

# Course Fees and Fees Policy July-December 2011

## 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.uk) 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 of receipt 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 15 apart from workbooks, question packs, revision course materials and CIPFA Exam Essentials. These study materials are not subject to VAT. 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.

### Notes on CIPFA Education and Training Centre Fees (Page 15)

- (i) The main course price includes the provision of study materials (workbooks), progress tests, mock exams and question packs (where applicable). It does not include CIPFA Exam Essentials.
- (ii) Revision course materials are included with the fee for revision courses.
- (iii) The revision course materials can be purchased separately if you do not wish to attend a revision course.
- (iv) Students enrolling for the Taxation main course or purchasing the study materials (workbook) for Taxation also need to purchase a textbook 'Taxation. Finance Act 2010' by Alan Melville. The CETC prices for Taxation are set lower for the main course and workbooks to allow for the cost of this text.
- (v) Students enrolling for the Strategic Business Management main course or purchasing the study materials (workbook) for Strategic Business Management also need to purchase a textbook 'Exploring Corporate Strategy 8th or 9th Edition' by Johnson, Scholes and Whittington. The CETC prices for Strategic Business Management are set lower for the main course and workbooks to allow for the cost of this text.

### 4\ Late enrolments -

Commencement at any stage within the first half of a course:

#### full fee payable

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

Please note that the closing date for enrolment is set at two weeks before the start of any course.

5.1 Withdrawals before closing date for enrolments: **no fee payable**

5.2 Withdrawal between closing date for enrolments and start of course: **15% of fee payable<sup>a</sup>**

5.3 Withdrawal within 21 calendar days after the start of the course: **60% of fee payable<sup>b</sup>**

5.4 Subsequent withdrawal: **full fee payable**

- a The fee is waived if a student elects to withdraw as a result of the receipt of adverse exam results shortly before the start of the course. In such instances, withdrawal must still be notified in writing before the start of the course or 5.3 or 5.4 above will apply as appropriate.
- b 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 or 5.2 above will apply as appropriate.

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

Access to the above materials will only be provided to enrolled students following the release of the June 2011 examination results (29 July 2011) in order to facilitate the cancellation of these materials in the event of adverse exam results. If a student receives adverse exam results, necessitating a cancellation of an order placed before this date, then notification of the must be received in writing (or email) by 3 August 2011 in order to ensure that the full fees are not charged. Once access to on-line workbooks/question packs/revision course materials has been provided or hard copy Exam Essentials have been distributed, the full fees will be payable and no refunds will be made for any reason.

Access to study materials may be requested earlier than 29 July 2011 but students/employers will be liable for the full fees for these materials if the student subsequently wishes to withdraw for any reason.

The purchase of study materials in a given semester entitles the purchaser to one free update only of the same item (or equivalent item in the event of a syllabus change) in the subsequent semester only. In any 12 month period there are two Semesters which are defined as January – June (Summer semester) and July – December (Winter semester).

**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.

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All fees plus VAT except for Study Materials (workbook), Question Pack, CIPFA Exam Essentials and Revision Course Materials

| Professional Qualification – Tuition Courses |                                     |                 |                      |                            |
|--|-------------------------------------|-----------------|----------------------|----------------------------|
| Level  | Module                              | Main Course (i) | Revision Course (ii) |                            |
|  |                                     |                 | purchased separately | purchased with main course |
| Certificate                                  | Financial Accounting                | £595            | £245                 | £225                       |
|  | Management Accounting               | £595            | £245                 | £225                       |
|  | Financial Reporting                 | £595            | £245                 | £225                       |
| Diploma                                      | Audit and Assurance                 | £595            | £130                 | £115                       |
|  | Accounting for Decision-Making      | £595            | £245                 | £225                       |
|  | Financial and Performance Reporting | £595            | £245                 | £225                       |
|  | Governance and Public Policy        | £595            | £195                 | £170                       |
|  | Leadership and Management           | £595            | £130                 | £115                       |
|  | Public Finance                      | £330            | £130                 | £115                       |
|  | Taxation (iv)                       | £285            | £195                 | £170                       |
| Final Test of Professional Competence        | Finance and Management Case Study   | £1,460          | £395                 | £365                       |
|  | Strategic Business Management (v)   | £750            | £130                 | £115                       |

| Study Support Products and Services (if purchased separately) |   |                            |               |           |               |                                 |                       |
|---|---|----------------------------|---------------|-----------|---------------|---------------------------------|-----------------------|
| Level   | Module                                      | Study Materials (workbook) | Progress Test | Mock Exam | Question Pack | Revision Course Materials (iii) | CIPFA Exam Essentials |
| Certificate   | Financial Accounting                        | £110                       | £55           | £90       | £50           | £55                             | £50                   |
|   | Management Accounting                       | £110                       | £55           | £90       | £50           | £55                             | £50                   |
|   | Financial Reporting                         | £110                       | £55           | £90       | £50           | £55                             | £50                   |
|   | Financial Management Systems and Techniques | £110                       | £55           | £90       | £50           | £55                             | £50                   |
| Diploma   | Audit and Assurance                         | £110                       | £55           | £90       | £50           | £55                             | £50                   |
|   | Accounting for Decision-Making              | £110                       | £55           | £90       | £50           | £55                             | £50                   |
|   | Financial and Performance Reporting         | £110                       | £55           | £90       | £50           | £55                             | £50                   |
|   | Governance and Public Policy                | £110                       | £55           | £90       | £50           | £55                             | £50                   |
|   | Leadership and Management                   | £110                       | £55           | £90       | £50           | £55                             | £50                   |
|   | Public Finance                              | £80                        | £55           | £90       | £50           | £55                             | £50                   |
|   | Taxation (iv)                               | £35                        | £55           | £90       | £50           | £55                             | £50                   |
| Final Test of Professional Competence                         | Finance and Management Case Study           | £35                        | N/A           | £110      | N/A           | £55                             | N/A                   |
|   | Strategic Business Management (v)           | £90                        | £80           | £110      | £50           | £55                             | £50                   |

| Additional Services              |  |
|----------------------------------|--|
| Introduction to IPDS course      | £75  |
| Financial Reporting Introduction | £195   |
| Personal Tuition                 | £125   |
| Essentials courses               | £115   |
| Tutorials                        | £125 (1 hour)    £240 (2 hour)<br>£350 (3 hours)    £600 (6 hours) |

| Bespoke Courses (see page 4 for full details) |        |
|---|--------|
| Option A                                      | £1,640 |
| Option B                                      | £2,690 |

VAT is added to all the fees quoted above apart from study materials (workbooks), questions packs, revision course material and CIPFA Exam Essentials; which are not subject to VAT.