



Joining Instructions – September 2025

L4 Certificate in Advanced Counselling Studies

Dear Student, welcome to the L4 Certificate in Advanced Counselling Studies at the Cornwall Counselling Institute, Cornwall College University Centre

We will hold a series of inductions during your first week and lots of activities to introduce you to other new students and to the Cornwall College. To be sure you don't miss anything, it's really important that you try to attend from the beginning and throughout this induction week.

Induction day - Where and When:

Induction day will be:	Monday 15th September 2025
Time:	10.00 am – 4.30pm
Please go to:	NR201, Second Floor, Tamar Building, Camborne
Please bring:	Writing materials

Attendance:

After Induction day:	Wednesdays: 9.30am-12.30pm
	Mondays: 9.30am-4.30pm

Timetables/Handbooks and other essential information will be given to you during Induction day

Online Enrolment

We will be in touch via email, over the summer, asking you to complete your **online enrolment** – please remember to check your spam, just in case it gets diverted! Please Note - the release of your Student Finance loan payments are dependent upon completion of the Enrolment process, so the sooner you enrol, the quicker we can instruct the Student Loan Company to release your loan payments (if applicable).

Please Note: Our Online Enrolment platform does not support Safari, so we recommend you use Microsoft Edge or Google Chrome to complete your Online Enrolment. If you have any difficulties, please check that you enter your surname correctly and date of birth as: DD/MM/YYYY - ensure this is your birth year and not the current year! If you have any other problems please email enquiries@cornwall.ac.uk.

Finance

If you haven't already done so, we would like to remind you to apply to Student Finance for help with your tuition fees (if applicable) and any loans/grants that you may be entitled to at: www.gov.uk/studentfinance.

Council Tax Exemption certificates will be available from mid-September.

There may be some additional costs whilst on your programme for educational visits and materials i.e. clothing, memory sticks. Trips are rarely mandatory but do enrich your learning.

Payment of Fees, If Self-Funding

If you are applying for Student Finance to pay your fees, the fee amount will be automatically transferred to us directly from them. However, if you are self-funding your studies, you will need to pay for your tuition fees direct. The 1st payment, 25% of your annual tuition fee, is due on or before the start of the academic year. After the initial payment, you will need to make a payment schedule with our Finance Team to pay the remaining balance, in full, by the end of the academic year. It is important to keep up with your payment schedule, as failure to do so will result in your network access being suspended and you may be asked to leave your programme of study.

Please visit the Campus Finance Office (6th Floor, Tamar Tower, Camborne Campus) to make your payment. Alternatively, please them on: 01209 617775 (Finance Office) or email: sales.ledger@cornwall.ac.uk.

As you complete the end of each year of study, all outstanding fees must be paid otherwise you will not receive your end of year transcript/s or receive authorisation to continue studies (if applicable).

If you have previously studied with the Cornwall College Group (all sites) and have outstanding debts you must arrange to pay these, in full, by 1st September 2025. Your enrolment will not be processed, nor will you be allowed to attend until your account is cleared.

HE PROGRAMME TUITION FEE					
<i>Qualification</i>	<i>Study years</i>	<i>Mode of study</i>	<i>Credits per programme</i>	<i>Annual Tuition Fee</i>	<i>Total Tuition Fee</i>
BA (Hons) Counselling Studies (Top Up)	2	Part-time	360	£4,433	£8,866
FdSc Counselling Psychology with Criminology	2	Full-time	240	£8,866	£17,732
Certificate in Advanced Counselling	1	Full-time	120	£8,866	£8,866
Diploma in Person-Centred Counselling	2	Part-Time	120	£4,433	£8,866
INTERNATIONAL TUITION FEES – NON UK/IRELAND					
Honours Degree	3	Part-time	360	£16,500	£49,500
FdSc/FdA	2	Full-time	240	£16,500	£33,000

Transferring Into Cornwall College

If you enrol on a HE programme at another institution in the 2025/26 academic year, then transfer to the Cornwall College Group before 25th October 2025, you will be a 'Late Transfer'. The original institution may retain 25% of the tuition fees if funded by the Student Loan Company. If the Cornwall College Group is unable to recoup this 25%, you will only be liable to pay the Cornwall College Group the remaining 75%.

If you are claiming for Accredited Prior Learning, your tuition fee may be adjusted to reflect the number of modules you will actually be studying.

Late Starters

Learners classified as late starters are those students who start after the official HE term start date and **have not** transferred from another institution will be charged the full annual tuition fee (unless eligible for Accreditation of Prior/Experiential Learning).

Withdrawing/Suspending Studies during the Academic Year 2025/26

If, during the first few weeks of your learning experience you decide your chosen programme is not for you, please let us know as early as you can. If you withdraw from your studies and begin a new programme on/after 1st September 2025 you will be deemed a new student and will adopt the new tuition fee for the academic year your studies commence.

The Cornwall College Group will operate the following fee policy for undergraduate or postgraduate taught students who withdraw or suspend their studies:

Withdrawal / Suspension	Fees Payable
New learners who enrol onto the first year of their programme, who withdraw or suspend studies between 15th September 2025 and 30th September 2025 .	No Charge
Learners who are resuming studies with extenuating circumstances, who withdraw or suspend studies between 15th September 2025 and 30th September 2025	No Charge
New Learners who are enrolling onto the first year of their programme, who withdraw or suspend studies between 1st October 2025 and 18th December 2025	25% of annual tuition fee is payable
All Learners continuing, repeating or resuming studies, who withdraw or suspend studies between 15th September 2025 and 18th December 2025	25% of annual tuition fee is payable
All Learners who withdraw/suspend between 6th January 2026 and 2nd April 2026	50% of annual tuition fee is payable
All Learners who withdraw/suspend between 20th April 2026 to the end of the 2025/26 academic year	100% of annual tuition fee is payable

Learners who suspend studies due to valid and extenuating circumstances will be liable for the suspension fees above but the fee they pay when they resume studies will take the charges into consideration.

Finally, attendance has been shown to link very strongly with the success of students. Your attendance will be monitored throughout the programme and will be expected to be over 85%. Should you fail to meet a 90% benchmark during the first three weeks you will be asked to discuss your attendance with your personal tutor. If this meeting is unsatisfactory you may be asked to leave the College.

Policies and Procedures

For further information about The Cornwall College Group policies and procedures including our Terms and Conditions, please visit: <https://www.cornwall.ac.uk/college-governance/>

We wish you a very pleasant summer, and look forward to meeting you in September!!

The Cornwall College Group

T: 0330 123 2523.

E: enquiries@cornwall.ac.uk

W: [University Study in Cornwall | Cornwall College](https://www.cornwall.ac.uk/university)



The Cornwall College Group is committed to protecting personal data in line with the UK General Data Protection Regulation, Data Protection Act 2018, and is registered with the Information Commissioner's Office. If you would like to know more about how we manage and process personal data please read our Privacy Notice, available to view on our website. This email and any attached files are confidential. Every care has been taken to ensure that this email has been sent to the intended recipient but if you believe you are not the intended recipient please notify the sender as soon as possible and delete the email and any attachments without forwarding further – thank you. If you wish to be removed from these mailings please advise us by responding to this email. Please read our [Privacy Policy](#).