

SF SCITT Fees Policy



Review Date:	Spring Term 2026
Next Review Date:	Spring Term 2027

Introduction

Trainees on a SCITT or School Direct fee funded course are required to pay tuition fees to South Farnham Educational Trust (South Farnham SCITT) during their training year. Tuition fees are published on the website (<https://www.ssfscitt.org.uk/>).

Payment of fees can be made through a Student Finance tuition fee loan (<https://www.gov.uk/teacher-training-funding>) or private finance directly to South Farnham Educational Trust (South Farnham SCITT).

Scope of Policy

This policy applies to all applicants and trainees enrolled on South Farnham SCITT Tuition Fee programmes.

1. Student Loan

Those paying by a student loan are required to submit a Student Finance England application and provide proof of application to South Farnham SCITT prior to commencement of training. If an application to student finance is rejected, the trainee will be required to make payments by private finance in order to proceed with the course.

Payments are made during the training year, directly from Student Finance England to South Farnham Educational Trust (South Farnham SCITT), as per the schedule below:

Full time programmes

- Payment 1 – 25% of fees are paid following confirmation of attendance in October.
- Payment 2 – 25% of fees are paid following confirmation of attendance in January.
- Payment 3 – 50% of fees are paid following confirmation of attendance in April.

Part time programmes

- Payment 1 – 25% of year 1 fees are paid following confirmation of attendance in October.
- Payment 2 – 25% of year 1 fees are paid following confirmation of attendance in January.
- Payment 3 – 50% of year 1 fees are paid following confirmation of attendance in April.
- Payment 4 – 50% of year 2 fees are paid following confirmation of attendance in October.
- Payment 5 – 50% of year 2 fees are paid following confirmation of attendance in January.

2. Private Finance

This policy is informed by the Equality Act 2010, which places a duty on organisations to make reasonable adjustments for individuals with disabilities.

Those paying via personal finance will be invoiced by South Farnham Educational Trust (South Farnham SCITT), as per the schedule below:

Full time programmes

- Payment 1 – 50% of fees to be paid no later than 31st October.
- Payment 2 – 25% of fees to be paid no later than 28th February.
- Payment 3 – 25% of fees to be paid no later than 30th April.

The above schedule is applicable to all fee paying programmes as well as apprentices adding the PGCE to their programme.

Programme fees for 2025/26 are as follows:

Programme	October	February	April	Total
QTS only programmes (£8500)	£4250	£2125	£2125	£8500
PGCE & QTS (£9535)	£4767.50	£2383.75	£2383.75	£9535
PGCE - (apprentices)	£517.50	£258.75	£258.75	£1000

*Due to announced changes in undergraduate tuition fees, programme fees for 2026-2027 are subject to confirmation (February 2026)

Part time programmes

SF SCITT Part time programmes run over five terms, those paying via personal finance will be invoiced by South Farnham Educational Trust (South Farnham SCITT), as per the schedule below.

- Payment 1 – 50% of year 1 fees to be paid no later than 31st October
- Payment 2 – 25% of year 1 fees to be paid no later than 28th February
- Payment 3 – 25% of year 1 fees to be paid no later than 30th April
- Payment 4 – 50% of year 2 fees to be paid no later than 31st October
- Payment 5 - 20% of year 2 fees to be paid no later than 28th February

The above schedule is applicable to QTS and PGCE part-time programmes. Part time apprentices including the PGCE as part of their training will be invoiced as per the full time schedule (as the PGCE modules are studied in year one).

2024-2026	Year one	Year 2	Total

Programme						
QTS	£1978	£1978	£1978	£1978	£1978	£9890
PGCE & QTS	£2311	£2311	£2312	£1978	£1978	£10890

2025-2027	Year one			Year 2		Total
Programme						
QTS	£3055	£1527.5	£1527.5	£2036	£2037	£10,183
PGCE & QTS	£3572.5	£1786.25	£1786.25	£2036	£2037	£11,218

3. Change of circumstances

It is the responsibility of the trainee to inform South Farnham SCITT of any change of circumstances. This includes:

- Personal contact details.
- Changes to Student Finance England entitlement.

4. Terms and conditions

If the trainee has applied for student finance and payment is not made, the trainee will be held responsible for payment of these fees.

If the fees are to be paid by student finance, or an alternative organisation, the trainee is required to provide documentation evidencing this is how the fees will be paid.

The trainee is required to complete and return a Trainee Contract to South Farnham SCITT prior to commencement of training.

Non-payment of fees

A trainee experiencing difficulties in paying fees should contact the Director of ITT immediately. Non-payment of fees will initiate SFET's debt recovery procedure. The aim of this procedure is for the trainee to pay the outstanding amount without initiating formal proceedings.

If the trainee does not comply with the informal requests for payment, then SFET will initiate formal proceedings.

Failure to comply with the terms set out here, will result in South Farnham SCITT recommending that the award of PGCE/Qualified Teacher Status (QTS) are withheld, until full payment is made.

5. Withdrawal from the programme

Trainees are required to submit a formal letter and withdrawal form to the Director of ITT, informing SF SCITT of their intention to withdraw from the programme. Trainees will be liable for the following fees:

Full time programmes (and apprentices completing PGCE)

- Withdrawal prior to the end of the autumn term – liable for 50% of the fees
- Withdrawal prior to the end of the spring term – liable for 75% of the fees
- Trainees enrolled at the start of the summer term are liable for full fees

Part time programmes

- Withdrawal prior to the end of the autumn term – liable for 50% of year 1 fees
- Withdrawal prior to the end of the spring term – liable for 75% of year 1 fees
- Trainees enrolled at the start of the summer term are liable for 100% of year one fees
- Trainees withdrawing prior to the end of autumn term of year 2 – liable for 50% of Year 2 fees
- Trainees enrolled at the start of the spring term of year 2 are liable for 100% of year 2 fees