

Tuition Fee Charging and Refunding Policy 2017/18

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 fails 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.
- Requests to interrupt or withdraw enrolment are not confirmed until the university has approved the request; the date of interruption or withdrawal used for charging and refund purposes will be the date that the university has confirmed the request.

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New home and EU undergraduate students (full-time and part-time)

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 2 October 2017 | Monday 8 January 2018 | Monday 9 April 2018 |
| Percentage of fee due | 25% | 25% | 50% |

Tuition fee liability – NHS courses

The government has changed the way students studying nursing, midwifery and speech and language therapy courses are funded.

2. For all students attending university from September 2017 onwards NHS bursaries will no longer be available. Instead, you will have access to the standard student support package of tuition fee loans and support for living costs from Student Finance England. Students studying an NMC accredited course (previously NHS commissioned programmes) beginning September 2017 and March 2018 will have access to the standard student support package of tuition fee loans and support for living costs. Term dates and tuition fee liability points will be different for NMC accredited courses – the tables below set out the liability points for these courses, depending on the intake of your course.

| Tuition fee liability – NMC accredited courses (September intake) | | | |
|-------------------------------------------------------------------|-----------------------------|---------------------------|-----------------------|
| Term | Term 1 | Term 2 | Term 3 |
| Date | Monday 25 September 2017 | Monday 22 January 2018 | Monday 4 June 2018 |
| Percentage of fee due | 25% | 25% | 50% |

| Tuition fee liability – NMC accredited courses (March intake) | | | |
|---------------------------------------------------------------|----------------------------|-----------------------|----------------------------|
| Term | Term 1 | Term 2 | Term 3 |
| Date | Monday 26 February 2018 | Monday 9 July 2018 | Monday 19 November 2018 |
| Percentage of fee due | 25% | 25% | 50% |

3. After Monday 16 October 2017, 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.

4. **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.

5. 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.

6. If your course has a non-standard start date (i.e., a date other than Monday 2 October 2017), 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. Different tuition fee liability points may also apply. Contact studentfunding@dmu.ac.uk for more information.

Paying your own fees

7. Your total tuition fee for 2017/18 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 2017 and set up an agreed instalment plan for the balance. For details, please contact income@dmu.ac.uk.

8. After Monday 16 October 2017, 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. If your course has a non-standard start date (i.e., a date other than Monday 2 October 2017), 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 undergraduate students (full-time and part-time)

Taking out a Tuition Fee Loan

10. 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 2 October 2017 | Monday 8 January 2018 | Monday 9 April 2018 |
| Percentage of fee due | 25% | 25% | 50% |

11. 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. **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.

13. 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. Different tuition fee liability points may also apply. Contact studentfunding@dmu.ac.uk for more information.

Paying your own fees

14. Your total tuition fee for 2017/18 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 Tuesday 31 October 2017 and set up an agreed instalment plan for the balance. For details, please contact income@dmu.ac.uk.

15. 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 part-time (pre-September 2012 start) undergraduate students - receiving a tuition fee grant

16. Your total tuition fee for 2017/18 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.

17. 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

18. Your total tuition fee for 2017/18 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.

19. Where you withdraw or interrupt your studies during the first term after Monday 16 October 2017, you 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 course before the 15th of the month, they will not be charged for that month.

20. **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. 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.

21. If your course has a non-standard start date (i.e., a date other than Monday 2 October 2017), 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

22. Your total tuition fee for 2017/18 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.

23. 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

24. Your total tuition fee for 2017/18 will be charged from the start date of your course/first day of term. 50 per cent of the fees must be paid by Tuesday 31 October 2017 and the balance can be paid by instalments. For details, please contact income@dmu.ac.uk.

25. Where you withdraw or interrupt your studies during the first term after Monday 16 October 2017, 50 per cent of the fee will be due for payment irrespective of the date of withdrawal. You will be formally liable for your total tuition fee from the start date of your course/first day of term. The tuition fees you owe for each term, as a proportion of your full yearly tuition fee are shown below.

| Term | Autumn Term | Spring Term | Summer Term |
|-----------------------|--------------------------|--------------------------|------------------------|
| Date | Monday 2 October 2017 | Monday 8 January 2018 | Monday 9 April 2018 |
| Percentage of fee due | 50% | 25% | 25% |

26. Once a term has started, you are liable for the full fee for that term (and the terms in which you have previously been enrolled), even if you withdraw or interrupt your course 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.

27. If your course has a non-standard start date, or you are approved to start your course later than the standard term start date of Monday 2 October 2017, you have 14 days (10 working days) from the day of your registration during which you can officially withdraw from your course or interrupt your studies and a fee will not be levied. Different tuition fee liability points may also apply. Contact studentfunding@dmu.ac.uk for more information.

All returning overseas students

28. Your total tuition fee for 2017/18 will be charged from the start date of your course/first day of term. 50 per cent of the fees must be paid by Tuesday 31 October 2017 and the balance can be paid by instalments. For details, please contact income@dmu.ac.uk.

29. 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

30. Your total tuition fee for 2017/18 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.

31. Where you withdraw or interrupt your studies during the first term after Monday 16 October 2017, you 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 course before the 15th of the month, they will not be charged for that month.

32. 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.

33. If your course has a non-standard start date (i.e., a date other than Monday 2 October 2017), 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

34. Your total tuition fee for 2017/18 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.

35. 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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Postgraduate research students

All new home and EU students

36. Your total tuition fee for 2017/18 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.

37. Where you withdraw or interrupt your studies during the first term after Monday 16 October 2017, you 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 course before the 15th of the month, they will not be charged for that month.

38. If your course has a non-standard start date (i.e., a date other than Monday 2 October 2017), 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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