

Tuition Fee Charging and Refund Policy 2025/26

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1. Introduction

- 1.1 This policy sets out the terms and conditions associated with the charging and refund of tuition fees for students.
- 1.2 Upon accepting an offer of a place at the university, students accept the University's terms and conditions of registration – these include accepting liability for Tuition Fees.

2. Scope

- 2.1 This policy and code of practice applies to applicants and all students at the university's Leicester and London campuses.

3. Responsibilities

University Leadership Board

- 3.1 University Leadership Board is responsible for approving this policy.

Registry Services

- 3.2 Registry Services are responsible for the university's relationship with the Student Loans Company and for ensuring that student fee liability is appropriately assessed in line with their fee status and academic record.

Finance and Procurement

- 3.3 Finance and Procurement are responsible for collecting fees from students, agreeing payment plans where required and enacting the university's debt collection processes.

Students and Applicants

- 3.4 All students are responsible for ensuring tuition fees are paid in line with this policy.
- 3.5 All students and applicants are responsible for understanding their fee liability.

4. Policy Statement

- 4.1 Students are liable for their tuition fee from the start date of their programme/first day of term.
- 4.2 Applicants can refer to their offer letter for their tuition fee amount. Registered students invoiced by DMU should refer to their 'Account Balance' Tile on MyDMU for their most up-to-date fee information. If you are studying at a partner institution, they may invoice students directly; in this case, students should refer to the partner institution's finance team for their fee information.
- 4.3 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 de-register the student from their programme.
- 4.4 This policy should be read alongside the Student Regulations and De Montfort University's Student Contract.
- 4.5 DMU reserves the right to take legal action against the student in order to recover any debt.
- 4.6 A new fee contract is entered into when a new application is made to DMU, resulting in a new registration.
- 4.7 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 may be liable to incur other charges equating to up to a full year of tuition, depending on when a student withdraws.
- 4.8 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.
- 4.9 Where a student leaves their programme early; any refunds due will be processed in line with the relevant liability dates as outlined in this policy. Refunds are to be determined where a student has not been in attendance or engaging with their studies on the liability date.

- 4.10 All self-funding students must pay in line with the university's payment plans. Please refer to the [Student Debt Collection Policy](#) for the current options.
- 4.11 Where a student fails to adhere to the approved payment plan and owes Tuition Fees, the University may stop access to teaching, specific systems (including online learning resources and results notifications) and processes (including but not limited to submission of coursework, assessments and deferrals). Non-payment of fees will ultimately lead to a student's de-registration and curtailment of your visa (where applicable).
- 4.12 Any student who owes Tuition Fees will not get their degree or any other academic award, and neither will the University provide references, confirmation of award and/or achievement or be permitted to attend their graduation ceremony. These restrictions will remain in place until the outstanding debt is settled in full.
- 4.13 Where a student has extenuating circumstances that may mean they have to take a leave of absence or withdraw from their studies, it is at the discretion of the university and relevant departments where applicable as to whether a fee waiver can be applied.
- 4.14 Important information for students who are in receipt of Student Loans Company funding:**
- a. 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.
 - b. 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.
 - c. 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 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, distance learning to with-attendance study)
- change from weekday to weekend only attendance (or vice-versa)
- change in the number of modules studied
- a leave of absence or
- 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)
- change in end date

4.15 DMU offers a 14 day (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.

- a. If a programme starts on Monday 29 September 2025, from Monday 13 October 2025, 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 the programme during the term.
- b. If a course has a start date other than Monday 29 September 2025, students have 14 days (10 working days) from the first day of registration/start of teaching 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.
- c. In order for the 14 day (10 working days) “cooling off” period to be processed, students must contact the faculty office within the cooling off period to confirm their leave of absence or withdrawal.
- d. The 14 day (10 working days) “cooling off” period starts on the first day of the student’s course or the actual date of registration, based on which one is the latest.

4.16 In order to obtain a refund of fees paid where a Student Route-sponsored student does not register on the course or leaves the course

having registered – the university must be satisfied the individual will not remain in the UK without permission.

- 4.17 As part of the refund request process DMU may request evidence that the individual has not entered and remained in the UK illegally, including, but not limited to:
- a. Confirmation that the individual has not entered the UK (where they have never enrolled on the course applied for). This may involve verification of an individual’s presence in their home country through a third party.
 - b. Confirmation that the individual has left the UK (if they had entered and not registered or have been de-registered from the course), in the form of a copy of an exit stamp in the passport and boarding pass for the departing journey.
 - c. Evidence that the individual has successfully applied for further leave in the UK, in the form of a copy of new immigration status documents. This may also be verified by the University requesting a Home Office Immigration History Check.
- 4.18 The university reserves the right to require confirmation of an individual’s immigration status from UK Visas and Immigration when considering an individual’s request for a refund.
- 4.19 Where an individual has entered the UK, but is experiencing financial difficulty in making arrangements to leave the UK, the individual may contact immigrationcompliance@dmu.ac.uk to discuss their circumstances and obtain guidance in making arrangements to leave the UK.
- 4.20 Where a student has had extenuating circumstances and a fee waiver is agreed, it should be noted this does not mean that the funding year will be disregarded/counted as a non-funded year.
- 4.21 Students with approved Recognised Prior Learning will be considered full time when undertaking no less than 75% of the full programme credits and will be required to pay the full fee for their programme of study. Students undertaking less than 75% will be considered part time. They will follow the University’s Charging and Refund policy as per the relevant sections below.
- 4.22 Please note: all dates provided are subject to any review of academic calendar/term dates.
- 4.23 Please see attached schedules for specific terms which apply to:
- a. [Schedule 1: Undergraduate Students \(not including distance learning and students studying at partner institutions\)](#)

- b. [Schedule 2: Postgraduate Students](#)
- c. [Schedule 3: Distance Learning Students](#)
- d. [Schedule 4: Foundation Diploma in Art and Design Students](#)
- e. [Schedule 5: Research Students](#)
- f. [Schedule 6: Partner Institution Students](#)
- g. [Schedule 7: Part Time Students and Students Studying on a Module-by-Module basis](#)
- h. [Schedule 8: Centre for English Language Learning Students](#)

Consequences of Non-compliance

- 4.24 Where a student fails to adhere to the approved payment plan and owes Tuition Fees, the University may stop access to teaching, specific systems (including online learning resources and results notifications) and processes (including but not limited to submission of coursework, assessments and deferrals). Non-payment of fees will ultimately lead to a student's de-registration and curtailment of their visa (where applicable).
- 4.25 Any student who owes Tuition Fees will not get their degree or any other academic award, and neither will the University provide references, confirmation of award and/or achievement or be permitted to attend their graduation ceremony. These restrictions will remain in place until the outstanding debt is settled in full.
- 4.26 Further details can be found in the [Student Debt Collection Policy](#).

5. Complaints

- 5.1 Queries regarding fee calculations should be directed to the Student Fees and Finance Team at studentfunding@dmu.ac.uk
- 5.2 Queries regarding fee payments should be directed to the Income Team at income@dmu.ac.uk
- 5.3 Complaints regarding refund decisions or the refund process should follow the usual [Student Complaints Procedure](#).

6. Monitoring and review

- 6.1 This policy will be reviewed annually

7. Equality, Diversity and Inclusion

7.1 This tuition fee policy has been developed with due regard to Equality, Diversity and Inclusion (EDI) principles and the University's commitment to widening participation and equitable student outcomes. The University recognises that tuition fees may have differential impacts on students from lower socio-economic backgrounds, underrepresented racial and ethnic groups, disabled students, mature learners, carers, and international students, particularly where financial pressures intersect with other protected characteristics. In implementing this policy, the University will monitor access, continuation, attainment and progression data to identify and address any disproportionate effects and will ensure that appropriate mitigating measures—such as bursaries, scholarships, hardship funds and flexible payment arrangements—are available and clearly communicated. The University will keep the policy under regular review to ensure it supports fair access, reduces financial barriers to participation, and aligns with its statutory equality duties and EDI objectives.

8. Sustainability

8.1 This tuition fee policy has been developed with due regard to the University's sustainability commitments and its responsibility to operate in an environmentally, socially and financially sustainable manner. The University recognises that tuition income plays a critical role in maintaining high-quality teaching, student support, and infrastructure, while also enabling investment in low-carbon estates, digital innovation, and sustainable campus initiatives. In implementing this policy, the University will seek to ensure that fee levels support long-term financial resilience without creating unnecessary barriers to access, and that resources generated are deployed efficiently and transparently in support of institutional sustainability goals. The policy will be reviewed periodically to ensure alignment with the University's sustainability strategy, regulatory requirements, and evolving environmental and social responsibilities.

9. Related policies and standards/documentation

9.1 [Student Contract](#)

9.2 [Student Debt Collection Policy](#)

9.3 [Student Protection Plan](#)

9.4 [Student Complaints Procedure](#)

10. Schedules

[Schedule 1: Undergraduate Students \(not including distance learning and students studying at partner institutions\)](#)

[Schedule 2: Postgraduate Students](#)

[Schedule 3: Distance Learning Students](#)

[Schedule 4: Foundation Diploma in Art and Design Students](#)

[Schedule 5: Research Students](#)

[Schedule 6: Partner Institution Students](#)

[Schedule 7: Part Time Students and Students Studying on a Module-by-Module basis](#)

[Schedule 8: Centre for English Language Learning Students](#)

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Schedule 1

Undergraduate students

* not including distance learners

** partner institution students please also refer to the [partner institutions students section](#)

Home undergraduate students (full-time and part-time)

1. **Taking out a tuition fee loan** - Students are liable for their tuition fee from the start date of their programme/first day of term (unless they leave on the 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.

Tuition Fee Liability for Programmes running on Sept to June Academic Calendar			
	Autumn term	Spring term	Summer term
Date	Monday 29 September 2025	Monday 05 January 2026	Monday 20 April 2026
Percentage of fee due	25%	25%	50%

2. Once a term has started, students are liable for the full fee for that term (unless they leave on the first day of 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 term of their first year of a new programme (not including internal transfers between programmes) or where students are unable to progress due to non-progression or an unsuccessful appeal (submitted prior to re-registration).
3. Where a student is required to repeat module(s)/resit module(s) with attendance as part of their programme due to academic fails or non-completion on a part-time basis, they will be charged per module at the standard rate for their programme for their year of entry.
4. **Paying your own fees** - A student's total tuition fee for 2025/26 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 set up an agreed instalment plan for the balance. For details, please contact income@dmu.ac.uk.

Home students on Nursing, Midwifery, Paramedicine, Associate Ambulance Practice and Diagnostic Radiography Programmes

5. Term dates and tuition fee liability points differ for some Health and Life Sciences Faculty programmes due to the number of weeks of study per academic year. The tables below set out details of courses that have different undergraduate term dates and where applicable the varied liability points for these programmes, depending on the programme and if there are multiple intakes.
6. Please note: students who change seasonal intake (also known as backgrouping their studies, i.e. change from a January or 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 draw down student fees based on the original intake.
- a. Backgrouped students will be required to pay for additional registration periods which may or may not be covered by a Tuition Fee Loan entitlement. Such students are required to seek advice from the University's Student Fees and Finance team about fee liability and funding entitlement before committing to study dates and backgrouping arrangements proposed by their faculty.

Tuition Fee Liability – Nursing and Midwifery Programmes September Intake, Paramedicine and Associate Ambulance Practice			
	Autumn term	Spring term	Summer term
Date	Monday 29 September 2025	Monday 09 February 2026	Monday 15 June 2026
Percentage of fee due	25%	25%	50%

Tuition Fee Liability – Nursing and Midwifery Programmes February Intake			
	Spring term	Summer term	Autumn/Winter term
Date	Monday 26 January 2026	Monday 01 June 2026	Monday 05 October 2026
Percentage of fee due	25%	25%	50%

Tuition Fee Liability - Diagnostic Radiography			
	Autumn term	Spring term	Summer term
Date	Monday 29 September 2025	Monday 05 January 2026	Monday 20 April 2026
Percentage of fee due	25%	25%	50%

7. **Paying your own fees** - A student's total tuition fee for 2025/26 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 set up an agreed instalment plan within four weeks of registration. Please contact income@dmu.ac.uk for details.
8. Once a term has started, students are liable for the full fee for that term (unless they leave on the first day of 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 term of their first year of a new programme (not including internal transfers between programmes) or where students are unable to progress due to non-progression or an unsuccessful appeal (submitted prior to re-registration).

International undergraduate students starting September 2019 or after

9. A student's total tuition fee for 2025/26 will be charged from the start date of their programme/first day of term. 50% of the fees are required to have been paid by point of registration (in order to receive a final registration) and the balance can be paid by instalments. For details, please contact income@dmu.ac.uk.
10. Students are 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 term of their first year of a new programme (not including internal transfers between programmes) or where students are unable to progress due to non-progression or an unsuccessful appeal (submitted prior to re-registration).

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

	Autumn term	Spring term	Summer term
Date	Payment by point of registration required, in readiness to start teaching on Monday 29 September 2025	Monday 05 January 2026	Monday 20 April 2026
Percentage of fee due	50%	25%	25%

12. 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 from their studies in the spring term, would be liable for fees incurred in the autumn term and spring term at the rates detailed above. In the situation where students are unable to progress to the next academic year post registration, due to non-progression or an unsuccessful appeal (submitted prior to re-registration), fees would not be charged.

Schedule 2

Postgraduate students

***not including research students or distance learners**

Postgraduate students - Home students

13. A student's total tuition fee for 2025/26 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 for details.
14. 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 term of their first year of a new programme (not including internal transfers between programmes).
15. Where a student is required to repeat module(s)/resit module(s) with attendance as part of their programme due to academic fails or non-completion on a part-time basis, they will be charged per module at the standard rate for their programme for their year of entry.
16. 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.
17. 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 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 of mode (i.e. full-time to part-time, or distance learning to with-attendance study)
 - change from weekday to weekend only attendance (or vice-versa)
 - change in the number of modules studied
 - a leave of absence or
 - 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)
- change in end date

Northern Irish postgraduate students in receipt of postgraduate SFNI funding

18. **Taking out a tuition fee loan** - Students are 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.

Tuition Fee Liability for Programmes running on a Sept 12 month Academic Calendar				
	Autumn term	Spring term	Summer term	
Date	Monday 29 September 2025	Monday 09 February 2026	Monday 15 June 2026	
Percentage of fee due	25%	25%	50%	

19. 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 term of their first year of a new programme (not including internal transfers between programmes) or where students are unable to progress due to non-progression or an unsuccessful appeal (submitted prior to re-registration).

20. Students who have taken out a Postgraduate Tuition Fee Loan from Student Finance Northern Ireland, 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.

21. Under the agreement taken out with Student Finance Northern Ireland, 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 Student Finance Northern Ireland – please email 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, distance learning to with-attendance study)
- change from weekday to weekend only attendance (or vice-versa)

- change in the number of modules studied
- a leave of absence or
- 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)
- change in programme end date

International postgraduate students

22. A student's total tuition fee for 2025/26 will be charged from the start date of their programme/first day of term. 50% of the fees are required to have been paid by point of registration (in order to receive a final registration) and the balance can be paid by instalments. For details, please contact income@dmu.ac.uk.

23. Students are 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 term of their first year of a new programme (not including internal transfers between programmes).

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

Tuition Fee Liability – September Intake			
	Autumn term	Spring term	Summer term
Date	Payment by point of registration required, in readiness to start teaching on Monday 29 September 2025	Monday 05 January 2026	Monday 27 April 2026
Percentage of fee due	50%	25%	25%

Tuition Fee Liability - February Intake			
	Spring Term	Summer Term	Autumn/Winter term
Date	Monday 09 February 2026	Monday 15 June 2026	Monday 05 October 2026
Percentage of fee due	50%	25%	25%

25. 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 September-intake student withdrawing from their studies in the spring Term, would be liable for fees incurred in the autumn term and spring term at the rates detailed above. In the situation where students are unable to progress to the next academic year post registration, due to non-progression or an unsuccessful appeal (submitted prior to re-registration), fees would not be charged.

Schedule 3

Distance learning students

***Not including undergraduate National Design Academy (NDA) or National Motorsport Academy (NMA) students**

Distance Learning Home and International Students (undergraduate and postgraduate) starting September 2020 onwards

26. Where students on a programme studying individual modules via distance learning, students are liable for their total tuition fee for the modules they are registered on at that point from the start date of their module/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 term of their first year of a new programme (not including internal transfers between programmes). A new programme (and therefore the cooling off period) is defined by a new application to DMU, resulting in a new registration.
27. Where a student is required to repeat module(s)/resit module(s) with attendance as part of their programme due to academic fails or non-completion on a part-time basis, they will be charged per module at the standard rate for their programme for their year of entry.
28. Where a student withdraws or takes a leave of absence from their studies during the academic year, they will be charged the full fee for only the modules they have started/are booked on. Any subsequent modules that have not been started/are not booked on, will not be charged for.

Distance Learning Home and International Students (undergraduate and postgraduate) starting September 2017 to August 2020

29. A student’s total tuition fee for 2025/26 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 for details.
30. 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 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 term of their first year of a new programme (not including internal transfers between programmes).
31. As distance learning programmes are not attendance based, it is vital that students notify DMU of their intention to make a leave of absence request or withdraw, as fees will be pro-rated to the date on which we are notified of your leave of absence/withdrawal.

32. 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.

33. 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 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, distance learning to with-attendance study)
- change from weekday to weekend only attendance (or vice-versa)
- change in the number of modules studied
- a leave of absence or
- 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)
- change in end date

Schedule 4

Foundation Diploma in Art & Design Students

Home and International Students

34. A student's total tuition fee for 2025/26 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 for details.
35. 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 term of their first year of a new programme (not including internal transfers between programmes).
36. Where a student is required to repeat module(s)/resit module(s) with attendance as part of their programme due to academic fails or non-completion on a part-time basis, they will be charged per module at the standard rate for their programme for their year of entry.
37. 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.
38. 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 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, distance learning to with-attendance study)
 - change from weekday to weekend only attendance (or vice-versa)
 - change in the number of modules studied
 - a leave of absence or
 - a withdrawal

Schedule 5

Research students

Home Research students starting in September 2020 and onwards

39. A student's total tuition fee for 2025/26 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 for details.
40. 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 term of their first year of a new programme (not including internal transfers between programmes).
41. Students who have taken out a Postgraduate Doctoral Loan (only available to new students from September 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.
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 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, distance learning to with-attendance study)
 - change from weekday to weekend only attendance (or vice-versa)
 - change in the number of modules studied
 - a leave of absence or
 - 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)
 - change in end date

Home Research students starting August 2020 or before

43. A student's total tuition fee for 2025/26 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 for details.
44. 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 term of their first year of a new programme (not including internal transfers between programmes).
45. Students who have taken out a Postgraduate Doctoral Loan (only available to new students from September 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.
46. 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 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, distance learning to with-attendance study)
 - change from weekday to weekend only attendance (or vice-versa)
 - change in the number of modules studied
 - a leave of absence or
 - 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)
 - change in end date

International research students starting September 2019 or after

47. A student's total tuition fee for 2025/26 will be charged from the start date of their programme/first day of term. 50% of the fees are required to have been paid by point of registration (in order to receive a final registration) and the balance can be paid by instalments. For details, please contact income@dmu.ac.uk.

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

	Autumn term	Spring term	Summer term
Date	Monday 29 September 2025	Monday 05 January 2026	Monday 20 April 2026
Percentage of fee due	50%	25%	25%

49. 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 from their studies in the spring term, would be liable for fees incurred in the autumn term and spring term at the rates detailed above. Please note: this is subject to the 14 days (10 working days) "cooling off" period available to students in the first term of their first year of a new programme (not including internal transfers between programmes) or where students are unable to progress due to non-progression or an unsuccessful appeal (submitted prior to re-registration).

International research students starting September 2017 to August 2019

50. A student's total tuition fee for 2025/26 will be charged from the start date of their programme/first day of term. 50% of the fees must be paid by 31 October 2025 and the balance can be paid by instalments. For details, please contact income@dmu.ac.uk.

	Autumn term	Spring term	Summer term
Date	Monday 29 September 2025	Monday 05 January 2026	Monday 20 April 2026
Percentage of fee due	50%	25%	25%

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

the rates detailed above. In the situation where students are unable to progress to the next academic year post registration, due to non-progression or an unsuccessful appeal (submitted prior to re-registration), fees would not be charged.

International research students starting pre-September 2017

52. A student's total tuition fee for 2025/26 will be charged from the start date of their programme/first day of term. 50% of the fees must be paid by 31 October 2025 and the balance can be paid by instalments. For details, please contact income@dmu.ac.uk.

53. Where a student withdraws or takes a leave of absence from their studies during the first term, 50% 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.

Schedule 6

Partner institution students

54. For students studying at partner institutions, students in most cases will be subject to the relevant Charging and Refunding Policy as stated above. However, in cases where partner institutions have additional policies, these will also need to be adhered to.
55. Where a student is required to repeat module(s)/resit module(s) with attendance as part of their programme due to academic fails or non-completion on a part-time basis, they will be charged per module at the standard rate for their programme for their year of entry.
56. For Home students at partner institutions or on a partner institution and DMU integrated programme, who are studying a course with an alternative delivery model (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 Loans Company Funding Regulations restrict the way in which student funding can be paid.
57. 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
 - London School of Science & Technology programmes
 - National Motorsport Academy programmes
 - National Design Academy programmes
 - Performance Preparation Academy programmes
 - Raindance Educational Services Ltd
 - SCL Education & Training Ltd
58. Students on these programmes should contact studentfunding@dmu.ac.uk for more detailed information and advice in regard to your course specific liability dates/policy.
59. 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 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, distance learning to with-attendance study)
- change from weekday to weekend only attendance (or vice-versa)
- change in the number of modules studied
- a leave of absence or
- 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)
- change in end date

Schedule 7

Part-time and module by module students. (including Learning Beyond Registration/Workforce Development Funding & Distance Learning)

60. Where students have a part-time mode of attendance and are studying a reduced number of credits or are on a programme of study made up of individual modules, students are liable for their total tuition fee for the modules they are registered on at that point from the start date of their module/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 term of their first year of a new programme (not including internal transfers between programmes). A new programme (and therefore the cooling off period) is defined by a new application to DMU, resulting in a new registration.
61. Where a student is required to repeat module(s)/resit module(s) with attendance as part of their programme due to academic fails or non-completion on a part-time basis, they will be charged per module at the standard rate for their programme for their year of entry.
62. Where a student withdraws or takes a leave of absence from their studies during the academic year, they will only be charged for the modules they have started/are currently running. Any subsequent modules that have not been started/are not running will not be charged for.

Students studying part-time on a full-time course

63. Where it has been agreed that students can study part-time on a full-time course (usually studying one level across two academic years) due to medical reasons or a disability, students are liable for fees equally split across both years. It is acknowledged that Student Loans Company policy will provide payment of a full tuition fee loan in the second of the two years. Students are required to formally agree this mode of attendance with their Faculty and the Disability Advice and Support team at DMU, in order that this can be accurately reflected on the student’s record and the Student Loans Company are notified.

Schedule 8

Centre for Language Learning students

64. Students studying with the Centre for English Language Learning will be liable for their total tuition fee for the modules they are registered on at that point from the start date of their module/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 term of their first year of a new programme (not including internal transfers between programmes). A new programme (and therefore the cooling off period) is defined by a new application to DMU, resulting in a new registration.
65. Where a student withdraws or takes a leave of absence from their studies during the academic year, they will only be charged for the modules they have started/are currently running. Any subsequent modules that have not been started/are not running will not be charged for.