

## Tuition Fee Charging and Refunding Policy 2014/15

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### **New home and EU full-time undergraduate students and new part-time undergraduate students**

#### Taking out a Tuition Fee Loan

1. You will be formally liable for your total tuition fee from the start date of your course/first day of term. We recognise, however, that where you have taken out a tuition fee loan, payments will be made by the Student Loan Company on your behalf, shortly after the dates shown below.

Term	Autumn Term	Spring Term	Summer Term
Date	Monday 29 September 2014	Monday 5 January 2015	Monday 13 April 2015
Percentage of fee due	25%	25%	50%

2. After the 5th of October 2014, once a term has started, you are liable for the full fee for that term, even if you withdraw or interrupt your course during the term.

3. **Please note:** If you agree to take out a Tuition Fee Loan, but then change your mind, you will be responsible for paying the loan amount for up to the latest point of liability (first day of each term), back to the Student Loan Company.

4. Please ensure you have read the terms and conditions of your student funding package. The processing and awarding of your student package is totally independent of the university. Any student funding payments made to you/on your behalf are made in line with your loan agreement with the Student Loan Company.

## Paying your own fees

5. Your total tuition fee for 2014/15 will be charged from the start date of your course/first day of term. If you have chosen not to take out a tuition fee loan, you should pay your fees in full at the start of term. If you are unable to pay in full you must either set up an agreed instalment plan for the full fee or pay a minimum of 50 per cent by 31 October 2014 and set up an agreed instalment plan for the balance. For details, please contact [income@dmu.ac.uk](mailto:income@dmu.ac.uk).

6. After the 5th of October 2014, once a term has started, you are liable for the full fee for that term, even if you withdraw or interrupt your course during the term.

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## Returning home and EU full-time undergraduate students and returning part-time students

### Taking out a Tuition Fee Loan

7. You will be formally liable for your total tuition fee from the start date of your course/first day of term. We recognise, however, that where you have taken out a tuition fee loan, payments will be made by the Student Loan Company on your behalf, shortly after the dates shown below.

Term	Autumn Term	Spring Term	Summer Term
Date	Monday 29 September 2014	Monday 5 January 2015	Monday 13 April 2015
Percentage of fee due	25%	25%	50%

8. Once a term has started, you are liable for the full fee for that term, even if you withdraw or interrupt your course during the term.

9. **Please note:** If you agree to take out a Tuition Fee Loan, but then change your mind, you will be responsible for paying the loan amount for up to the latest point of liability (first day of each term), back to the Student Loan Company.

10. Please ensure you have read the terms and conditions of your student funding package. The processing and awarding of your student package is totally independent of the university. Any student funding payments made to you/on your behalf are made in line with your loan agreement with the Student Loan Company.

## **Paying your own fees**

11. Your total tuition fee for 2014/15 will be charged from the start date of your course/first day of term. If you have chosen not to take out a tuition fee loan, you should pay your fees in full at the start of term. If you are unable to pay in full you must either set up an agreed instalment plan for the full fee or pay a minimum of 50 per cent by 31 October 2014 and set up an agreed instalment plan for the balance. For details, please contact [income@dmu.ac.uk](mailto:income@dmu.ac.uk).

12. Once a term has started, you are liable for the full fee for that term, even if you withdraw or interrupt your course during the term.

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## **All returning home and EU part-time (pre-September 2012) undergraduate students**

### **Receiving a Tuition Fee Grant**

13. Your total tuition fee for 2014/15 will be charged from the start date of your course/first day of term. Instalment payment plans are available, please contact [income@dmu.ac.uk](mailto:income@dmu.ac.uk) for details.

14. Where you withdraw or interrupt your studies during the first term, 25 per cent of the fee will be due for payment irrespective of the date of withdrawal/interruption. For withdrawals and interruptions occurring after the Christmas vacation, a pro-rata charge will be levied on a daily basis.

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## **Postgraduate Students**

### **All new home and EU students**

15. Your total tuition fee for 2014/15 will be charged from the start date of your course/first day of term. Instalment payment plans are available, please contact [income@dmu.ac.uk](mailto:income@dmu.ac.uk) for details.

16. Where you withdraw or interrupt your studies during the first term after the 5th of October 2014, 25 per cent of the fee will be due for payment irrespective of the date of withdrawal. For withdrawals and interruptions occurring after the Christmas vacation, a pro-rata charge will be levied on a daily basis.

### **All returning home and EU students**

17. Your total tuition fee for 2014/15 will be charged from the start date of your course/first day of term. Instalment payment plans are available, please contact [income@dmu.ac.uk](mailto:income@dmu.ac.uk) for details.

18. Where you withdraw or interrupt your studies during the first term, 25 per cent of the fee will be due for payment irrespective of the date of withdrawal. For withdrawals and interruptions occurring after the Christmas vacation, a pro-rata charge will be levied on a daily basis.

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## **Overseas Students**

### **All new overseas students**

19. Your total tuition fee for 2014/15 will be charged from the start date of your course/first day of term. 50 per cent of the fees must be paid by 31 October 2014 and the balance can be paid by instalments. For details, please contact [income@dmu.ac.uk](mailto:income@dmu.ac.uk).

20. Where you withdraw or interrupt your studies during the first term after the 5th of October 2014, 50 per cent of the fee will be due for payment irrespective of the date of withdrawal. For withdrawals and interruptions occurring after the Christmas vacation, a pro-rata charge will be levied on a daily basis.

### **All returning overseas students**

21. Your total tuition fee for 2014/15 will be charged from the start date of your course/first day of term. 50 per cent of the fees must be paid by 31 October 2014 and the balance can be paid by instalments. For details, please contact [income@dmu.ac.uk](mailto:income@dmu.ac.uk).

22. Where you withdraw or interrupt your studies during the first term, 50 per cent of the fee will be due for payment irrespective of the date of withdrawal. For withdrawals and interruptions occurring after the Christmas vacation, a pro-rata charge will be levied on a daily basis.

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