

CIPR Internal Communications Diploma – Instalment Plan

If you are paying your own tuition fees, you have the option to pay by instalment.

Total course price when paying by instalment: **£2003 VAT included**

The course price is made up of the tuition fee plus the CIPR registration fee and awarding body fee which PR Academy collects on the CIPR's behalf. Breakdown:

- 1) PR Academy tuition fee: £1340 plus VAT
- 2) CIPR awarding body fee: £320 VAT exempt
- 3) CIPR registration fee: £75 VAT exempt

Instalment plan:

Autumn 2017	Due date	Price (VAT included)	Notes
First Instalment	Before the course starts	£1199.80	60% of the tuition fee plus VAT, CIPR registration and 50% of CIPR awarding body for the unit.
Second instalment	16 January 2018	£803.20	40% of the tuition fee plus VAT and 50% of CIPR awarding body for the unit.

Winter 2018	Due date	Price (VAT included)	Notes
First Instalment	Before the course starts	£1199.80	60% of the tuition fee plus VAT, CIPR registration and 50% of CIPR awarding body for the unit.
Second instalment	01 April 2018	£803.20	40% of the tuition fee plus VAT and 50% of CIPR awarding body for the unit.

Important notes:

- If we offer payment by instalments, you agree to maintain your instalment plan and pay by the due dates. If you don't we reserve the right to withhold further tuition and the assignment results and/or delay the marking of course work until everything is up to date. We reserve the right to suspend access to online accounts. No refund of any course fees already paid by you will be made. For more information, please read our terms and conditions.
- The prices for future courses may differ.

Information about CIPR fees:

- The **awarding body assessment fee** is for the purpose of entering candidates for an assignment and this is done by updating the student record that was created on registration. This allows the awarding body (AB) to communicate essential assignment information to the candidate, track progress, issue confirmed grade(s) and eventually a certificate on successful completion. The awarding body is responsible for quality assurance and must have processes in place which are essentially tools for evaluating quality of teaching and student work, this process is applied by the CIPR Awarding Body Board of Examiners. Also, there is a formal teaching centre accreditation process and criteria for this set by the AB. These are examples of awarding body running costs and are factored into the assessment fees charged.
- The **registration fee** is for the purpose of recognising that an individual is undertaking a CIPR qualification and the fee covers the associated expenses for creating a student record on the CIPR database. Personal details are stored securely in line with DPA policy and these personal details are used to communicate essential information concerning the CIPR qualification a candidate has enrolled to study as well as other relevant CIPR products and services to support candidates in their careers.