



# WAVERLEY ABBEY COLLEGE

## Spiritual Formation – Waverley Awards

- Waverley Abbey Certificate in Chaplaincy, Spiritual Direction, Pastoral Care, Mentoring and Coaching or Spiritual Formation
- Waverley Abbey Diploma in Spiritual Formation

<b>FEES 2018/19</b>	<b>Certificate Diploma Year 1</b>	<b>Diploma Year 2</b>	<b>Individual Module</b>
<b>Programme fees</b> (Includes refreshments)	£2,400	£2,400	£800
<b>Reduction if fees paid in full</b>	-£100	-£100	
<b>Residential fee</b> (optional, dependant on availability*) Bed and breakfast	£378	£324	£162
<b>Other fees</b> Application fee (non-refundable, payable once on application)	£50		£50

\* Please note that there is limited availability for residential accommodation.

## DATES 2018/2019

**\*The 2 day Induction are to be completed once only, prior to the first module taken in any programme.**

### Framework Skills and Ethics

[1-2 October 2018 – Induction] \*

3-5 October 2018 – Module

5-7 November 2018 - Module

### Approaches to Spiritual Formation

[10-11 December 2018 – Induction] \*

12-14 December 2018– Module

22-24 January 2019- Module

### Pastoral Care

[11-12 March 2019 – Induction] \*

13-15 March 2019 – Module

23-25 April 2019 – Module

### Arrival and departure times - TBA

Fees are for 2018/19 academic year only.

Waverley Abbey College reserves the right to adjust the fees for future academic years



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## INFORMATION ABOUT FEES

This section contains important information about your fees, when they become due and how they should be paid. By accepting a place on the programme you retain the ultimate liability for the payment of your fees and charges whether paid by yourself or by a third party.

If we offer you a place we will ask you to read and sign a copy of the Terms and Conditions before we enrol you on the programme.

### 1. GENERAL INFORMATION

All Waverley Abbey College fees may be increased over the period of the programme.

### 2. DEPOSIT

#### Certificate/Diploma

Deposit: £500 of the above fees are payable as a deposit upon acceptance of a place on the programme. **Deposits are non-refundable** unless the programme is cancelled.

#### Module

Deposit: £150 of the above fees are payable as a deposit upon acceptance of a place on the programme. **Deposits are non-refundable** unless the programme is cancelled.

### 3. PAYMENT OF FEES

If you plan to pay the full fee in advance we will deduct the following amounts from the invoice as a discount:

Certificate/Diploma - £100  
Module - £33

You may make part payments by standing order, please ask the Student Finance Officer for a form. The full fee, or the first instalment of a standing order, is due for payment **four weeks** prior to the start of your programme.

Fees paid directly by cheque should be made payable to CWR. No refunds or reductions are given if meals are not taken or if part/all of a teaching block is not attended.

### 4. THIRD-PARTY FUNDING

**Students retain the ultimate liability for the payment of fees and charges whether paid by themselves or by a third party.**

- **Third-party funding** - if funding is provided by a commercial or charitable organisation, an official letter of sponsorship is required. This should state contact and invoice address details, the applicant's name and amount of sponsorship. (Parents and family members are not classed as sponsors.)

### 5. UNPAID FEES

If you have difficulty paying your fees then you should contact Registry as soon as possible to discuss options. We will do our best to help you. If you are late paying or you have failed to meet an agreed arrangement, we will send a reminder to your College/personal email address. If you do not respond, we will send one further reminder by email and one final warning letter to your home address, which will include information on any action that we may take. Students with outstanding tuition fees may not be permitted to continue on the programme, progress to the next year, receive awards, or graduate while fees remain outstanding.

## 6. WITHDRAWAL FROM THE PROGRAMME OR INTERRUPTION OF STUDIES

Students retain the ultimate liability for the payment of fees and charges whether paid by themselves or by any other third party.

All withdrawals or interruptions must be notified to Admissions in writing or by completion of the appropriate form. The forms are available for download from the College's virtual learning platform: Moodle. For withdrawal and interruptions within the following time periods the following adjustments will apply:

### Certificate/Diploma

Prior to start of Term 1	Admissions must be notified in writing. Refund of programme fees paid, excluding non-refundable application fees and deposits.
Term 1 (within first 2 weeks of start of term)	A Withdrawal or Interruption form must be completed. Refund of programme fees paid, excluding non-refundable application fees, deposits and any residential costs incurred.
Term 1 (after first 2 weeks of start of term)	A Withdrawal or Interruption form must be completed. You will be liable for 25% of the annual programme fees and residential costs incurred.
Term 2 (at any point during term)	A Withdrawal or Interruption form must be completed. You will be liable for 50% of the annual programme fee and any residential costs incurred
Term 3 (at any point during term)	A Withdrawal or Interruption form must be completed. You will be liable for 100% of the annual programme fees and any residential costs incurred.

### Module(s)

Prior to start of first Induction block	Admissions must be notified in writing. Refund of programme fees paid, excluding non-refundable application fees and deposits.
During or after the Induction block	A Withdrawal or Interruption form must be completed. You will be liable for 25% of the tuition fee and residential costs incurred.
During or after the first lecture block	A Withdrawal or Interruption form must be completed. You will be liable for 50% of the tuition fee and any residential costs incurred.
During the second lecture block	A Withdrawal or Interruption form must be completed. You will be liable for 100% of the tuition fees and any residential costs incurred.

## 7. ADDITIONAL EXPENSES

Please note that in addition to the fees outlined above, students are required to:

- Purchase text books for each module; and
- For Spiritual Direction module only, students are required to undertake and self-fund a three-day retreat as part of their programme.