

## Tuition Fee Charging and Refunding Policy 2018/19

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

1. Students will be liable for their tuition fee from the start date of their programme/first day of term.
2. Students are liable for all tuition fees incurred for the duration of their programme of study. If the student or their sponsor fails to pay their tuition fees in a timely manner, DMU reserves the right to terminate the student's studies.
3. Understanding that DMU reserves the right to take legal action against the student in order to recover any debt.
4. 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 withdraw their registration (or take a leave of absence). If the student does not contact DMU, they are liable to incur costs equating to up to that full year of tuition.
5. Requests to take a leave of absence from your studies or withdraw from a programme are not confirmed until the university has approved the request. The agreed last date of attendance will be used for tuition fee charging and refunding purposes.
6. Important information for students who are in receipt of Student Loans Company funding:
  - If a student agrees to take out a Tuition Fee Loan, but then changes their mind, they are 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.
  - Students should ensure they have read the terms and conditions of their student funding package. The processing and awarding of student finance is totally independent of the university. Any student finance payments made to a student/on a student's behalf are made in line with the student's loan agreement with the Student Loans Company.
  - Under the agreement taken out with the Student Loans Company students agree to notify them if their circumstances change in any way that might affect their entitlement to financial support. If students do not do this, they may not receive any further payments, and may have to repay the financial support already received. Students must notify DMU of these changes too, so that DMU can provide the appropriate notification to the Student Loans Company – please email [studentfunding@dmu.ac.uk](mailto:studentfunding@dmu.ac.uk) with details of the change. Changes in circumstances that may affect entitlement to support include but are not limited to (please refer to the agreement for full details):
    - non-attendance
    - change in award aim

- change of mode (i.e., full-time to part-time)
- change in the number of modules studied
- a leave of absence
- a withdrawal
- receipt of additional funding such as Research Council Funding or NHS funding (if applicable)
- change in study intensity (programme end date is extended)

7. DMU offers all students a 14 days (10 working days “cooling off” period to all new students in the first year of a new programme (not including internal transfers between programmes), during which if a student wishes to take a leave of absence or withdraw from their studies they can do so, and a fee will not be levied.

- If a programme starts on Monday 1 October 2018, after Monday 15 October 2018, once a term has started, students are liable for the full fee for that term, even if you withdraw or take a leave of absence from the programme during the term.
- If a course has a non-standard start date (i.e., a date other than Monday 1 October 2018), you have 14 days (10 working days) from the standard registration day for a cohort (this can be clarified by the faculty) during which a student can officially withdraw from their programme or take a leave of absence from their studies and a fee will not be levied.
- In order for the 14 days (10 working days) “cooling off” period to be taken advantage of students are required to contact the faculty office within the cooling off period

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**Undergraduate Students (not including distance learners. Partner College students please refer to the Partner College students section)**

**Home and EU undergraduate students (full-time and part-time) starting in September 2017 or after**

8. **Taking out a tuition fee loan** - Students will be liable for their total tuition fee from the start date of their programme/first day of term. We recognise, however, that where a tuition fee loan has been taken out, payments will be made by the Student Loans Company on a student's behalf, shortly after the dates shown below:

Term	Autumn Term	Spring Term	Summer Term
Date	Monday 1 October 2018	Monday 7 January 2019	Monday 29 April 2019
Percentage of fee due	25%	25%	50%

9. **Tuition fee liability for Nursing and Midwifery programmes** - For all students commencing their nursing and midwifery programmes at the university from September 2017 onwards NHS bursaries will no longer be available. This is due to a change in government funding. Instead, students will have access to the standard student support package of tuition fee loans and support for living costs from Student Finance England.

10. Term dates and tuition fee liability points differ for Nursing and Midwifery programmes due to the number of weeks of study per academic year – the table below sets out the liability points for these programmes, depending on the intake of your programme.

11. **Please note:** students who change seasonal intake (also known as back group to their studies, e.g., change from a March start date to a September start date) will remain on their original Student Finance annual cycle for Tuition Fee Loan and Maintenance purposes. This is due to the way in which Student Loan Company Funding Regulations restrict the way in which student funding can be paid. In line with this, DMU will continue to charge students their fees based on the original intake.

Tuition fee liability – Nursing and Midwifery (September intake)			
Term	Autumn Term	Spring Term	Summer Term
Date	Monday 1 October 2018	Monday 28 January 2019	Monday 3 June 2019
Percentage of fee due	25%	25%	50%

Tuition fee liability – Nursing and Midwifery (March intake)			
Term	Spring Term	Summer Term	Autumn/ Winter Term
Date	Monday 25 February 2019	Monday 8 July 2019	Monday 4 November 2019
Percentage of fee due	25%	25%	50%

12. Once a term has started, students are liable for the full fee for that term, even if they withdraw or take a leave of absence from their programme during the term. Please note: this is subject to the 14 days (10 working days) “cooling off” period available to students in the first year of a new programme (not including internal transfers between programmes).

13. **Paying your own fees** – A student’s total tuition fee for 2018/19 will be charged from the start date of their programme/first day of term. If a student chooses not to take out a tuition fee loan, they are required to pay fees in full at the start of term. If they are unable to pay in full, they must pay a minimum of 50 per cent by 31 October 2018 (for September Intake programmes) or 31 March 2019 (for March intake programmes) and set up an agreed instalment plan for the balance. For details, please contact [income@dmu.ac.uk](mailto:income@dmu.ac.uk).

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### **Home and EU part-time undergraduate students receiving a tuition fee grant who started pre-September 2012**

14. A student’s total tuition fee for 2018/19 will be charged from the start date of their programme/first day of term. Instalment payment plans are available; please contact [income@dmu.ac.uk](mailto:income@dmu.ac.uk) for details.

15. Where a student withdraws or takes a leave of absence from their studies during the first term, 25 per cent of the fee will be due for payment irrespective of the date of withdrawal/leave of absence. For withdrawals and leaves of absence occurring after the Christmas vacation, a pro-rata charge will be levied on a daily basis.

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### **International undergraduate students starting September 2017 or after**

16. A student’s total tuition fee for 2018/19 will be charged from the start date of their programme/first day of term. 50 per cent of the fees must be paid by 31 October 2018 and the balance can be paid by instalments. For details, please contact [income@dmu.ac.uk](mailto:income@dmu.ac.uk).

17. Students will be liable for their total tuition fee from the start date of their programme/first day of term. Please note: this is subject to the 14 days (10 working days) “cooling off” period available to students in the first year of a new programme (not including internal transfers between programmes).

18. The tuition fees owed for each term, as a proportion of the full yearly tuition fee are shown below:

Term	Autumn Term	Spring Term	Summer Term
Date	Monday 1 October 2018	Monday 7 January 2019	Monday 29 April 2019
Percentage of fee due	50%	25%	25%

19. Once a term has started, students are liable for the full fee for that term (and for terms previously registered), even if they withdraw or take a leave of absence from their programme during the term. For example, a student withdrawing their studies in the Spring Term, would be liable for fees incurred in the autumn term and spring term at the rates detailed above.

### **International undergraduate students starting pre-September 2017**

20. A student's total tuition fee for 2018/19 will be charged from the start date of their programme/first day of term. 50 per cent of the fees must be paid by 31 October 2018 and the balance can be paid by instalments. For details, please contact [income@dmu.ac.uk](mailto:income@dmu.ac.uk).

21. Where a student withdraws or takes a leave of absence from their 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 leave of absences occurring after the Christmas vacation, a pro-rata charge will be levied on a daily basis.

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## **Postgraduate Students (not including research students or distance learners)**

### **Postgraduate students - Home and EU students starting in September 2017 or after**

22. A student's total tuition fee for 2018/19 will be charged from the start date of their programme/first day of term. Instalment payment plans are available; please contact [income@dmu.ac.uk](mailto:income@dmu.ac.uk) for details.

23. Where a student withdraws or takes a leave of absence from their studies during the first term, they will be charged on a monthly pro-rata basis. Students will be charged for every month in which they were registered on or after the 15th of that month. Where a student leaves the programme before the 15th of the month, they will not be charged for that month. Please note: this is subject to the 14 days (10 working days) "cooling off" period available to students in the first year of a new programme (not including internal transfers between programmes).

24. Students who have taken out a Postgraduate Masters Loan from the Student Loans Company, should ensure they have read the terms and conditions of their student funding package. The processing and awarding of student finance is totally independent of the university. Any student finance payments made to a student/on a student's behalf are made in line with the student's loan agreement with the Student Loans Company.

25. Under the agreement taken out with the Student Loans Company students agree to notify them if their circumstances change in any way that might affect their entitlement to financial support. If students do not do this, they may not receive any further payments, and may have to repay the financial support already received. Students must notify DMU of these changes too, so that DMU can provide the appropriate notification to the Student Loans Company – please email [studentfunding@dmu.ac.uk](mailto:studentfunding@dmu.ac.uk) with details of the change. Changes in circumstances that may affect entitlement to support include but are not limited to (please refer to the agreement for full details):

- non-attendance
- change in award aim
- change of mode (i.e., full-time to part-time)
- change in the number of modules studied
- a leave of absence
- a withdrawal
- receipt of additional funding such as Research Council Funding or NHS funding (if applicable)
- change in study intensity (programme end date is extended)

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## Northern Irish postgraduate students in receipt of postgraduate SFNI funding

26. **Taking out a tuition fee loan** - Students will be formally liable for their total tuition fee from the start date of their programme/first day of term. We recognise, however, that where a tuition fee loan has been taken out, payments will be made by the Student Loans Company on a student's behalf, shortly after the dates shown below.

Term	Autumn Term	Spring Term	Summer Term
Date	Monday 1 October 2018	Monday 28 January 2019	Wednesday 29 May 2019
Percentage of fee due	25%	25%	50%

27. Once a term has started, students are liable for the full fee for that term, even if they withdraw or take a leave of absence from their programme during the term. Please note: this is subject to the 14 days (10 working days) "cooling off" period available to students in the first year of a new programme (not including internal transfers between programmes).

28. Students who have taken out a Postgraduate Masters Loan from the Student Loans Company, should ensure they have read the terms and conditions of their student funding package. The processing and awarding of student finance is totally independent of the university. Any student finance payments made to a student/on a student's behalf are made in line with the student's loan agreement with the Student Loans Company.

29. Under the agreement taken out with the Student Loans Company students agree to notify them if their circumstances change in any way that might affect their entitlement to financial support. If students do not do this, they may not receive any further payments, and may have to repay the financial support already received. Students must notify DMU of these changes too, so that DMU can provide the appropriate notification to the Student Loans Company – please email [studentfunding@dmu.ac.uk](mailto:studentfunding@dmu.ac.uk) with details of the change. Changes in circumstances that may affect entitlement to support include but are not limited to (please refer to the agreement for full details):

- non-attendance
- change in award aim
- change of mode (i.e., full-time to part-time)
- change in the number of modules studied
- a leave of absence
- a withdrawal
- receipt of additional funding such as Research Council Funding or NHS funding (if applicable)
- change in study intensity (programme end date is extended)

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### Home and EU Postgraduate students starting pre-September 2017

30. A student's total tuition fee for 2018/19 will be charged from the start date of their programme/first day of term. Instalment payment plans are available; please contact [income@dmu.ac.uk](mailto:income@dmu.ac.uk) for details.

31. Where a student withdraws or takes a leave of absence from their 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 leaves of absence occurring after the Christmas vacation, a pro-rata charge will be levied on a daily basis.

### International postgraduate students starting September 2017 or after

32. A student's total tuition fee for 2018/19 will be charged from the start date of their programme/first day of term. 50 per cent of the fees must be paid by 31 October 2018 and the balance can be paid by instalments. For details, please contact [income@dmu.ac.uk](mailto:income@dmu.ac.uk).

33. Students will be liable for their total tuition fee from the start date of their programme/first day of term. Please note: this is subject to the 14 days (10 working days) "cooling off" period available to students in the first year of a new programme (not including internal transfers between programmes).

34. The tuition fees owed for each term, as a proportion of the full yearly tuition fee are shown below:

Term	Autumn Term	Spring Term	Summer Term
Date	Monday 1 October 2018	Monday 7 January 2019	Monday 29 April 2019
Percentage of fee due	50%	25%	25%

35. Once a term has started, students are liable for the full fee for that term (and for terms previously registered), even if they withdraw or take a leave of absence from their programme during the term. For example, a student withdrawing their studies in the Spring Term, would be liable for fees incurred in the autumn term and spring term at the rates detailed above.

### International postgraduate students starting pre-September 2017

36. A student's total tuition fee for 2018/19 will be charged from the start date of their programme/first day of term. 50 per cent of the fees must be paid by 31 October 2018 and the balance can be paid by instalments. For details, please contact [income@dmu.ac.uk](mailto:income@dmu.ac.uk).

37. Where a student withdraws or takes a leave of absence from their 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 leave of absences occurring after the Christmas vacation, a pro-rata charge will be levied on a daily basis.

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**Distance Learning Students (not including undergraduate National Design Academy (NDA) or National Motorsport Academy (NMA) students)**

**Distance Learning Home, EU and International Students (undergraduate and postgraduate) starting in Sept 2017 or after**

38. A student's total tuition fee for 2018/19 will be charged from the start date of their programme/first day of term. Instalment payment plans are available; please contact [income@dmu.ac.uk](mailto:income@dmu.ac.uk) for details.

39. Where a student withdraws or takes a leave of absence from their studies during the first term, they will be charged on a monthly pro-rata basis. Students will be charged for every month in which they were enrolled on or after the 15<sup>th</sup> of that month. Where a student leaves the programme before the 15<sup>th</sup> of the month, they will not be charged for that month. Please note: this is subject to the 14 days (10 working days) "cooling off" period available to students in the first year of a new programme (not including internal transfers between programmes).

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

41. Students who have taken out a Postgraduate Masters Loan from the Student Loans Company, should ensure they have read the terms and conditions of their student funding package. The processing and awarding of student finance is totally independent of the university. Any student finance payments made to a student/on a student's behalf are made in line with the student's loan agreement with the Student Loans Company.

42. Under the agreement taken out with the Student Loans Company students agree to notify them if their circumstances change in any way that might affect their entitlement to financial support. If students do not do this, they may not receive any further payments, and may have to repay the financial support already received. Students must notify DMU of these changes too, so that DMU can provide the appropriate notification to the Student Loans Company – please email [studentfunding@dmu.ac.uk](mailto:studentfunding@dmu.ac.uk) with details of the change. Changes in circumstances that may affect entitlement to support include but are not limited to (please refer to the agreement for full details):

- non-attendance
- change in award aim
- change of mode (i.e., full-time to part-time)
- change in the number of modules studied
- a leave of absence
- a withdrawal

- receipt of additional funding such as Research Council Funding or NHS funding (if applicable)
- change in study intensity (programme end date is extended)

### **Distance Learning Home, EU and International Students (undergraduate and postgraduate) starting pre-September 2017**

43. A student's total tuition fee for 2018/19 will be charged from the start date of their programme/first day of term. Instalment payment plans are available; please contact [income@dmu.ac.uk](mailto:income@dmu.ac.uk) for details.

44. Where a student withdraws or takes a leave of absence from their 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 leave of absences occurring after the Christmas vacation, a pro-rata charge will be levied on a daily basis.

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## FE Art Foundation Students

FE Art Foundation Home, EU and International Students starting in Sept 2018 or after

45. A student's total tuition fee for 2018/19 will be charged from the start date of their programme/first day of term. Instalment payment plans are available; please contact [income@dmu.ac.uk](mailto:income@dmu.ac.uk) for details.

46. Where a student withdraws or takes a leave of absence from their studies during the first term they will be charged on a monthly pro-rata basis. Students will be charged for every month in which they were registered on or after the 15th of that month. Where a student leaves the programme before the 15th of the month, they will not be charged for that month. Please note: this is subject to the 14 days (10 working days) "cooling off" period available to students in the first year of a new programme (not including internal transfers between programmes).

47. Students who have taken out an Advanced Learner Loan from the Student Loans Company, should ensure they have read the terms and conditions of their student funding package. The processing and awarding of student finance is totally independent of the university. Any student finance payments made on a student's behalf are made in line with the student's loan agreement with the Student Loans Company.

48. Under the agreement taken out with the Student Loans Company students agree to notify them if their circumstances change in any way that might affect their entitlement to financial support. If students do not do this, they may not receive any further payments, and may have to repay the financial support already received. Students must notify DMU of these changes too, so that DMU can provide the appropriate notification to the Student Loans Company – please email [studentfunding@dmu.ac.uk](mailto:studentfunding@dmu.ac.uk) with details of the change. Changes in circumstances that may affect entitlement to support include but are not limited to (please refer to the agreement for full details):

- non-attendance
- change in award aim
- change of mode (i.e., full-time to part-time)
- change in the number of modules studied
- a leave of absence
- a withdrawal

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## Research Students

### Home and EU Research students

49. A student's total tuition fee for 2018/19 will be charged from the start date of their programme/first day of term. Instalment payment plans are available; please contact [income@dmu.ac.uk](mailto:income@dmu.ac.uk) for details.

50. Where a student withdraws or takes a leave of absence from their studies during the first term, they will be charged on a monthly pro-rata basis. Students will be charged for every month in which they were registered on or after the 15<sup>th</sup> of that month. Where a student leaves the programme before the 15<sup>th</sup> of the month, they will not be charged for that month. Please note: this is subject to the 14 days (10 working days) "cooling off" period available to students in the first year of a new programme (not including internal transfers between programmes).

51. Students who have taken out a Postgraduate Doctoral Loan (only available to new students from Sept 2018) from the Student Loans Company, should ensure they have read the terms and conditions of their student funding package. The processing and awarding of student finance is totally independent of the university. Any student finance payments made to a student/on a student's behalf are made in line with the student's loan agreement with the Student Loans Company.

52. Under the agreement taken out with the Student Loans Company students agree to notify them if their circumstances change in any way that might affect their entitlement to financial support. If students do not do this, they may not receive any further payments, and may have to repay the financial support already received. Students must notify DMU of these changes too, so that DMU can provide the appropriate notification to the Student Loans Company – please email [studentfunding@dmu.ac.uk](mailto:studentfunding@dmu.ac.uk) with details of the change. Changes in circumstances that may affect entitlement to support include but are not limited to (please refer to the agreement for full details):

- non-attendance
- change in award aim
- change of mode (i.e. full-time to part-time)
- change in the number of modules studied
- a leave of absence
- a withdrawal
- receipt of additional funding such as Research Council Funding or NHS funding (if applicable)
- change in study intensity (programme end date is extended)

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### **International research students starting September 2017 or after**

53. A student's total tuition fee for 2018/19 will be charged from the start date of their programme/first day of term. 50 per cent of the fees must be paid by 31 October 2018 and the balance can be paid by instalments. For details, please contact [income@dmu.ac.uk](mailto:income@dmu.ac.uk).

54. Students will be formally liable for their total tuition fee from the start date of their programme/first day of term. Please note: this is subject to the 14 days (10 working days) "cooling off" period available to students in the first year of a new programme (not including internal transfers between programmes).

55. The tuition fees owed for each term, as a proportion of the full yearly tuition fee are shown below:

Term	Autumn Term	Spring Term	Summer Term
Date	Monday 1 October 2018	Monday 7 January 2019	Monday 29 April 2019
Percentage of fee due	50%	25%	25%

56. Once a term has started, students are liable for the full fee for that term (and for terms previously enrolled), even if you withdraw or take a leave of absence from your programme during the term. For example, a student withdrawing their studies in the Spring Term, would be liable for fees incurred in the autumn term and spring term at the rates detailed above.

### **International research students starting pre-September 2017**

57. A student's total tuition fee for 2018/19 will be charged from the start date of their programme/first day of term. 50 per cent of the fees must be paid by 31 October 2018 and the balance can be paid by instalments. For details please contact [income@dmu.ac.uk](mailto:income@dmu.ac.uk).

58. Where a student withdraws or takes a leave of absence from their 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 leave of absences occurring after the Christmas vacation, a pro-rata charge will be levied on a daily basis.

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## Partner College Students

59. For students studying at Partner Colleges, students in most cases will be subject to the relevant Charging and Refunding Policy as stated above. However, in cases where partner colleges have additional policies, these will also need to be adhered to.

60. For Home and EU students at Partner Colleges or on a Partner College and DMU integrated programme, who are studying non-standard courses (i.e. non –September start, compressed, accelerated or distance learning) and are in receipt of Student Loans Company Funding, please note: different liability points will be in place for your programmes due to the way in which Student Loan Company Funding Regulations restrict the way in which student funding can be paid.

Courses that fall into this remit are:

- De Montfort University International College (DMUIC) January Start Programmes with an International Year Zero and/or International First Year
- De Montfort University International College (DMUIC) April Start Programmes with an International Year Zero and/or International First Year
- Leicester College – Accelerated Degrees
- National Motorsport Academy programmes
- National Design Academy Programmes

Students on these programmes should contact [studentfunding@dmu.ac.uk](mailto:studentfunding@dmu.ac.uk) for more detailed information and advice in regards to your course specific liability dates.

61. Under the agreement taken out with the Student Loans Company students agree to notify them if their circumstances change in any way that might affect their entitlement to financial support. If students do not do this, they may not receive any further payments, and may have to repay the financial support already received. Students must notify DMU of these changes too, so that DMU can provide the appropriate notification to the Student Loans Company – please email [studentfunding@dmu.ac.uk](mailto:studentfunding@dmu.ac.uk) with details of the change. Changes in circumstances that may affect entitlement to support include but are not limited to (please refer to the agreement for full details):

- non-attendance
- change in award aim
- change of mode (i.e., full-time to part-time)
- change in the number of modules studied
- a leave of absence
- a withdrawal
- receipt of additional funding such as Research Council Funding or NHS funding (if applicable)
- change in study intensity (programme end date is extended)

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