

Pay as You Learn Scheme Agreement

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.

The amount of the monthly payment will be £ . Please note that as per note 4 above, the first monthly payment will consist of twice the monthly amount. Please be aware that it may take approximately four weeks to process your direct debit mandate and take the first payment.

This agreement relates to your [title of course] course with The College of Animal Welfare.

I agree to the terms and conditions of the 'Pay As You Learn' scheme.

I understand that by choosing to pay course fees under the 'Pay As You Learn' scheme it is possible that the total sum that is paid for the course may exceed the amount that would have been paid had I chosen to pay course fees under the full i.e. annual or single payment course fee option quoted at the commencement of the course.

I understand that once the payment method for course fees has been agreed it cannot be changed without the written agreement of the Principal of the College. Such a change would only be agreed in exceptional circumstances.

Student	The Account Holder
Name (PRINTED)	Name (PRINTED)
Signature	Signature
Date	Date