

## **Fees and Withdrawal Policy: CST L3 (2026)**

### **1. Purpose of the Policy**

This policy sets out Clear Light Academy's approach to course fees, payment requirements, and withdrawal. It is designed to ensure transparency, fairness, and clarity for all candidates and to support compliance with CPCAB requirements.

This policy applies to all candidates enrolled on Clear Light Academy courses.

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### **2. Course Fees**

Course fees are published in advance and confirmed in writing following a successful application and offer of a place.

For the Level 3 Certificate in Counselling Studies (CST-L3):

- Total course fee: £1,425
  - A £500 non-refundable deposit is required to secure a place on the course
  - All remaining course fees (£925) must be paid in full before the course commences and no later than Friday 3 April, 2026.
  - The non-refundable deposit covers administrative and preparatory costs incurred by the centre, including CPCAB individual candidate registration fees.
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### **3. Late Payment and Non-Payment**

Failure to pay course fees by the stated deadline may result in:

- Loss of the allocated course place
- Inability to commence the course
- Withdrawal from the course

Clear Light Academy reserves the right to withhold access to training, assessment, or certification where fees remain outstanding.

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### **4. Withdrawal Before Course Commencement**

If a candidate withdraws before the course begins:

- The £500 deposit is non-refundable
  - Any fees paid in excess of the deposit may be refunded
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## **5. Withdrawal After Course Commencement**

Once the course has commenced:

- Course fees are normally non-refundable
- This applies whether withdrawal is voluntary or due to non-attendance

In exceptional circumstances (for example, serious illness or significant unforeseen events), partial refunds may be considered at the discretion of Clear Light Academy. Any such decisions will be made on a case-by-case basis and applied fairly and consistently.

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## **6. Policy Status**

This policy forms part of the learner contract. By accepting a place on the course, candidates confirm that they have read, understood, and agreed to the terms set out above.

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## **7. Review of Policy**

This policy is reviewed annually to ensure it remains appropriate, effective, and aligned with professional standards.

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*Last reviewed: January 2026*

*Next review due: January 2027*