

# Tuition Fee Charging & Refunding Policy 2024/25

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:

- Students are liable for their tuition fee from the start date of their programme/first day of term.
- 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.
- This policy should be read alongside the Student Regulations, De Montfort University's Student Contract and the Compensation and Refunding Policy.
- Understanding that DMU reserves the right to take legal action against the student in order to recover any debt.
- A new programme is defined by a new application to DMU, resulting in a new registration.
- 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.
- 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.
- 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.
- 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).**
- 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.
- 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 faculty to whether a fee waiver can be applied.
- **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 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
- 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.
  - If a programme starts on Monday 30 September 2024, after Monday 14 October 2024, 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 30 September 2024), 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 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.
- 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.
- 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.
- Please note: all dates provided are subject to any review of academic calendar/term dates.

## Contents

Undergraduate students .....	4
Postgraduate students .....	6
Distance Learning students .....	9
FE Art Foundation students.....	10
Research students.....	11
Partner institution students .....	13
Part-time and module-by-module students .....	14
Centre for Language Learning students .....	14
Students studying part-time on a full-time course .....	14

# 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 Loan Company on a student's behalf, shortly after the dates shown below.

Tuition Fee Liability – standard programmes			
	Autumn term	Spring term	Summer term
Date	Monday 30 September 2024	Monday 06 January 2025	Monday 28 April 2025
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).
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 2024/25 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 2024 and set up an agreed instalment plan for the balance. For details, please contact [income@dmu.ac.uk](mailto: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 non-standard 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 Finance and Welfare team about fee liability and funding entitlement before committing to study dates and backgrouping arrangements proposed by their faculty.

<b>Tuition Fee Liability – Nursing and Midwifery Programmes September Intake, Paramedicine and Associate Ambulance Practice</b>			
	<b>Autumn term</b>	<b>Spring term</b>	<b>Summer term</b>
<b>Date</b>	Monday 30 <sup>th</sup> September 2024	Monday 10 <sup>th</sup> February 2025 (TBC)	Monday 16 <sup>th</sup> June 2025 (TBC)
<b>Percentage of fee due</b>	25%	25%	50%

<b>Tuition Fee Liability – Nursing and Midwifery Programmes February Intake</b>			
	<b>Spring term</b>	<b>Summer term</b>	<b>Autumn/Winter term</b>
<b>Date</b>	Monday 10 <sup>th</sup> February 2025 (TBC)	Monday 16 <sup>th</sup> June 2025 (TBC)	Monday 29 <sup>th</sup> September 2025 (TBC)
<b>Percentage of fee due</b>	25%	25%	50%

<b>Tuition Fee Liability – Diagnostic Radiography</b>			
	<b>Autumn term</b>	<b>Spring term</b>	<b>Summer term</b>
<b>Date</b>	Monday 30 <sup>th</sup> September 2024	Monday 06 January 2025 (TBC)	Monday 28 April 2025 (TBC)
<b>Percentage of fee due</b>	25%	25%	50%

- Paying your own fees** – A student’s total tuition fee for 2024/25 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 2024 (for September Intake programmes) or within four weeks of registration (for January and March intake programmes) and set up an agreed instalment plan for the balance. Please contact [income@dmu.ac.uk](mailto:income@dmu.ac.uk) for details.
- 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).

#### **International undergraduate students starting September 2019 or after**

- A student’s total tuition fee for 2024/25 will be charged from the start date of their programme/first day of term. 50 per cent 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](mailto:income@dmu.ac.uk).
- 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).
- The tuition fees owed for each term, as a proportion of the full yearly tuition fee are shown below.

	<b>Autumn term</b>	<b>Spring term</b>	<b>Summer term</b>
<b>Date</b>	Payment by point of registration required, in readiness to start teaching on Monday 30 September 2024	Monday 06 January 2025	Monday 28 April 2025
<b>Percentage of fee due</b>	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 their studies in the Spring Term, would be liable for fees incurred in the autumn term and spring term at the rates detailed above.

## Postgraduate students

\*not including research students or distance learners

### Postgraduate students - Home students

13. A student's total tuition fee for 2024/25 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.
14. Where a student withdraws or takes a leave of absence from their studies, 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 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](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 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 Loan Company on a student's behalf, shortly after the dates shown below.

Tuition Fee Liability – standard programmes			
	Autumn term	Spring term	Summer term
Date	Monday 30 September 2024	Monday 06 January 2025	Monday 28 April 2025
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).
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](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 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 (starting September 2019 or after)

22. A student's total tuition fee for 2024/25 will be charged from the start date of their programme/first day of term. 50 per cent 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](mailto: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.

<b>Tuition Fee Liability – September Intake</b>			
	<b>Autumn term</b>	<b>Spring term</b>	<b>Summer term</b>
<b>Date</b>	Payment by point of registration required, in readiness to start teaching on Monday 30 September 2023	Monday 06 January 2025	Monday 28 April 2025
<b>Percentage of fee due</b>	50%	25%	25%

<b>Tuition Fee Liability – February Intake</b>			
	<b>Spring Term</b>	<b>Summer Term</b>	<b>Summer term</b>
<b>Date</b>	Monday 10 February 2025 (TBC)	Monday 16 June 2025 (TBC)	Monday 29 September 2025 (TBC)
<b>Percentage of fee due</b>	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 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 September 2017 to August 2019**

26. A student's total tuition fee for 2024/25 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 2024 and the balance can be paid by instalments. For details, please contact [income@dmu.ac.uk](mailto:income@dmu.ac.uk).

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

	<b>Autumn term</b>	<b>Spring term</b>	<b>Summer term</b>
<b>Date</b>	Payment by point of registration required, in readiness to start teaching on Monday 30 September 2024	Monday 06 January 2025	Monday 28 April 2025
<b>Percentage of fee due</b>	50%	25%	25%

28. 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.



# 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

29. 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.
30. 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.
31. 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

32. A student's total tuition fee for 2024/25 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.
33. 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 term of their first year of a new programme (not including internal transfers between programmes).
34. 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 pro-rated to the date on which we are notified of your leave of absence/withdrawal.
35. 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.
36. 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 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

## FE Art Foundation Students

\*FE Art Foundation Home and International Students

37. A student's total tuition fee for 2024/25 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.
38. 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 term of their first year of a new programme (not including internal transfers between programmes).
39. 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.
40. 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.
41. 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 or
  - a withdrawal

# Research students

## Home Research students Starting in September 2020 and onwards

42. A student's total tuition fee for 2024/25 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.
43. 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 term of their first year of a new programme (not including internal transfers between programmes).
44. 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.
45. 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 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

46. A student's total tuition fee for 2024/25 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.
47. 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 term of their first year of a new programme (not including internal transfers between programmes).
48. 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.

49. 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):
- i. non-attendance
  - ii. change in award aim
  - iii. change of mode (i.e., full-time to part-time)
  - iv. change in the number of modules studied
  - v. a leave of absence or
  - vi. a withdrawal
  - vii. receipt of additional funding such as Research Council Funding or NHS funding (if applicable)
  - viii. change in study intensity (programme end date is extended)
  - ix. change in end date

#### International research students starting September 2019 or after

50. A student's total tuition fee for 2024/25 will be charged from the start date of their programme/first day of term. 50 per cent 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](mailto:income@dmu.ac.uk).
51. 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
<b>Date</b>	Monday 30 September 2024	Monday 06 January 2025	Monday 28 April 2025
<b>Percentage of fee due</b>	50%	25%	25%

52. 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. 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).

#### International research students starting September 2017 to August 2019

53. A student's total tuition fee for 2024/25 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 2024 and the balance can be paid by instalments. For details, please contact [income@dmu.ac.uk](mailto:income@dmu.ac.uk).

	Autumn term	Spring term	Summer term
<b>Date</b>	Monday 30 September 2024	Monday 06 January 2025	Monday 28 April 2025
<b>Percentage of fee due</b>	50%	25%	25%

54. 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 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

55. A student's total tuition fee for 2024/25 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 2024 and the balance can be paid by instalments. For details, please contact [income@dmu.ac.uk](mailto:income@dmu.ac.uk).
56. 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.

## Partner institution students

57. 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.
58. 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.
59. For Home students at partner institutions or on a partner institution and DMU integrated programme, who are studying a non-standard course (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.
60. 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
61. 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/policy.
62. 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 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

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

63. 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.
64. 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.
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.

## Centre for Language Learning students

66. 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.
67. 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

68. 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.