

London Metropolitan University

Fees policy

2013/14

Table of Contents

1	Introduction	2
2	Fees	2
3	Payment	2
4	Refunds	2
5	Failure to Pay	3

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1 Introduction

- 1.1. This Fees Policy should be read in conjunction with the Student Agreement 2013/2014;
- 1.2. In the event of any conflict between this Fees policy and the Student agreement, the Student Agreement shall prevail.
- 1.3. The term 'Fees' refers to any sum payable by you in respect of tuition, supervision, assessment or conferrment;

2 Fees

- 2.1. Fees are payable for each year of academic study or for each module take;
- 2.2. Fees are incurred immediately on enrolment – there is no 'fee free' period;
- 2.3. Fees are subject to annual revision. While the University will take reasonable steps to avoid large increases in tuition fees, it reserves the right to increase fees as it deems appropriate.

3 Payment

- 3.1. You must pay your Fees in full or make arrangements for payment that are acceptable to the University before enrolment for each academic year;
- 3.2. The following arrangements are usually acceptable to the University:
 - 3.2.1. Two equal instalments: 50% on enrolment and 50% by 31 December (31 May for February starters)
 - 3.2.2. Four instalments: 50% on enrolment, then three equal payments on the last working day of the month commencing in October (March for February starters)
- 3.3. The University may decline to accept any of the methods set out in paragraph 3.2 above (especially (but not exclusively) where you have previously defaulted on a payment arrangement or the fees are below a minimum amount), in which case the fees shall be payable in full before enrolment;
- 3.4. It is your responsibility to pay your Fees. In the event that any personal sponsor or sponsoring authority fails to pay the Fees you will remain liable to pay the Fees;
- 3.5. It is your responsibility to make any arrangements with any person providing you with a loan to fund your Fees (including Student Finance England or other body). The University will cooperate with any reasonable request that you make for information to be provided to any person providing you with a loan to fund your Fees, but the University does not accept any responsibility for any delay or failure of person providing you with a loan to make payments;

4 Refunds

- 4.1. Fees and deposits are not refundable or transferable;

- 4.2. In exceptional circumstances, the Director of Finance or University Secretary may agree a refund or partial refund of fees or deposits paid. An administration fee of £200 may be retained in the event of a refund.
- 4.3. Refunds will only be made to the bank account or credit card from which they were paid to the University.
- 4.4. Any library or other borrowing charges due to the University will be deducted from the amount of any refund.

5 Failure to Pay

- 5.1. If you do not pay your fees or default on an arrangement for payment of the Fees you have made with the University:
 - 5.1.1. The University may suspend you from your course of study (suspension means that you will not be allowed to access the University's buildings or IT systems, you will not receive the marks awarded for any assessments and will not receive any award. The University will permit access to allow you pay your fees. You may request permission to attend to sit exams and can submit coursework by post;
 - 5.1.2. The University may terminate your registration as a student;
 - 5.1.3. The University reserves the right to take legal action for the recovery of outstanding fees, legal costs (including court fees and solicitors and advocates fees), administration fees and interest from the date the Fees were incurred (pursuant to section 69 of the County Court Act 1984 or similar provisions in UK or foreign legislation) whether or not you are currently a student of the University. The University also reserves the right to take such action in the your home jurisdiction;
 - 5.1.4. The University may not confirm the conferment of an award by issuing a certificate (for the avoidance of doubt issuing a certificate is not proof that no fees remain payable).
 - 5.1.5. The University may not permit you to re-enrol or to enrol on a new programmes of study until the debt is paid is full. (for the avoidance of doubt permitting re-enrolment or enrolment on another course is not proof that no fees remain payable).
- 5.2. Notwithstanding any action taken under paragraph 5.1, any outstanding fees remain due for payment.