

## Development *for* Chairs, Clerks & Boards

### Fee Rules

#### Programme fees and responsibility for payment of fees

The fee of each of the programmes is as follows:

Development for Boards - £2000

Development for Chairs - £500

Development for Clerks - £425

By submitting the registration form and agreeing to the Terms and Conditions, the participant is agreeing to be responsible for the payment of the above fees for the programme they register for.

#### Where funding is provided by the Department for Education

Where the applicant confirms in the registration form that they would like to apply for funding for the programme, NGA will pass their details to the Department for Education to confirm if funding is available.

If funding is agreed by the Department for Education, then NGA will contact the applicant confirming their registration.

If funding is not agreed by the Department for Education, then NGA will contact the applicant to confirm whether they would like to take up an unfunded place or cancel their registration.

If a participant cancels as per the Cancellation, Withdrawal and Deferral policy they will receive a full refund of any fees they have paid or a waiver of any fees they are liable to pay for that programme.

If a participant withdraws or is withdrawn as per the Cancellation, Withdrawal and Deferral policy; i.e. if they leave the programme after or within 14 days of the programme start date; no refund will be available for any top-up fees and they may be liable to pay money by way of the Clawback Procedure.

#### Clawback procedure

Where a participant withdraws or is withdrawn as per the Cancellation, Withdrawal and Deferral policy the participant will be liable to pay any clawback NGA is subjected to by the Department for Education.

At the point of withdrawal, NGA will ask the participant for the reason for withdrawal, for our records and for reporting to the Department for Education.

If the Department for Education deems there to be a valid reason for withdrawal, NGA will not clawback any costs.

If the Department for Education does not deem there to be a valid reason for withdrawal, the following will apply:

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| Percentage of programme completed by participant | Amount of clawback |
|--|--------------------|
| 25% or less                                      | 80%                |
| 26% - 50%  | 60%                |
| 51% - 75%  | 30%                |
| 76% - 90%  | 15%                |
| Over 90%   | 0%                 |

### Where funding is not provided by the Department for Education

Where the applicant confirms in the registration form that they would not like to apply for funding for the programme, or where they subsequently agree to take up an unfunded place, the applicant agrees to be responsible for the payment of all fees.

If a participant cancels as per the Cancellation, Withdrawal and Deferral policy; they will receive a full refund of any fees they have paid or a waiver of any fees they are liable to pay for that programme.

If a participant withdraws or is withdrawn as per the Cancellation, Withdrawal and Deferral policy; i.e. if they leave the programme after or within 14 days of the programme start date; no refund will be available.

Appeals due to exceptional circumstances should be made in the first instance to the Training Services Manager.