

## Pay as You Learn Scheme Terms and Conditions

These terms and conditions apply to students or employers joining The College of Animal Welfare Ltd's Pay as You Learn Scheme and cannot be changed unless specifically agreed by the Principal of The College of Animal Welfare in writing.

1. An application for a place on a course cannot be guaranteed as a booking by the Course Administrator until a Direct Debit Mandate and agreement to the Pay as Your Learn scheme terms and conditions have been signed, unless otherwise agreed by the Principal of the College in writing.
2. Awarding and professional body enrolment, registration and certification fees are not included in the course fees and are the responsibility of the student, not the College. Students are responsible for completion of all awarding and professional body application forms.
3. The monthly payments will be collected by direct debit during the second week of each calendar month.
4. The first monthly payment will consist of two months' worth of payments; comprising of the first month of the programme and the advance payment of the second month.
5. If the direct debit is not honoured or returned unpaid, an administration fee of £10 will be charged on each occasion. You must ensure that an alternative payment is made by credit/debit card or bank transfer within 10 days of the normal direct debit payment date.
6. In cases of non-payment, the student will not be allowed to continue on the programme beyond the last day of the month already paid for.
7. The Pay as Your Learn Scheme has no fixed or minimum duration.
8. The monthly payments will continue whilst the student is on the programme up until the date on the student's full achievement certificate or in the case of an Apprentice the Apprentice Certificate.
9. Where a student withdraws from their programme the payments will stop on the date of the completion of the College Student Withdrawal Procedures as laid down in the College's Student Handbook.
10. The Pay as Your Learn Scheme is not a loan scheme and therefore no interest is charged.
11. Once a course has commenced the course place belongs to the student and not the employer irrespective who has paid.
12. Employers who have paid on behalf of a student will not be entitled to claim a refund should their student subsequently leave their employment after the course has commenced. All such matters are between the employer and their employee.

13. The College of Animal Welfare reserves the right to cancel a course at any time and to offer an alternative date, a credit or a full refund, without liability for any consequential or indirect loss.
14. If the student's circumstances or entitlement change The College of Animal Welfare will notify the student of the change in the amount of the monthly direct debit and the date of implementation.
15. The responsibility for payment rests with the student.
16. The Pay As You Learn terms and conditions apply in addition to the College's Course Application terms and conditions.

**WARNING: The 'Pay as You Learn' scheme is NOT a payment by instalments of the single course fee offered at the outset. Opting for this payment scheme could cost you more in total course fees than was offered to you at the start of the programme. If you stop payments before you have finished your course then you will stop receiving learning.**