

## **Additional Fees and Course Timeframe Policy**

This document sets out information on course timeframes and fees that may be payable by students in addition to the course fee.

### **COURSE TIMEFRAMES**

You have up to 12 months to complete your course assessments upon receiving your “welcome /induction email”.

However, please note that if your course includes online elearning modules and requires completion of online Y-Mark workbooks, you have up to 300 days only to complete these. After which, additional re-registration fees will apply. Fees are detailed below:

Re-registration of Y-Mark Workbooks - £20

Re-registration of elearning modules –

Any individual unit - £35

Certificate in Gym Instructing - £85

Diploma in Personal Training (Practitioner) - £100

Diploma in Gym Instructing & Personal Training (Practitioner) - £180

Many YMCA Awards qualification units also have a hard copy manual available to order. If you wish to order a hard copy manual, please email [martin@fit4training.com](mailto:martin@fit4training.com) and he'll be happy to confirm the costs.

In extenuating circumstances, we appreciate you may need to extend your course beyond the 12 month timeframe. It is very important that you notify us BEFORE your 12-month timeframe passes, as at this point, you will be withdrawn. To extend your course, we will look to ensure that you have made good progress through your course during the 12 months and that you have kept in touch with your assessor of your progress. You will need to agree an action plan with your assessor and agree a new course end date, which must be within 2 years of your original enrolment date. We CANNOT extend courses beyond this time.

### **OTHER FEES**

#### **Deposit**

If you wish to utilise our interest free payment plan, then upon booking you will pay a £125 non-refundable deposit. The remaining balance will be spread over the following 3, 6, 9, or 12 months. You will choose the timeframe of your payment plan upon booking. Payments must be made in accordance with the payment plan. If you miss two consecutive payments, you will unfortunately be withdrawn from your course.

## **Assessment Fees**

All first attempt assessments are included within the course fee, apart from if you wish to complete your theory exam remotely from home using YMCA Awards' online e-proctoring system, in which case a £20 fee applies to every attempt.

A £20 fee is payable for each theory exam resit and you have up to 5 resit attempts, after which you will fail this unit and you will be certificated in any other unit you have successfully passed.

A £40 fee is payable for each practical observation re-assessment whether it's assessed in person or via video submission.