

BIRMINGHAM CHRISTIAN COLLEGE

CHURCH TRAINING, COUNSELLING & SHORT COURSES FEES FOR 2023-2024 ACADEMIC YEAR

MINISTERIAL & LEADERSHIP FORMATION PROGRAMMES

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| NCFE Level 4 Certificate in Christian Ministry & Leadership | £700.00 |
| NCFE Level 4 Introduction to Christian Counselling | £600.00 |

Levels 2, 3 & 4 Certificate in Counselling (Validated by the Counselling and Psychotherapy Central Awarding Body – CPCAB)

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| LEVEL 2 CERTIFICATE IN COUNSELLING SKILLS (CSK-L2) | £700 |
| LEVEL 3 CERTIFICATE IN COUNSELLING STUDIES (CST-L3) | £1,175 |
| LEVEL 4 CERTIFICATE IN COUNSELLING STUDIES (DIPLOMA IN THERALPEUTIC) | £4,500 |

4-Week Online Courses

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| Understanding the Bible for teaching and preaching: | £100 |
| Contemporary Apologetics | £100 |
| First steps to Christian Counselling | £100 |

Other Charges

Application Fees

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| CPCAB | £35 |
| Single Module/Short Courses | £15 |

TERMS AND CONDITIONS OF PAYMENT OF FEES

FOR UNDERGRADUATE STUDENTS

A. TUITION FEES

2. Students who

2.1 have applied but not yet received confirmation of their Student Support Number; or

2.2 are planning to apply for a student loan, will be required to arrange a date with the Finance Office to report their application results.

A2. Self-financing Full-time and Part-time Students

3. Full-time students who do not pay at Registration will be required to set up a payment agreement plan for the 10th October, the 10th January and the 10th May to pay the balance of their total tuition fee for the semester.
4. Part-time students are required to pay for their units within the semester in which they are taken.
5. Part-time students who only register for Undergraduate Intensive study units are required to pay the full course fees prior to the course's start date.
6. Failure to comply with the above will result in a student being ineligible for re-registration in the following semester.
7. Special arrangements may apply for part-time Ministers of the Church of the Pentecost. They are requested to contact the Finance Office.
8. All payment arrangements must be approved with the Finance Office in advance of study.

B. OTHER FEES

9. 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.
10. 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

14. Academic Transcript Request: one free copy upon graduation from a programme of study, subsequent copies 25 each.
16. 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.
17. 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.
18. Any international bank transfer: students are responsible for paying all the bank charge fees and any exchange rate variance.

D. ADDITIONAL FINANCIAL REGULATIONS

19. 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.
20. 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.

21. 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.
22. No student will normally be allowed to re-register for an academic year with any outstanding fees owed.
23. Graduands who owe any tuition fees to the College will not be allowed to graduate until these fees are cleared in full.
24. Graduands who have any tuition fees outstanding will not receive a copy of their transcript.
25. 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.
26. Withdrawals and refunds:

D2. Other Full-time and Part-time Students

If a student officially withdraws from College before or during either semester the following refunds will be allowed:

27.5 For students who withdraw within 2 weeks Period at the start of the course will be issued a credit note against the invoice charges of the full amount less £50 administration charges.

27.6 After the two weeks of registration students will remain liable for the cost of the full semester tuition and validation fees and other associated course fees incurred in the initial registration.

D.3 Students Taking Short Courses

27.6 Students may be refunded for the full course fees if they withdraw before the Registration Revision Period.

27.7 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

28. 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.

29. 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.

29. In exceptional circumstances a student who owes tuition fees to the College from a previous session may be permitted to re-register.



30. 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.