

CIPR Professional Certificate in Public Relations – 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: **£2,079 (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: £995 plus VAT
- 2) CIPR awarding body fee: £810 VAT exempt (£270 per unit/assignment)
- 3) CIPR registration fee: £75 VAT exempt

Instalment plan (standing order payment*):

Spring 2019	Due date (before)	Price (VAT included)
1st Instalment	Before the course starts	£395.01
2nd instalment	15 May 2019	£187.11
3rd Instalment	15 June 2019	£187.11
4th Instalment	15 July 2019	£187.11
5th Instalment	15 August 2019	£187.11
6th Instalment	15 September 2019	£187.11
7th Instalment	15 October 2019	£187.11
8th Instalment	15 November 2019	£187.11
9th Instalment	15 December 2019	£187.11
10th Instalment	15 January 2020	£187.11

* A standing order is an instruction you give to your bank or building society to authorise a payment for a set amount, usually on a regular basis, to be made to another UK bank or building society account. On the day specified, your account will be debited and the money transferred to the person or business receiving the money.

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.