

## St Padarn's Institute Fees and Finance Policy



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ST PADARN'S INSTITUTE

### Document Control Table

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# **St Padarn's Institute Fees and Finance Policy**

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## **2. Introduction**

St Padarn's is an integral part of the Church in Wales and its purpose is to deliver mission-orientated formation and training for the whole people of God. The Church in Wales is the primary source of funding for St Padarn's, enabling Church in Wales members with identified training needs to receive sponsored places on many programmes. St Padarn's sets fees fairly and in line with legislation.

## **3. Fees**

Programme fees cover the cost of tuition, accreditation (where applicable), library use (physical and electronic), and on-line resources. The programme fees do not include charges for any residential accommodation, travelling expenses, meals, and other resources such as books (although sponsored places may include some or all of these expenses). Where programmes are residential the cost of accommodation may be charged to the learner. Fees will be published ahead of registration for each academic year. To reflect ongoing cost changes, it might be necessary for St Padarn's to increase fees at the start of each subsequent year of a learner's programme.

## **4. Undergraduate Fees**

### **4.1 Full-time**

The full-time B.Th. is designed for those studying for ministry, and so learners would usually be sponsored by the Church in Wales or another denomination. Full-time fees are charged at the beginning of each year of study. These can be paid annually or termly. Where a full-time learner is sponsored by a Bishop in the Church in Wales all tuition fees, accommodation at St Padarn's, Cardiff, and training related travel are included in the sponsorship. Information on other grants available from St Padarn's to full-time sponsored learners can be found in the Application Form Notes issued each year by the Representative Body of the Church in Wales. If a learner withdraws from the course, they will be liable for fees up to the end of the term of withdrawal. If a learner is sponsored and the sponsor withdraws their funding, the learner will be liable for their fees from the term after the sponsorship is withdrawn, if they continue with their studies.

### **4.2 Part-time**

Part-time fees are charged at the beginning of each year of study. These can be paid annually or termly. Learners who are members of the Church in Wales will be charged a subsidised fee. If a learner withdraws from the programme, they will be liable for fees up to the end of the term of withdrawal. If a learner is sponsored and the sponsor withdraws their funding, the learner will be liable for their fees from the term after the sponsorship is withdrawn, if they continue with their studies.

## **5. Postgraduate Fees**

Currently postgraduate study is offered in partnership with Cardiff University. Learners will be charged by Cardiff University for tuition and accreditation, at their standard rates. These can be found on their website <https://www.cardiff.ac.uk/>. Cardiff University's terms and conditions will apply to withdrawals regarding payment of fees.

Fees for accommodation and catering are payable to St Padarn's, and will be set before the start of registration each year. Fees for accommodation and catering are charged at the beginning of the year and can be paid annually or termly. If a learner withdraws from a course, they will be charged accommodation and catering fees until the end of the term in which they have withdrawn.

Where a learner is sponsored, they should make this known on their Cardiff University application. They should also notify the St Padarn's Postgraduate Coordinator (details can be found on the St Padarn's website <https://www.stpadarns.ac.uk/>) so that the

sponsor can be invoiced. St Padarn's will need written confirmation from the sponsor. If a sponsor withdraws sponsorship the learner will become liable for any fees due to St Padarn's from the term after the sponsorship is withdrawn, if they continue their studies. Cardiff University's terms and conditions in relations to course fees will apply to learners whose sponsor withdraws.

## **6. Non-Accredited Programmes**

Fees may be charged for other programmes run by St Padarn's. If a learner withdraws from a non-accredited programme less than 7 days before its commencement, they will be liable for full fees.

## **7. Failure to Pay Fees**

If fees remain unpaid 30 days after they were due St Padarn's will take steps to recover the fees. Non-payment of fees may also result in suspension from the programme, removing a learner from the programme, or refusing the learner progression to the next stage of the course.

## **8. Difficulty in Paying Fees**

St Padarn's wants to give all learners every opportunity of completing their programme. If a learner is having difficulties in paying their fees then they should approach their tutor or the Director of Operations as soon as possible (details can be found on the St Padarn's website <https://www.stpadarns.ac.uk/>). A payment plan will be discussed and St Padarn's will make every effort to be flexible.