


ITT (Initial Teacher Training) Tuition Fee Policy

Owner and version control

Responsibility:	ITT Programme Director	Date doc. created:	27/03/2023
Print name sign off:	Sian Marsh	Last review date of doc:	December 2025
Signature:		Next review date:	April 2026

Introduction

The cost of training to teach with Best Practice Network is dependent on the academic year the student teacher commences their study and the duration of study.

Academic Year (September to July)	Cost £
2025/26 (Full-time)	£9535
2026/27 (Full-time)	£9790
2026/27 (Part-Time)	£7335 per year (18 month programme)

Tuition fees are due on the dates specified in the student teacher's (trainee) payment schedule and are payable with a tuition fee loan or self-funding. **All fees due must be fully paid before completion of the qualification.**

Liability

All Postgraduate Fee Funded student teachers are liable for payment of tuition fees. Any fees or amounts outstanding to Best Practice Network (BPN) is the responsibility of the student teacher.

If student teachers are in receipt of tuition fee support through the Student Loans Company, and BPN does not receive their financial assessment and full tuition payment, they will be held responsible for paying the full fee. The failure of Student Loans Company to pay fees does not negate this liability.

Part-time students

Where you are utilising student finance to cover your tuition fees, you will apply for your student loan to cover fees for year 1 for the academic year your training starts.

For year 2 in the following academic year, you will apply for your student loan once student finance opens for applications for the next academic year.

For example:

1. Training commences in September 2025.
2. Year 1 tuition fees: apply for student finance between March and July 2025.
3. Year 2 tuition fees: apply for student finance between March and July 2026.
4. Completion of training May 2027

Failure to apply for your student finance timely to cover year 2 will result in your training being suspended.

Student teachers should be aware that they may be charged an additional amount for:

- Reassessment of examinations and coursework
- Extended or additional modules/placements

Student teachers will be personally liable for any professional membership fees associated with their course howsoever a student teacher may be funded.

Part-time Course Intensity

Best Practice Network's part-time ITT programme is designed to be *equivalent to 120 academic credits* in terms of workload and study level. This means it matches the depth and commitment expected from a course of the equivalent weighting.

However, unlike a PGCE or other formal academic qualifications, **learners are not awarded any credits** as the credit equivalence is used for funding and eligibility purposes only (for example, Student Loans Company calculations for maintenance loan, where eligible) to reflect the learning hours and intensity of study.

Instead, at the end of the programme, learners who successfully complete the programme are awarded the professional status of QTS (Qualified Teacher Status) rather than an academic credit-bearing award.

Those on part-time courses will need to apply for their student loan in Year 1 and then reapply for their student loan to cover Year 2.

Course credits and intensity (student loan application)

When applying for your loan, you will need to declare your course intensity and number of equivalent credits for each year of the course.

Students commencing their study mid-academic year (January 2026) should declare a course intensity of 40% (48 credits) in Year 1 and 60% (72 credits) in Year 2.

Students commencing their study at the start of a new academic year should declare a course intensity of 60% (72 credits) in Year 1 and 40% (48 credits) in Year 2.

Example:

Total course credits = 120 over 5 terms

2 x terms (40% of 120) = 48 credits

3 x terms (60% of 120) = 72 credits

Reengagement from deferral (return to training) and change of mode

Where part-time students return to training from a deferral or change their mode of study from full-time to part-time, please contact our team to discuss the number of course credits and intensity you should declare on your student finance application before submitting.

Payment Methods

The student teacher must inform BPN prior to commencing their training how their fees will be paid.

BPN requires Student teachers to pay using one of the payment methods detailed below-

- Apply to Student Finance England for a student loan for the full tuition amount
- Apply to Student Finance England for a student loan for a proportion of the tuition amount and self-fund the balance
- Self-fund the full tuition amount in one lump sum or via an instalment plan.

*part self-fund and part-student finance will be considered.

Self-funded tuition fees

Instalment plans available:

- Full-time students can pay by instalment over 10 months from their programme start date.
- Part-time students can pay by instalment over 15 months from their programme start date.

Students can also opt to pay their tuition fees in full.

Fees will be owed for each month active engagement takes place.

Student Finance

UK trainees can apply to Student Finance England for a student loan for tuition fees of up to £9,790 per annum for full-time or up to £7335 per year for part-time**. The Fee for the Postgraduate Fee Funded route at BPN is determined by the Academic Year the training course starts.

The Student Loans Company will pay tuition fees directly to BPN. If student teachers do not wish to take out a fee loan, or only take a partial loan, they will be responsible for paying the balance of the fees directly to BPN.

**this is subject to change changes can be read here <https://getintoteaching.education.gov.uk/funding-and-support/tuition-fees>

The student teacher always remains personally liable for any fees or other amounts owing to BPN.

Cooling off period

Student teachers are entitled to a full refund if they leave the programme within the first 10 working days and/or if we are unable to identify a single placement for them and therefore have to defer the place on

the programme.

Where placements have been identified but have been refused by the student teacher and where there is insufficient evidence that they have made every reasonable attempt to attend the placement/s identified (in line with our [Recruitment Policy](#)) within the first month of the programme commencing, a full refund will be reviewed on a case-by-case basis.

Any other claim for a refund will be reviewed on a case-by-case basis. For withdrawals, please review the below Withdrawal Policy section.

Outstanding Debts

A student teacher experiencing difficulties in paying fees should contact the ITT team (teach@bestpracticenetwork.co.uk) immediately. Once the fees become overdue the student teacher will be sent a reminder letter, following which failure to settle the debt will result in the debt being referred to a debt collection agency or solicitor. Failure to pay will result in BPN recommending that Qualified Teacher Status by the DfE (Department for Education) are withheld until full payment is made.

BPN and its partner institutions will not provide any reference for the student teacher until any outstanding debt is paid.

Withdrawal Policy

Student teachers who withdraw from or leave the programme before completion must give written notification of withdrawal to the programme team (teach@bestpracticenetwork.co.uk). The date of receipt of this notice will be the effective date of withdrawal.

Student Finance

Withdrawing student teachers who are paying for their tuition fee via Student finance remain liable for the full payment of tuition fees as follows per year:

- 25% of the loan for the year if you suspend or leave in term 1
- 50% of the loan for the year if you suspend or leave in term 2
- all of the loan for the year if you suspend or leave in term 3

Any outstanding tuition fees become due immediately on withdrawal. If a student teacher is paying fees via a Tuition Fee Loan and the amount payable by the Student Loan Company does not cover the full tuition fee, then the student remains liable for any outstanding balance.

Self-funding (tuition fees)

Student teachers who self-fund (in full or via instalment plan) and withdraw from the programme on or after 1st day of the month, will be liable to pay fees for all months engaged on programme.

For example:

- Full-time student sets up a 10-month instalment plan
- Student teacher starts on 1st September

- Active on 1st October, 1st November and 1st December (£3814)
- Student teacher withdraws on 5th January
- Fees are payable for Sept to January as student was actively engaged on 1st January

Deferral

Where a student teacher wishes to suspend the programme of study the notification procedures detailed within the Deferral Policy must be followed. Where a student pays the fees via a Tuition Fee Loan there will be no financial implications provided that studies are resumed within the same academic year.

Where the break in studies extends beyond the end of the academic year then the student will be required to reapply for student finance. The student teacher and BPN will both separately be responsible for notifying the Student Loan Company of any break from the student teacher's studies.

Where a student teacher is self-funded, fees will be due on a pro-rata basis to the point of suspension. Should a student teacher subsequently withdraw from the course they will be liable for fees in line with the withdrawal policy set out above and said fees become payable immediately (depending on your tuition fee payment method):

Student finance

- 25% of the loan for the year if you suspend or leave in term 1
- 50% of the loan for the year if you suspend or leave in term 2
- all the loan for the year if you suspend or leave in term 3

[Student finance if you suspend or leave your course: Getting student finance while you suspend your studies - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Self-funded tuition fees

All fees payable for months for which student teacher is engaged on programme.

Student teachers who fail

If a student teacher fails, they will not be eligible for reimbursement of fees. Tuition fees will be paid as set out in the withdrawal policy above. The date of leaving the programme in such cases will be the date of completion of internal procedures, including but not limited to Disciplinary, Fitness to Practise and Appeals.