

### Fee payment arrangements for 2019-20

As soon as a place on the CELTA course has been offered (following interview) an Enrolment Form should be submitted to Exeter College Reception, together with a non-refundable deposit of **£300**. The deposit needs to be paid at this time in order to secure the place on the course. The dates by which full fees are to be paid are set out below, along with details of instalment arrangements.

### CELTA Course: Fees are £1460

1. A non-refundable deposit of **£300** must be paid at the time of enrolment to secure a place. This can be done as soon as the interview process is complete.
2. The next step is for the individual to decide whether they are able to pay the full fee in one further payment, or apply for instalments. A single payment is welcome to the college, and, when the **£300** Deposit has been paid, the single payment will be **£1160**. This single payment should be made as early as possible and at the latest by the start date of the course 31st October 2019. The payment may be made in person, by post or over the telephone.
3. Where an individual wishes to pay by instalments, they should apply to do so in good time, and ensure that an instalment plan has been agreed by **Wednesday 16<sup>th</sup> October** at the latest. However, where enrolment follows a late interview, or for other valid reasons, instalments can be agreed right up to the start of the course. Enquiries about Instalment payments should be addressed to our Reception teams.
4. Instalments can only be accepted where the learner agrees to set up a Direct Debit. Direct Debit authorisation forms are available from Reception.
5. For the CELTA course, the schedule of instalments will be as follows:
  - a. First Payment of **£378** to be paid (in person, by post or over the telephone) after the instalment plan has been agreed.
  - b. Instalments of **£376** to be collected via Direct Debit on 15<sup>th</sup> December and 15<sup>th</sup> January
6. If any student should fail to meet the payments agreed in the instalment plan, they would be warned and then withdrawn from the course, but the debt would remain payable.

Exeter College CELTA course is **not** eligible for "Advanced Learning Loans".