

Centre for Counselling and Psychotherapy Education

Beauchamp Lodge 2 Warwick Crescent London W2 6NE Tel: 0207 266 3006

FINANCIAL GUIDANCE

This document is to provide you with some helpful details regarding your student fees. Please read this information carefully and retain for future reference. The details within are relevant to CCPE's **Foundation in Counselling & Psychotherapy and Diploma in Counselling & Psychotherapy Courses**. For all other courses please contact the relevant course administrator.

COMMUNICATION:

All queries about student fees must be directed to ccpefees@ccpe.org.uk. A member of the fee staff will endeavour to respond to you within 10 days. Please do not direct queries regarding fees to Admissions or any other general CCPE address as this may delay your response. Phone inquiries can be made on Wednesdays between 10am – 4pm to 020 7266 3006.

ACCEPTABLE PAYMENT METHODS:

Current acceptable methods of payment for course fees are cash, cheque, and bank transfer also known as 'BACS'. CCPE does not accept credit card payments, nor will payments be processed over the phone. Cheques must be made out to 'CCPE' and can either be paid through reception for a receipt to be provided or posted to CCPE care of 'Fees Administrator'.

Please write your full name and course on the back of your cheque. Bank transfer, our most common method of payment must be made using the following details:

Bank	HSBC The Peak, 333 Vauxhall Bridge Road, London SW1V 1EJ
Account	C C P E Charitable Trust
Sort Code	40-07-13
Account No.	01715267
For the Credit of	CCPE
Reference	Course – Your Name (Diploma Example: Dip – J Smith/ Foundation Example: Fdn – J Smith)

DEPOSIT:

Please note that the deposit is non-refundable and is required to hold your place on the course. Your place will not be confirmed until your deposit has been paid. The cost of your course fees does not include your deposit.

PAYMENT PLAN OPTIONS:

CCPE provides 3 options for payment of fees following your course deposit. The below options are in place to accommodate all trainees. Please choose the one that will suit you best:

1 x Instalment	Payment for the full year which must be received no later than 1st November (<u>before</u> the course year that you are paying for).
2 x Instalments	Payment for half of the fees by 1st November (<u>before</u> the course year that you are paying for), and the remaining half by 1st May (within the course year).
12 x Instalments	Payment by monthly standing order. There is a 5% charge for interest and administration. If you wish to pay by standing order please contact your bank directly, this can be done via online or telephone banking with most major banks. Standing orders should be set to run <u>from 5th November</u> (<u>before</u> the course year that you are paying for) <u>to 5th October</u> each year. In order to be eligible to proceed with this payment option from year to year, you must prove that you are able to maintain timely and consistent payments. If you default on your standing order on more than one occasion in any year, CCPE reserves the right not to approve your payment by this option in following years.

BURSARY/ FINANCIAL SUPPORT:

As a charity, CCPE does not currently provide bursaries or financial aid to its trainees. Students who require support with their payments are expected to seek out the help needed before the course begins. For information on specific grants or charities that you could be eligible for, please contact your local council and or public library.

TERM & CONDITIONS:

CCPE is a professional organisation, and we expect that all candidates who apply will be fully prepared for the financial undertaking associated with enrolment.

By signing and returning your acceptance contract, you agree to pay the fees and charges due from you to the Centre for Counselling & Psychotherapy Education (CCPE). Please note that whichever method of payment you choose, you are agreeing to a financial commitment of 6 months from the due date of the fees, and they are non-refundable, even if you withdraw from the Course prior to the end of the 6-month period.

Please note that once the course has begun you will not receive automatic reminders when fee payments are due. It is each student's responsibility to pay fees by the due dates. Failure to do so will result in interest charges on the outstanding amount (£10 per month) and will eventually lead to suspension from the course until fees are paid. This means if you have chosen Option 1 or 2 and your payment is received after 1st May or 1st November, interest will be charged accordingly. Interest will also apply for s/o's not received by the date stipulated. Should any difficulties arise with meeting your fee payment obligations, it is your responsibility to contact ccpefees@ccpe.org.uk to discuss your circumstances at the earliest opportunity.

Full payment of fees is a course criterion and must be met before any course award can be given. For Diploma trainees, the fees charged through the 4th year of the Diploma will cover each student until their 6th year completion deadline.

CCPE reserve the right to pause or decline to continue the training where there is a lack of capacity to fully engage in the requirements of the course and/or demonstrate a fitness to study or practice.

During the current Covid-19 working environment it may not be possible to provide courses in person, but we will maintain provision of courses through online delivery. The fees we charge reflect the work which we undertake to provide the course. This remains the same whether the course is delivered online or in person. We cannot offer any discount or fee remission where courses are provided online or are otherwise disrupted by Covid -19.

F.A.Q's

How do I pay my fees in person?

Usual office hours are Monday to Friday 9am – 5pm. All payments through reception should be made during these hours. If your payment is made outside of these hours, your payment will be made through CCPE's security staff and acknowledgement of receipt and logging of your payment could be significantly delayed.

Is private therapy included in the cost of the course?

The cost of the course includes lectures, weekend seminars, evening supervision, and a weekend residential during the 2nd year. Personal therapy, make up weekends, use of therapy rooms outside of class, and any additional supervision required will all be charged separately.

Can I arrange the mandate directly with my bank?

Yes. You will be allowed to arrange a mandate directly with your bank as long as you send a receipt of the arrangement to ccpefees@ccpe.org.uk to confirm that the schedule will run with the appropriate reference between the appropriate dates.

I don't get paid until the end of the month can I pay on a day other than the 5th?

No. All monthly payments must be paid on the 5th of each month. Please make the necessary preparations to have the funds available on this day.

Can I pay quarterly?

Unfortunately, we cannot accept payments at any intervals other than those specified in the 3 pre-arranged payment plan options.

What is your learning registration number?

1319

I am making an international payment, what is your IBAN and BIC/ Swift information?

IBAN is: **GB71HBUK40071301715267**

BIC/Swift is: **HBUKGB4110D**

I forgot to ask for a receipt when I paid, how do I get one?

Online payments provide automatic receipt, so we do not typically provide receipt for such transactions. If you paid a cheque or cash through reception or by post and would like a receipt, you may request this by email and you will receive electronic confirmation.

My work will be paying for my course fees, how do I get an invoice?

Simply request an invoice from ccpefees@ccpe.org.uk providing all necessary information that would need to be included (i.e., employee reference number, Employer contact etc...)

I am applying to a funding provider or grant, and a reference is required. Who do I ask for this?

Providing that the reference does not need to include comment on your skills, personal traits, or private financial circumstances, you may write to ccpefees@ccpe.org.uk for a reference. This letter will confirm the nature of your training and upon specific request, the cost and deadlines associated with your payment.

Can I apply for a 24+ loan or other government funding?

As a charity, CCPE is not eligible for 24+ loans or other funding found on government websites.

I think I will be getting a grant later in the year. Can I wait to pay until I receive the grant?

If you have secured a grant that will not be guaranteed until after the deadline for payment or you are in the process of applying for a grant that will not meet the deadlines as stipulated, you must make the appropriate and timely payments to CCPE to maintain your attendance. If we then receive monies on your behalf for the same period of training, it is permissible for you to request a refund of the money paid by you. Any refund may only be paid once your account has been overpaid and not before.

Can I have a refund of my fees if I withdraw from the course?

Whichever method of payment you choose, you are agreeing to a financial commitment of 6 months from the due date of the fees, and they are non-refundable, even if you withdraw from the Course prior to the end of the 6-month period. If you have paid for the full year in advance and you are forced to withdraw within the first 6 months, you may be eligible for a refund of the remaining balance. The deposit is non-refundable.

Foundation

COSTS:

Foundation Course 2025 Costs and Payment Options

Fee: £3022 including £200 non-refundable deposit

1 x Instalment: £ 200.00 (Deposit) Submitted with contract

£ 2822.00 due 1st November 2024

2 x Instalments: £ 200.00 (Deposit) Submitted with contract

£ 1411.00 x 2 due 1 November 2024 & 1 May 2025

Standing Order: Total Payable: **£3163.10** (£2822.00 + 5% admin + £200.00 deposit)

£ 200.00 (Deposit) Submitted with contract

£ 246.92 x 12 due 5th November 2024 – 5th October 2025* incl. 5% interest

***Standing orders must be paid on the 5th of each month for 12 consecutive months**

****Course Fees are correct at time of publication, though subject to variation, and include lectures, seminars, and assistance in obtaining practical placements. Course Fees do not include:*

Additional Costs that may be incurred as part of the training.

Required Costs

- Application fee: £85
- Private therapy: The cost for a minimum of 50 hours of one-to-one personal psychotherapy with a qualified accredited psychotherapist
- Travel: The cost of your own travel.

Missed Session Costs

- Missed Weekend Seminars: If you miss a compulsory weekend seminar, the cost of making this up is £200.

Optional Costs

- CCPE Library: There is a £10.00 non-refundable fee payable to join the CCPE library.
- Written Work Tutorial Support. If you choose to have or require tutorial support to help you with academic work, this will be at the tutor's rate.

Diploma

Diploma Course Costs and Payment Options:

Fee: Year 1 2025 – £5174 including £300 non-refundable deposit

1 x Instalment: £ 300.00 (Deposit) Submitted with contract
£ 4874.00 due 1st November 2024

2 x Instalments: £ 300.00 (Deposit) Submitted with contract.
£ 2437.00 x 2 due 1 November 2024 & 1 May 2025

Standing Order: Total Payable: **£5417.70** (£4874.00 + 5% admin + £300 deposit)
£ 300.00 (Deposit) Submitted with contract
£ 426.47 x 12 due 5th November 2024 – 5th October 2025* incl. 5% interest

***Standing orders must be paid on the 5th of each month for 12 consecutive months**

Cost **Year 2 2026** - £6048 including residential weekend*

Cost **Year 3 2027** - £6048*

Cost **Year 4 2028** - £6048*

*****Course Fees are correct at time of publication, though subject to variation, and include lectures, seminars, and assistance in obtaining practical placements. Course Fees do not include:**

Additional Costs that may be incurred as part of the training.

Required Costs

- Application fee: £85
- Private therapy: The cost for a minimum of 160 hours of one-to-one personal psychotherapy with a qualified UKCP accredited psychotherapist.
- DSM-5 Workshops: The cost of four DSM-5 workshops which are currently £80 each usually attended in the 4th year of training.
- Travel: The cost of your own travel.

Missed Session Costs

- Missed Weekend Seminars: If you miss a compulsory weekend seminar, the cost of making this up is currently £250. If you miss a three-day weekend seminar, you need to do two weekend makeup seminars at a cost currently £250 each.
 - **Creative Imagination in the 1st Year of the Diploma is fundamental for course progression. Absence for any part of this 6-day intensive (including partial days) may result in deferral and repetition of the 1st Year and incur additional costs for the year repeated. Please check the dates before you sign the contract if you have any concerns about being able to attend.**
- Evening Group Supervision: If you miss more than two evening group supervision sessions per half year, this will need to be made up at the supervisor's rate.
- Tutorials: If you miss a compulsory tutorial, this will need to be made up at the tutor's rate.
- During the second year 100% attendance is required for the 16 sessions of Groupwork, any missed sessions will require weekend make up seminars at a cost currently £250 each.

Optional Costs

- Private Supervision: The cost of private supervision taken in addition to supervision offered by the course. The ratio of supervision is one hour for every six client hours until you have completed your training and are registered with UKCP.
- CCPE Library: There is a £10.00 non-refundable fee payable to join the CCPE library.
- Travel: The cost of your own travel.
- Written Work Tutorial Support: If you choose to have or require tutorial support to help you with academic work, this will be at the tutor's rate.
- Mental Health Familiarisation Placement: Please note that there may be potential costs charged by some of these placements.

Professional costs

- Insurance: In order to practice as a psychotherapist in private practice, you will need to get your own insurance.
- UKCP: Once you have qualified and registered with the UKCP, you will need to pay the fees for membership to UKCP.
- Room Rental: If, when you move to private practice and are seeing clients at the CCPE, room rental will be charged at the rate of £16 for 50 minute room booking.