

## **SCHEDULE 2 - FINANCIAL ARRANGEMENTS**

This Schedule sets out the financial arrangements which apply to this Agreement, in accordance with clause 10.

1. Fee per Trainee (Academic Year 2021/2022)
  - 1.1 **School Direct Tuition Fee trainees**
    - 1.1.2 The tuition fee payable by School Direct Tuition Fee Trainees in 2021/2022 is £9,250. The University shall collect payment of the tuition fees from Trainees in accordance with its standard procedures.
    - 1.1.3 The University shall pay to the Lead School a fee of £3,100 for each School Direct Tuition Fee Trainee registered on a Course in accordance with the terms of this Agreement.
    - 1.1.4 Payment shall be made by the University in three instalments (£1,100, £1,000, and £1,000) in December 2021, April 2022, and June 2022 respectively.
  - 1.2 **School Direct Salaried Trainees**
    - 1.2.2 The tuition fee payable by School Direct Salaried Trainees in 2021/2022 is £2,000. The University shall collect payment of the tuition fee from Trainees in accordance with its standard procedures. This fee is in addition to the Lead School Payment at 1.2.3.
    - 1.2.3 The Lead School shall pay to the University a fee of £3,900 for each School Direct Salaried Trainee registered on a Course in accordance with the terms of this Agreement.
    - 1.2.4 The University will invoice the Lead School for payment in three equal instalments of £1,300 in December 2021, April 2022, and June 2022.
  - 1.3 In the event that a Trainee fails to complete the Course for any reason (including failure to pass relevant assessments or removal from the Course) the University will apply its standard policy on tuition fee refunds. Where this results in a repayment of part of the tuition fee to the Trainee, the fee payable in accordance with paragraph 1.1 or 1.2 shall be adjusted accordingly.
  - 1.4 The fee per Trainee payable in accordance with paragraph 1.1 or 1.2 covers all aspects of the delivery of the Course by the University, Lead School and the Partner Schools in accordance with the terms of this Agreement. The Lead School is responsible for the financial arrangements as between it and the Partner Schools.2. Financial Information Requirements.
- 2.1 As an attachment to the signed agreement the Lead school will provide on their organisation letterhead the information at 2.2:

**2.2 Please confirm using the below checklist that you have included (on organisation letterhead) the following information. This should be returned with your signed collaborative agreement.**

*NOTE: unless the item is marked \* it MUST be provided*

Information to be provided by Lead school on organisation letterhead	Checklist
Lead school name in full and as per organisational letter head	<input type="checkbox"/>
Lead school address in full including post code	<input type="checkbox"/>
Alternative trading name (where used)	<input type="checkbox"/>
Company registration number	<input type="checkbox"/>
*Charity registration number if applicable	<input type="checkbox"/>
*VAT registration if applicable	<input type="checkbox"/>
Bank Name	<input type="checkbox"/>
Bank Address	<input type="checkbox"/>
Account Name	<input type="checkbox"/>
Sort Code	<input type="checkbox"/>
Account Number	<input type="checkbox"/>
Contact for Lead School Contract manager/Head- Email and phone number	<input type="checkbox"/>
Contact for lead school accounts dept – Email and phone number	<input type="checkbox"/>
Address for Invoices and Purchase order if different to above	<input type="checkbox"/>