



Yorkshire and Humber
TEACHER TRAINING

Finance Policy

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Payment of Fees

The fee for Yorkshire and Humber Teacher Training (YHTT) providing the training programme is £9,000 (inclusive of VAT). This includes the fee for the PGCE with the University of Hull.

All fee payments must be made by bank transfer or by cheque. YHTT are unable to accept cash payments.

The fee is payable by the trainee to YHTT by one of the following methods:-

In full - Trainees who opt to pay the Fees in full shall pay the Fees by 31 October 2018;

Instalments – Trainees who opt to pay the Fees by way of instalments shall pay the Fees in one of the two following ways:-

3 Instalments

Date	Amount
31 October 2018	£4,500
31 January 2019	£2,250
30 April 2019	£2,250

Or

7 Instalments

Date	Amount
30 September 2018	£3,000
31 October 2018	£1,000
30 November 2018	£1,000
31 December 2018	£1,000
31 January 2019	£1,000
28 February 2019	£1,000
31 March 2019	£1,000

Student Loan Company

Trainees with the benefit of a Tuition Fee Loan may opt to have the Fees paid directly to the Provider. **IT IS THE TRAINEE'S RESPONSIBILITY TO ENSURE THAT THE PROVIDER RECEIVES THE FEES AND THE PROVIDER MAY, IN ITS ABSOLUTE DISCRETION REFUSE ADMISSION TO THE COURSE IN THE EVENT THAT PAYMENT HAS NOT BEEN RECEIVED BY ANY DUE DATE.**

Terms of Payment

The Trainee shall not be permitted to attend placements or lectures without the express permission of the SCITT Director in the event that he or she fails to make any payment before its respective due date. Such failure to attend will be counted as absences and may have an effect on the Trainee's ability to qualify.

The Trainee acknowledges that he or she will not receive the qualification unless the Provider has received all sums in full and for the avoidance of doubt, the further acknowledges that this may affect the Trainee's ability to take up a post in the following September.

Withdrawal or Removal from the Course

The Trainee, in the event that he or she withdraws or is deemed to have withdrawn from the Programme before the following dates shall be liable to pay the following amounts to the Provider on demand (such sum being a reasonable estimate of the Provider's forecast losses in the event that the Trainee withdraws from the Programme):-

Withdrawal Date	Amount Payable
Before 31 July 2018	£250
Between 1 August 2018 and 31 December 2018	£4,500 less amount paid to date
After 1 January 2019	£9,000 less amount paid to date

FOR THE AVOIDANCE OF DOUBT, THE TRAINEE ACKNOWLEDGES THERE IS A POSSIBILITY THAT ANY STUDENT LOAN TAKEN OUT MAY NOT COVER THE ABOVE LIABILITIES OR THAT THE STUDENT LOAN COMPANY MAY SEEK TO RECOVER SUCH SUMS FROM HIM/ HER. THE PROVIDER WILL SEEK RECOVERY OF SUCH SUMS IRRESPECTIVE OF THE TRAINEE BEING ABLE TO SECURE THE NECESSARY FUNDING FROM THE STUDENT LOAN COMPANY.

A Trainee may withdraw by providing written notice of such withdrawal to the SCITT Director. A Trainee may be deemed to have withdrawn from the Programme (at the SCITT Director's absolute

discretion) if he or she is absent for more than ten consecutive days without contemporaneously providing a reasonable justification for such absence.

The Provider may charge the above payments at its sole discretion, such demand for payment shall be made subject to any rules and regulations in place at the time of removal or withdrawal (including those relating to student loans).

Financial Support for Trainees

There are two types of funds trainees can apply for. In order to apply for either of these funds a trainee must have fulfilled all the conditions of their offer (pass the professional skills tests, completed subject knowledge enhancement course (if applicable), satisfactory completion of the DBS check, satisfactory completion of the Health assessment, completion of degree) and must have signed all the enrolment paperwork (Acceptable Use Policy, Code of Conduct, Trainee Contract).

Hardship Fund Applications

Funds are available for trainees who are experiencing financial hardship due to unforeseen circumstances (for example a delay in student maintenance loan payments).

An application form for hardship funds can be obtained from the YHTT Administrator. The conditions for applications for hardship funds are:

- a) Household income – the annual household income must not exceed £25,000.
- b) The financial hardship must be unexpected and unforeseeable. You cannot claim financial hardship for circumstances that were foreseeable (e.g. travel costs, costs of relocation due to living a long way away from the YHTT base at Sirius Academy North or the trainee's main placement school).
- c) Trainees who are receiving a bursary are not usually eligible for hardship funds (an exception is where the payment of the bursary is delayed due to circumstances beyond the trainee's control, funds granted for this reason will usually have to be paid back once the bursary payment has been received).

Travel Costs

YHTT acknowledges that our region is quite rural and distances between the partner schools are substantial. Funds are available for trainees who are experiencing financial hardship due to the cost of travel. Mileage claim forms can be obtained from the YHTT Administrator. Travel costs will be paid a month in arrears. Please submit your mileage claim from to the YHTT Administrator by the end of the month and you will be paid by the end of the following month.

- a) Placement A – Trainees will not be able to claim for travel costs to their main placement or to the core training sessions at the YHTT base (Sirius Academy North).
- b) Placement B – Trainees can claim for the cost of travel if placement B is further from their home than placement A. They can only claim for the difference.
- c) Subject Specialism Training – Trainees can claim for the cost of travel if the location of the subject specialism training is further from their home than placement A. They can only claim for the difference
- d) Trainees who are receiving a bursary are not eligible for travel costs.

Updated: January 2018

Review: January 2019

Appendix 1 – Application for Hardship Funds



Yorkshire and Humber
TEACHER TRAINING

Yorkshire and Humber Teacher Training

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YHTT.co.uk

Application for Hardship Funds

Student First Name	
Student Surname	
Student Address	
Student Placement School	

Amount of Funding applied for

(if applying for travel costs you will be required to complete a travel expense form, you will only be able to apply for this retrospectively)

Please explain what the funds you are applying for are required for (e.g. travel costs, rent etc.)

Have you exhausted other avenues of funding (e.g. student maintenance loan, borrowing from family, commercial loan etc.)

Signature	
Date	