

Centre for Counselling and Psychotherapy Education

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

FINANCIAL GUIDANCE

This document provides some helpful details regarding student fees. Please read this information carefully and retain for future reference. The details within are relevant to CCPE's **Certificate in the Foundations of Counselling and Psychotherapy** and **Diploma in Counselling and Psychotherapy** courses. For all other courses please contact the relevant course administrator.

COMMUNICATION:

All queries regarding student fees must be directed to ccpefees@ccpe.org.uk. A member of the fees team will endeavour to respond within 10 days. Please do not direct queries regarding fees to Admissions or any other general CCPE email address, as this may delay a response. Telephone enquiries can be made on Mondays between 10am and 4pm on 020 7266 3006.

ACCEPTABLE PAYMENT METHODS:

Currently 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: FND J Smith)

DEPOSIT:

Please note that the deposit is non-refundable and non-transferable. It is required to secure a place on the course, and a place will not be confirmed until the deposit has been paid. The deposit is not included in the course fees.

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 (before the course year that you are paying for) 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.

TERMS & 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.

The academic year at CCPE is divided into two financial periods of six months each:

- First Period: 1st November to 30th April
- Second Period: 1st May to 31st October

By signing and returning the acceptance contract, the student agrees to pay the fees and charges due to the Centre for Counselling & Psychotherapy Education (CCPE). The student confirms enrolment and accepts full financial liability for each six-month period of the course, irrespective of the chosen payment plan and method. All tuition fees are non-refundable, regardless of whether each six-month period is completed in full. The deposit is also non-refundable under all circumstances.

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). Not being up to date with fees or having an alternative arrangement will affect a student's ability to progress to following years. This means that if Option 1 or 2 has been chosen and payment is received after 1st May or 1st November, interest will be charged accordingly. Interest will also apply for standing orders not received by the date stipulated. Should any difficulties arise with meeting fee payment obligations, it is the student's responsibility to contact ccpefees@ccpe.org.uk to discuss their circumstances at the earliest opportunity.

Full payment of fees is a course criterion and must be met before any course award can be given.

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.

Withdrawal or Deferral Notice Period

To avoid incurring fees for the second financial period, students must notify CCPE of their intention to withdraw or defer before the start of the second term. Notifications received on or after the first day of the second term will render the student liable for the full fees for the second financial period.

Students withdrawing from the Diploma course after completing Year 1, 2, or 3 must notify CCPE before the 1st November fees payment deadline for the following year. Notifications received on or after this deadline will result in full financial liability for the subsequent six-month fee period.

Year 5 & 6 Fees

Students have until March 31st of Year 5 and 6 to complete or pay any additional year fees as applicable. Further information will be available in the Diploma Student Handbook.

Services provided by CCPE after the taught period of the course has ended, and up to two years afterwards are:

- Support and admin for your continuing progress towards completion.
- A Head of year 5+, who is there to support and assist you when required. They can help you work through any challenges and difficulties.
- Training insurance continues to cover you for non-residential counselling, although this cover is not sufficient to cover you for clinic or private work.
- Continuing use of library.
- Continuing access to canvas resources.

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.

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.

Foundation

FOUNDATION COURSE 2027 COSTS AND PAYMENT OPTIONS:

Fee: £3284 including £250 non-refundable deposit

1 x Instalment: £ 250.00 (Deposit) Submitted with contract

£ 3034.00 due 1st November 2026

2 x Instalments: £ 250.00 (Deposit) Submitted with contract

£ 1517.00 x 2 due 1st November 2026 & 1st May 2027

Standing Order: Total Payable: **£3435.64** (£3034.00 + 5% admin + £250.00 deposit)

£ 250.00 (Deposit) Submitted with contract

£ 265.47 x 12 due 5th November 2026 – 5th October 2027* 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 40 hours of one-to-one personal psychotherapy with an approved psychotherapist

Missed Session Costs

- Missed Weekend Seminars: If you miss a compulsory weekend seminar, the cost of making this up is £250.

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 2027 COSTS AND PAYMENT OPTIONS:

Fee: **Year 1 2027 – £5626 including £300 non-refundable deposit**

1 x Instalment: £ 300.00 (Deposit) Submitted with contract
£ 5326.00 due 1st November 2026

2 x Instalments: £ 300.00 (Deposit) Submitted with contract.
£ 2663.00 x 2 due 1 November 2026 & 1 May 2027

Standing Order: Total Payable: **£5892.24** (£5326.00 + 5% admin + £300 deposit)
£ 300.00 (Deposit) Submitted with contract
£ 466.02 x 12 due 5th November 2026 – 5th October 2027* incl. 5% interest

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

Cost **Year 2 2028** - £6604 including residential weekend**

Cost **Year 3 2029** - £6604**

Cost **Year 4 2030** - £6604**

Post-taught period

Cost **Year 5† 2031** – £450

Cost **Year 6† 2032** - £450

†Diploma trainees are provided up to 6 years to complete the criteria associated with the 4-year taught period. Students have until March 31st of Year 5 and 6 to complete or pay any additional year fees as applicable. Further information will be available in the Diploma Student Handbook.

*** Course Fees are correct at time of publication, though subject to variation, and include lectures, seminars, and assistance in obtaining practical placements. Where CPI inflation exceeds 5% in any single year, CCPE reserves the right to increase fees.*

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 (a minimum of 40 hrs/year). You must be in weekly, individual face-to-face therapy throughout the training from the start of the 1st year. Any therapy you may have before you start the course in January will not count towards the requirement.
- Private Supervision: The cost of private supervision (typically undertaken before completion, usually in the 4th year) 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.
- Mental Health Familiarisation Placement (MHFP) and Psychiatric Observational Placement (POP): Any potential costs charged by some of these placements.

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.
- 2nd year Diploma Groupwork requires 100% attendance. A missed evening session will require the attendance of a make-up weekend at the cost of £250.

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.

Professional costs

- DSM-5 Workshops: The cost of four DSM-5 workshops which are currently £85 each usually attended in the 4th year of training.
- 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 £17 for 50-minute room booking.