

# Union School of Theology

## Fee Information 2024-25 Priscilla Programme

Below are the fees for studying the Priscilla Programme, a course for women run in partnership with Church Society. The programme is an entry-level course which does not lead to any academic qualification and is not validated for a degree award. This is an online course studied remotely but alongside others.

### Priscilla Fees

The programme consists of six 10-week modules. These may be studied consecutively over two years or taken as individual modules.

Entry points to the programme are September, January and April.

Modules are charged per person as follows:

#### Individual online study

Programme fees	£300 per module
Total cost of programme (6 modules)	£1800

#### Discounts

Group online study*	£250 per module
Wives of registered Union students	£250 per module

\* The group online study option applies to local seminar groups of at least 5 students which have been approved by Union and Church Society.

### Notes

#### Application Fee

An application fee of £50 is payable when you first enrol for the Priscilla programme. However, this is deducted from the cost of your first module, reducing it by £50. Fees for all subsequent modules will be charged at the rates shown above.

# Terms and Conditions

## Priscilla Programme Fees 2024-25

### Fees

The application fee for the Priscilla programme is £50. This covers the cost of processing your initial application and administration, but it is credited against the cost of your first module, reducing it by £50. The application fee is non-refundable if you do not proceed with the course.

The standard module price of the Priscilla programme is £300 per module per person. Discounted fees of £250 per module per person are offered to groups of more than 5 studying together locally in person, and which have been approved by Union/Church Society. Wives of current registered students of Union School of Theology are entitled to a discount bringing the standard price to £250.

Fees cover the cost of online enrolment, all online training, weekly seminars, downloadable worksheets, access to the online forum and individual tutorials.

Fees and charges are shown on the Union website: <https://www.ust.ac.uk/students/fees-funding>. They apply to the current academic year only. To reflect ongoing costs and inflation it might be necessary for the School to increase fees at the start of each subsequent year of your programme. Any annual increases will usually be at or below the level of the prevailing RPI rate of inflation.

### Payment of Fees

Once you have been accepted onto the programme for your first module, you will be charged the applicable fee for your first module/s. You will be asked to pay for your module fees in advance of the start of the course start date. For each subsequent point of entry (September, January and April), you will be invited to apply for a further module/s until you have studied all the modules or have given us notice to withdraw from the course.

Fee payments are usually made by debit or credit card online.

### Cancellations, Withdrawals and Refunds

After you have been accepted onto the programme but before you are given online access to the course (the start of the course), you have 14 days in which to change your mind and cancel your registration. You will receive a full refund of any course fees you have already paid.

Once you have been given online access to any module/s (the start of the course) should you decide to withdraw from that module/s, you will remain liable to pay the full fee for that module/s. If you wish to withdraw from the entire programme, you may do so without incurring any liability for fees as long as you give notice of withdrawal before the start of any module. The module is deemed to have started when you have been given online access to that module.

Where there are extenuating circumstances which have led to your decision to withdraw, we may, at our discretion, waive the requirement for you to pay any balance of fees, or we may offer you an alternative financial arrangement. Extenuating circumstances include, but are not limited to, serious health issues. A change of mind concerning your decision to study is not usually considered to be an extenuating circumstance.

**Important:** notification of your intention to withdraw from your programme must be made as early as possible and be supported in writing before your request can be actioned. If you feel there are extenuating circumstances, you will need to explain these to us in writing (in confidence if appropriate) and you will usually be required to produce supporting evidence. If a refund or credit is granted under

these extenuating circumstances provisions, the effective date of withdrawal will be the date of your written request.

If for any reason we are unable to run any of the modules for which you have registered and paid, we will credit the amount of the fees to your account against future modules. If you withdraw from the course or there are no further modules for you to take, we will refund your payment of fees.

## Failure to Pay Fees

If fees remain unpaid 28 days after they were due, we will be entitled to take measures to recover the debt, and/or to exclude you from study, withhold you from any award or qualification, suspend teaching, supervision and marking, or refuse to allow you to proceed to any further stage of the programme, until all outstanding amounts have been paid or arrangements for payment have been established which Union/Church Society considers satisfactory.

If you encounter difficulties in paying your fees, please contact the Finance Officer: [finance@ust.ac.uk](mailto:finance@ust.ac.uk) as soon as possible.