

Tuition Fees Policy – Assessment Only and International QTS

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1. Purpose

This Tuition Fees Policy sets out the fees, payment arrangements, refund conditions, and financial obligations applicable to candidates undertaking either:

- International Qualified Teacher Status (iQTS); or
- Qualified Teacher Status (QTS) Assessment Only Route

with Best Practice NetworkBest Practice Network.

By applying and making payment, applicants and sponsoring schools are deemed to have accepted the terms of this policy.

2. General Principles

2.1 Fees may be paid by:

- The applicant;
- The employing school; or
- A combination of both.

2.2 All fees are subject to VAT at the prevailing rate where applicable.

2.3 Payments must be received in full before the relevant stage of the programme can commence.

2.4 Failure to pay fees by the specified deadline may result in:

- Delay to programme commencement;
- Suspension of access to programme resources; or
- Withdrawal from the programme.

2.5 Any bank charges, currency conversion costs, or international transfer fees are the responsibility of the payer.

3. Assessment Only Route Fees

Stage 1: Initial Application and Administration

Fee: £350 + VAT

Payment Due: Upon submission of the application and before the application is reviewed.

This fee covers:

- Application review
- Administration and onboarding
- Candidate support and communications

Non-Refundable Circumstances

The Initial Application and Administration Fee is non-refundable where:

- The applicant is found to be ineligible for the Assessment Only route;
- The applicant withdraws after submitting their application;
- The applicant fails to provide required documentation;
- The applicant fails to respond to communications within requested timescales;
- The applicant decides not to proceed once the review process has commenced.

Stage 2: Professional Discussion and Portfolio Review

Fee: £900 + VAT

Payment Due: Before assessment of readiness against the Teachers' Standards.

This fee covers:

- Professional discussion
- Portfolio assessment
- Feedback and moderation

Non-Refundable Circumstances

The Interview and Portfolio Review Fee is non-refundable where:

- The applicant is assessed as not yet ready to undertake a final assessment against the Teachers' Standards;

- The applicant withdraws after the review process has commenced;
- The applicant fails to attend a scheduled interview;
- The applicant fails to provide evidence required for assessment;
- The assessment process has started.

Stage 3: Final Assessment, School Visits and Final Portfolio Review

Fee: £1,750 + VAT

Payment Due: Before the final assessment process commences.

This fee covers:

- Up to two school visits
- Observation and assessment activities
- Final portfolio review
- Recommendation and completion report

Refund and Withdrawal

Once final assessment arrangements have been confirmed, this fee is non-refundable except in exceptional circumstances agreed by Best Practice Network.

No refund will be provided where:

- The candidate withdraws after assessment arrangements have been made;
- School visits have been scheduled;
- Assessment activities have commenced;
- The candidate does not successfully meet the Teachers' Standards;
- A recommendation for QTS cannot be made following assessment.

Assessment Only Route Summary

Stage	Fee (Excl. VAT)
Initial Application & Administration	£350
Professional Discussion & Portfolio Review	£900
Final Assessment & School Visits	£1,750
Total Fees	£3,000

VAT (20%)	£600
Total Including VAT	£3,600

4. International Qualified Teacher Status (iQTS) Fees

Stage 1: Initial Application and Administration

Fee: £500 + VAT

Payment Due: Upon submission of the application and before the application is reviewed.

This fee covers:

- Application review
- Administration and onboarding
- Candidate support and communications

Non-Refundable Circumstances

The Initial Application and Administration Fee is non-refundable where:

- The applicant does not meet programme entry requirements;
- The applicant withdraws after application submission;
- Required documentation is not provided;
- The applicant decides not to proceed after review has commenced.

Stage 2: On-Programme Onboarding

Fee: £3875 + VAT

Payment Due: Before onboarding activities commence.

This fee covers:

- Allocation of tutor
- Allocation to a training group
- Student email account
- Access to online portfolio systems
- Access to course materials and content

- Ongoing programme support and communications

Non-Refundable Circumstances

Once onboarding has commenced, this fee is non-refundable.

This includes circumstances where:

- The candidate withdraws voluntarily;
- The candidate leaves their employing school;
- The candidate changes employment;
- The candidate fails to engage with programme requirements;
- Access has been provided to programme systems, learning materials, or online resources.

Stage 3: On-Programme Terms 2 and 3

Fee: £3875 + VAT

Payment Due: Before access is granted to Terms 2 and 3.

This fee covers:

- Continued programme participation
- Access to learning materials and systems for Terms 2 and 3
- Ongoing support, assessment, and mentoring activities

Non-Refundable Circumstances

Once access to Terms 2 and 3 has been granted, this fee is non-refundable.

No refund will be made where:

- The candidate withdraws during the programme;
- The candidate fails assessments or programme requirements;
- The candidate is unable to continue due to employment changes;
- The candidate fails to complete programme activities;
- The candidate chooses to defer or discontinue participation.

iQTS Route Summary

Stage	Fee (Excl. VAT)
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Initial Application & Administration	£500
On-Programme Onboarding	£3875
Terms 2 & 3	£3875
Total Fees	£8250
VAT (20%)	£1650
Total Including VAT	£9900

5. Deferrals & Withdrawals

Requests to defer or withdraw participation must be submitted in writing and will be considered on a case-by-case basis. Applicants must follow our [deferral policy](#) and [withdrawal policy](#).

Approval of a deferral is at the discretion of Best Practice Network and may incur additional administrative or programme fees.

Deferral approval does not guarantee that previously paid fees will be transferable to a future cohort.

6. Exceptional Circumstances

Best Practice Network may, at its absolute discretion, consider partial refunds, credit notes, or fee transfers in exceptional circumstances, including serious illness, bereavement, or other significant unforeseen events.

Supporting evidence may be required.

Any such consideration shall be entirely at Best Practice Network's discretion and shall not create a precedent for future cases.

7. Cancellation by Best Practice Network

If Best Practice Network cancels a programme before commencement, all fees paid for undelivered services will be refunded in full.

Best Practice Network's liability will be limited to the fees paid and will not extend to consequential losses, travel expenses, employment costs, accommodation costs, or other indirect expenses.

8. Acceptance of Terms

By submitting an application and/or making payment, applicants and sponsoring schools confirm that they:

- Have read and understood this Tuition Fees Policy;
- Accept the fee structure applicable to their chosen route;
- Understand the non-refundable elements of the programme; and
- Agree to comply with all payment requirements and conditions set out within this policy.