

London Metropolitan University

Fees policy

2014/15

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1 Introduction

- 1.1. This Fees Policy should be read in conjunction with the Student Agreement 2014/2015;
- 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 conferment;

2 Fees

- 2.1. Fees are incurred on enrolment for the whole of each year of academic study or for each module taken;
- 2.2. Fees are incurred immediately on enrolment – there is no 'fee free' period, save for any statutory right to cancel the enrolment within 14 days;
- 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. It is your responsibility to pay your Fees. In the event that any personal sponsor, sponsoring authority or the Student Loans Company (SLC) fails to pay the Fees you will remain liable to pay the Fees;
- 3.2. You must pay your Fees in full or make arrangements for payment that are acceptable to the University before enrolment for each academic year;
- 3.3. The following arrangements are usually acceptable to the University:
 - 3.3.1. Funding by SLC, provided the University receives confirmation of funding from the SLC at or before enrolment. If this confirmation is not provided at enrolment, then you must provide the University with proof of application to the SLC at enrolment. You remain responsible for fee payment in the event that the SLC does not agree to pay the fee
 - 3.3.2. Agreement from a sponsor (for example your employer) that the sponsor will assume responsibility for payment of your fees. You must provide the University with a purchase order from the sponsor showing the total value of fees that the sponsor will pay. This purchase order must be provided at or before enrolment . Payment terms require payment within 30 days of the invoice to the sponsor. You remain responsible for fee payment in the event of default by your sponsor.
 - 3.3.3. Two equal instalments: 50% on enrolment and 50% by 31 December (31 May for Spring Term starters)
 - 3.3.4. Four instalments: 50% on enrolment, then three equal payments on the last working day of the month commencing in October (March for Spring Term starters)

- 3.4. The University may decline to accept any of the methods set out in paragraph 3.3 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;
- 3.5. 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. This paragraph 4 does not apply should you exercise your statutory right to cancel your enrolment within 14 days, in which case no fees or charges will apply and any monies paid will be refunded.
- 4.3. In exceptional circumstances, the Director of Finance, Academic Registrar or University Secretary may agree a refund or partial refund of fees or deposits paid on your withdrawal from or other termination of your studies.
- 4.4. Any such refund will be subject to a minimum charge retained by the University of 25% of the annual fees due. An administration fee of £200 may also be retained in the event of a refund.
- 4.5. If you are a full time undergraduate student who enrolled in the Autumn Term then if you withdraw or your studies are terminated:
 - 4.5.1. on or before 31 December, then 75% of your fees shall be refunded;
 - 4.5.2. on or before 31 March, then 50% of your fees shall be refunded;
 - 4.5.3. on or after 1 April, then no refund shall be given.
- 4.6. If you are a full time undergraduate student who enrolled in the Spring Term then if you withdraw or your studies are terminated:
 - 4.6.1. on or before 31 March, then 75% of your fees shall be refunded;
 - 4.6.2. on or before 31 June, then 50% of your fees shall be refunded;
 - 4.6.3. on or after 1 July, then no refund shall be given.
- 4.7. If you are a part time student or a full time postgraduate then any refund calculated pro rata based on a 7 month year from your enrolment date (that is 100% of your fees will be retained and no refund given if you have been enrolled for 7 months), subject to retention of minimum charges and fees set out in paragraph 4.4.
- 4.8. Refunds will only be made to the bank account or credit card from which they were paid to the University.
- 4.9. 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.