

Tuition Fee Charging and Refunding Policy 2016/17

Further to DMU's enrolment processes (whether online or via paper form), under the terms and conditions of enrolment, all students agree to the following:

- Liability for all tuition fees incurred over the duration of their programme of study, in whole or in part, and that if the student or their sponsor fail to pay their tuition fees in a timely manner that DMU reserves the right to terminate the student's studies.
- Understanding that DMU reserves the right to take legal action against the student in order to recover any debt.
- Understanding that should a student wish to leave DMU before the end of their programme of study, the student is responsible for contacting the University to terminate (or interrupt) their enrolment and that the student is liable to incur costs equating to up to a full year of tuition fee if their registration is terminated by DMU on behalf of the student.

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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 Loans Company on your behalf, shortly after the dates shown below.

Term	Autumn Term	Spring Term	Summer Term
Date	Monday 3 October 2016	Monday 9 January 2017	Monday 1 May 2017
Percentage of fee due	25%	25%	50%

2. After the 10th of October 2016, 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 Loans 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 Loans Company.

5. If your course has a non-standard start date (i.e., a date other than the 3rd of October 2016), you have 14 days (10 working days) from the standard enrolment day for your cohort (this can be clarified by the faculty) during which you can officially withdraw from your course or interrupt your studies and a fee will not be levied.

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Returning home and EU, full-time undergraduate students and returning part-time students - taking out a Tuition Fee Loan

6. 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 Loans Company on your behalf, shortly after the dates shown below.

Term	Autumn Term	Spring Term	Summer Term
Date	Monday 3 October 2016	Monday 9 January 2017	Monday 1 May 2017
Percentage of fee due	25%	25%	50%

7. 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.

8. **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 Loans Company.

9. 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 Loans Company.

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New home and EU, full-time undergraduate students and new part-time undergraduate students - paying their own fees

10. Your total tuition fee for 2016/17 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 2016 and set up an agreed instalment plan for the balance. For details, please contact income@dmu.ac.uk.

11. After the 10th of October 2016, 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.

12. If your course has a non-standard start date (i.e., a date other than the 3rd of October 2016), you have 14 days (10 working days) from the standard enrolment day for your cohort (this can be clarified by the faculty) during which you can officially withdraw from your course or interrupt your studies and a fee will not be levied.

Returning home and EU, full-time undergraduate students and returning part-time undergraduate students - paying their own fees

13. Your total tuition fee for 2016/17 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 2016 and set up an agreed instalment plan for the balance. For details, please contact income@dmu.ac.uk.

14. 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

15. Your total tuition fee for 2016/17 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 for details.

16. 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

17. Your total tuition fee for 2016/17 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 for details.

18. Where you withdraw or interrupt your studies during the first term after the 10th of October 2016, 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.

19. **Please note:** If you have taken out a Postgraduate Loan from the Student Loans Company, please ensure you have read the terms and conditions of your student funding package loan agreement. The processing and awarding of your student package is totally independent of the university. Any student funding payments made to you are made in line with your loan agreement with the Student Loans Company.

20. If your course has a non-standard start date (i.e., a date other than the 3rd of October 2016), you have 14 days (10 working days) from the standard enrolment day for your cohort (this can be clarified by the faculty) during which you can officially withdraw from your course or interrupt your studies and a fee will not be levied.

All returning home and EU students

21. Your total tuition fee for 2016/17 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 for details.

22. 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

23. Your total tuition fee for 2016/17 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 2016 and the balance can be paid by instalments. For details, please contact income@dmu.ac.uk.

24. Where you withdraw or interrupt your studies during the first term after the 10th of October 2016, 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.

25. If your course has a non-standard start date (i.e., a date other than the 3rd of October 2016), you have 14 days (10 working days) from the standard enrolment day for your cohort (this can be clarified by the faculty) during which you can officially withdraw from your course or interrupt your studies and a fee will not be levied.

All returning overseas students

26. Your total tuition fee for 2016/17 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 2016 and the balance can be paid by instalments. For details, please contact income@dmu.ac.uk.

27. 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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Distance Learning students (Undergraduate and Postgraduate)

All new home, EU and overseas students

28. Your total tuition fee for 2016/17 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 for details.

29. Where you withdraw or interrupt your studies during the first term after the 10th of October 2016, 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.

30. As distance learning programmes are not attendance based, it is vital that students notify DMU of their intention to interrupt or withdraw, as fees will be pro-rated to the date on which we are notified of your interruption/withdrawal.

31. If your course has a non-standard start date (i.e., a date other than the 3rd of October 2016), you have 14 days (10 working days) from the standard enrolment day for your cohort (this can be clarified by the faculty) during which you can officially withdraw from your course or interrupt your studies and a fee will not be levied.

All returning home, EU and overseas students

32. Your total tuition fee for 2016/17 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 for details.

33. 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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