

IFT - MALTA

STUDENT AGREEMENT AND PAYMENTS POLICY

Institute of Family Therapy – Malta

July 2022



INTRODUCTION AND SCOPE

This policy is meant to make all IFT-Malta students aware of the registration and payment requirements of the Institute. All students should be aware of this policy.

This policy outlines the criteria used by the Institute to recognise a student as registered and eligible to study and take part in all academic activities, and explains the purpose of student agreements. These rules are to be used to facilitate student registration and payment of tuition and other fees.

The Institute reserves the right to change these rules from time to time and will endeavor to give all students proper notification if and when such changes occur.

Definition of a Student Agreement

1. A student agreement is a written agreement governing the relationship between students and a licensed educational institute, in this case The Institute of Family Therapy - Malta.
2. The term "Student" as used throughout this Agreement, includes the individual enrolled in or intended to be enrolled in educational programmes/courses offered by IFT-Malta.
3. A student agreement shall be drawn up by IFT-Malta and signed by both the latter and the student at enrolment stage, prior to payment being affected and prior to the start of the educational programme.
4. This policy refers to operational statutes, rules, regulations and policies which IFT-Malta has in place.
5. This Agreement shall remain in effect until terminated in accordance with the provisions of this Agreement.

Policy

1. Fees and Refunds

Applications should be completed and returned with with a non-refundable €50 processing fee. This is not part of the course fee. Most IFT-Malta courses require applicants to be interviewed prior to acceptance. Once an applicant is accepted on a course, the applicant should make a non-refundable deposit/part payment to secure a place on the course and become fully registered as an IFT-Malta student. Any deposit paid is deductible from the programme fees if the applicant is successful in securing a place on the programme.

The balance of fees for tuition is payable according to the payment plan for each respective course. Tuition fees typically include everything course participants need to complete the

selected course. Course participants can benefit from national scholarships or get 70% refunded through the Get Qualified Scheme.

Once an applicant is enrolled on a course of study and moves to student status, no part of the programme fees is refundable or transferable. No refund will be made in any circumstances to students who fail to attend classes or who commence a programme and subsequently feel that the programme does not suit them. The yearly course fee is non-refundable and has to be paid in full even if, for any reason, a course participant decides to stop their studies at IFT-Malta.

Students who are having their fees paid or part-paid by a third party, should be aware that responsibility for payment of fees and liaison with these bodies rests solely with the student and not with the Institute of Family Therapy - Malta.

2. Non-Payment of Fees

This section covers the agreements which may be used for students who have outstanding fees on their account and is designed to ensure that all students treated according to their individual situation. IFT-Malta will provide as much support as possible to students experiencing financial difficulties; however, the Institute and its lecturing staff are dependent upon Tuition Fees to be able to offer the programmes available.

If students fail to pay their fees according to the agreement established according to the course of study selected, students will be assigned to an agreed Payment Plan. Failure to engage in proposed alternative payment plans may incur legal sanctions. Students with outstanding fees from previous academic years may not be permitted to progress into the next year of study before clearing all outstanding fees due and also making a payment towards the new fees applicable.

If students are unable to pay any Tuition Fees and administration charges by the dates agreed upon by IFT-Malta, they should contact the Institute as soon as possible

Please note: Students may not be able to graduate if they have outstanding debts. All Tuition Fees must be paid before graduation.

3. The Student Protection Plan

One of the Institute's core values is 'We support students in completing their training successfully'. We always collaborate with students to find a way to support them to continue and complete their studies. If during their course of study, students experience financial hardship, we would be more than happy to re-negotiate new terms to support them to complete their studies.

4. Suspension of Studies

Students are allowed a suspension of studies for a period of one academic year once only during a full time or part time course. Students shall request a one year suspension of studies by sending an email to the course coordinator who in return shall discuss the request with IFT-Malta's management board. Upon requesting for a suspension of studies students shall provide the Institute of Family Therapy Malta with a valid reason for the granting of a suspension. Students are expected to continue their studies no later than the beginning of the following academic year with another cohort if available. Approval or refusal of requests for suspension of studies are at the sole discretion of the Institute of Family Therapy Malta. During the one year suspension of studies no payment is made by the student.