Phoenix Academy of Acupuncture & Herbal Medicine

Tuition Fee 2025 and Refund Policy

Diploma in Chinese Herbal Medicine

The course will start in September 2025

Tuition Fees for Diploma in Chinese Herbal Medicine - Year 1 & 2

	Year One	Year Two	Year Three
Registration Fee	£300	N/A	N/A
Course Fee	£3680	£3680	£3680

A £300 non-refundable registration fee is required upon enrolment to secure a place, payable upon Registration/enrolment confirmation.

Methods of Payment

Select	Payment Plan	Payment Structure
	Full	£3680
	9 instalments (incl. 4% admin fee)	Each instalment is £425, paid over 9 monthly instalments by direct debit from September 2025 to May 2026

Tuition Fees for Diploma in Chinese Herbal Medicine - Year 3

There are 2 different payment methods for the 3rd year's tuition fees. They are as follows:

1. **If you go to the Phoenix Academy's approved clinics for you clinical training, you pay the annual tuition fees to us as you did before: in full or by instalments. We will pay the clinics periodically the amount based on the days on the log sheets signed by your supervisors. Please note, if you don't turn up on the booked date without notifying the clinic 24 hours in advance, you will still be charged.**

Methods of Payment

Select	Payment Plan	Payment Structure
	Full	**£3680**
	9 instalments (incl. 4% admin fee)	**Each instalment is £425, paid over 9 monthly instalments by direct debit from September 2025 to May 2026**

2. **If you go to a clinic of your own choice which is approved by Phoenix Academy, the fees you should pay to the Phoenix Academy is £ 2130. The cost of your clinical training should be agreed by you and the clinic/supervisor.**

Methods of Payment

Select	Payment Plan	Payment Structure
	Full	**£2130**
	9 instalments (incl. 4% admin fee)	**Each instalment is £246, paid over 9 monthly instalments by direct debit from September 2025 to May 2026**

Terms and Conditions

Course Fees

- The registration fee must be paid upon enrolment. This fee secures your spot on the course and is separate from the overall course fee. We offer a 14-day no-obligation refund policy for those who decide not to continue, provided the booking and cancellation are made at least 14 days before the course begins.

- Course fees cover a set of herbal samples (125 herbs), electronic versions of the lecture notes and material, lectures, tutorial support, case-study sessions and summary sessions, access to audio and video-recorded lecture materials, and examinations. 01245 250822 | +44 (0) 7450 899886 | phoenixtcm.org.uk | office@phoenixtcm.org.uk 5 Lonebarn Link, Springfield Business Park, Chelmsford, Essex, CM2 5AR

- Additional costs, such as books, resit examinations, assignment resubmissions and private tuition, are not included in these fees and must be paid separately.

We strive to deliver all scheduled sessions at the utmost standard. If a lecture is cancelled due to unforeseen circumstances (i.e., lecturer illness), students will be promptly informed, and the lecture will be rescheduled at no extra cost.

Withdrawals, Deferments and Late Payments

- **Cancellation:** In case you wish to cancel your enrolment, you are entitled to a full refund if you do so within 14 calendar days of payment, provided you do so at least 14 days before the course begins. Please note that a 10% administration charge will be deducted from the full-year course fee if the cancellation occurs more than 14 days after payment or within 14 days before the course begins.
- **Withdrawal fees:** Students wishing to withdraw from the course during an academic year must notify Phoenix Academy in writing. A withdrawal fee of £368.00 will apply. Students who have paid the full course fee in advance will receive a refund for the portion of the course not yet delivered, minus the withdrawal fee. There is no withdrawal fee if a student withdraws at the end of an academic year.
- **Deferment fees:** Students wishing to defer must submit a written request to Phoenix Academy. While there are no deferment fees, the course must be completed within six years from the start date.
- **Late payments:** A £20 penalty/admin fee will be applied for each reminder email sent regarding missed payments. Students who are more than four weeks behind a payment will be denied access to course materials.