

## **POLICY NO. 7: Student Fees**

The Advanced Clinical training in Contemporary Gestalt Therapy is a two-year training program with two (2) training modules delivered per year including both theory and practicum. Students wishing to obtain the Advanced Clinical training in Contemporary Gestalt therapy need to successfully complete all 4 modules.

The fee for the 2018 training year is \$6495 (early bird discount \$6200).

This includes:

- Teaching for all weekend modules
- 2 Residentials (teaching, accommodation & food)

**Other costs not covered by course fees:** Students are required to meet the cost of personal therapy sessions and any supervision sessions as required by each module.

### **Payment Schedule**

Fees are payable in full at the commencement of the training year. Arrangements can also be made to pay in four (4) installments over the training year. The schedule of payments is outlined in the Student Contract and Student Handbook.

All payments are to be made by the due date via Direct Debit to our nominated bank account.

Under circumstances of financial hardship, if a student is unable to meet the payment deadlines, they must notify TRIA in writing via [admin@therelationalinstitute.com.au](mailto:admin@therelationalinstitute.com.au) at least seven (7) days before the due date. TRIA will negotiate with the student in order to develop a mutually acceptable payment structure.

### **Student Withdrawal & Fee Refund**

Students seeking enrolment are required to pay an initial non-refundable \$250 deposit, which comes out of the first instalment of training fees.

Full course payments made prior to the early bird dates attract a 5% discount.

Fees that have not been received by the due dates listed on the financial agreement, attract a late payment fee of \$50 per month, unless an application for an extended payment plan has been received and accepted.

An application for an extended payment plan can be requested at [admin@therelationalinstitute.com.au](mailto:admin@therelationalinstitute.com.au)

All fees must be paid in full in order to graduate.

Students are required to attend at least 10 personal Gestalt therapy sessions per year. The fee for these sessions is not included in course fees and is to be paid directly to the therapist.

Students are required to engage in 10 Supervision sessions commencing ACGT2-ACGT4. The fee for these are not included in the course fees, however can be accessed through the TRIA Clinic Internship.

**REFUNDS:**

When a student cancels their enrolment prior to training commencement, the following refunds apply:

- Four (4) weeks prior to due date of payment: Full refund of course fees paid, less \$250 deposit.
- One (1) week prior to due date of payment: 50% refund of full course fees paid.
- Less than one (1) week prior to due date of payment: Non-refundable.

Notification of withdrawal from training by the student must be given in writing to [admin@therelationalinstitute.com.au](mailto:admin@therelationalinstitute.com.au) and include:

- Students full name
- Residential and/or postal address
- The course and/or module(s) the student wishes to withdraw from
- Reason for withdrawal

### **Application for Fee Refund Under Special Consideration**

If a student's withdrawal from training falls under a special consideration notification, an application for the refund of fees paid can be made no later than one (1) month after the commencement date of the training. Applications for fee refund can be made in writing to [admin@therelationalinstitute.com.au](mailto:admin@therelationalinstitute.com.au) and should include:

- Details of the circumstances relating to special consideration
- Documentation supporting their claim
- Students full name
- Students residential and/or postal address
- Bank account details

Situations and events that may be considered grounds for special consideration include: (NB: Work commitments do not warrant special consideration)

- Serious personal illness
- Death of a loved-one
- Significant personal crisis

TRIA will consider applications for refund based on the circumstances and number of completed training ours, and notify the applicant of the outcome within fourteen (14) days of receiving the application.

### **Graduation Requirements**

In order for a student to be granted completion of the Advanced Clinical Training, all training fees, late fees and fines applicable to the course must be made in full.

### **Termination of Training by TRIA**

In the event that a student is requested to leave the training program by TRIA faculty or Directors, any fees paid by the student for modules that have not yet commenced will be refunded in full.

**Cancellation of Course by TRIA**

In the event that circumstances prevent a training module commencing and/or a training module is cancelled by TRIA, all fees paid by students will be fully refunded.