANCIAL REGULATIONS**

8. If a student cannot meet the deadlines for the payment of their fees they must contact the Finance Office immediately. Where appropriate, alternative payment arrangements will be discussed and agreed.
9. Overdue payments: if the required amount of the fees is not paid on the agreed payment date, a late payment charge of £25 will be added to the student's account and the student will be advised by email sent to their College email address.
10. No payment: where a payment of any fees remains outstanding beyond the agreed due date, the student will be sent an email to notify them of the consequences with respect to their course of study.
11. No student will normally be allowed to re-register for an academic year with any outstanding fees owed.
12. Graduands who owe any tuition fees to the College will not be allowed to graduate until these fees are cleared in full.
13. Graduands who have any tuition fees outstanding will not receive a copy of their transcript.
14. Students who suspend their studies after the Registration Revision Period will be liable for course unit fees for that semester. No further fees will be charged until the student returns to study.

#### **Withdrawals and refunds:**

##### **D.3 Students Taking Short Courses**

15. Students may be refunded for the full course fees if they withdraw before the Registration Revision Period.
16. Students will not get a refund if they withdraw after the Registration Revision Period (or the end of the second class during intensive week).

### **E. RECOVERY OF STUDENT DEBT POLICY**



17. The Finance Office will make every effort to correspond, primarily by email, with students on a regular basis to ensure both timely and accurate invoicing and the provision of regular statements of account. Please check our fair students debt collection policy for more details.
18. Should financial hardship be experienced by a student, then, as soon as practicable, a mitigating (financial) circumstances application should be submitted to the Finance Office. If a payment plan is agreed and adhered to, this will remove any of the financial penalties for unstructured or delayed payments.
19. In exceptional circumstances a student who owes tuition fees to the College from a previous session may be permitted to re-register.
32. Where there are outstanding debts accrued by students who have left the College, the College reserves the right to refer the debts to an external debt collection agency and ultimately to the Small Claims Court. Any charges incurred will be passed on to the students.