

Tuition Fee Charging & Refund Policy – 2025/2026

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1. Introduction and Purpose

- 1.1. This document sets out De Montfort University's (hereafter referred to as "the University") tuition fee charging and refund policy.
- 1.2. Tuition fees cover the provision of tuition which students receive and the use of university facilities, including the libraries and computing facilities, which are available throughout the duration of your enrolment with the university.
- 1.3. Tuition Fees do not cover the cost of reference books, notebooks and other stationery needed for study. It also excludes other fees and charges, details of which are set out in the Student Handbook.
 - 1.3.1. Students are liable for their tuition fee from the start date of their programme/first day of term.
 - 1.3.2. Students are liable for all tuition fees incurred for the duration of their programme of study. If the student or their sponsor fails to pay their tuition fees in a timely manner, DMU reserves the right to de-register the student from their programme.
 - 1.3.3. This policy should be read alongside the Student Regulations, De Montfort University's Student Contract.
 - 1.3.4. DMU reserves the right to take legal action against the student to recover any debt.
 - 1.3.5. Should a student wish to leave the University before the end of their programme of study, the student is responsible for contacting the University to withdraw their registration or take leave for absence. If the student does not contact the University, they are liable to incur costs equating to up to that full year of tuition.
 - 1.3.6. Requests to take leave for absence 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.
 - 1.3.7. 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.
 - 1.3.8. 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).

1.3.9. Any student who owes Tuition Fees will not receive 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.

1.3.10. Where a student has extenuating circumstances that may mean they have to take a leave for absence or withdraw from their studies, it is at the discretion of the faculty to whether a fee waiver can be applied.

1.3.11. 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.

Please note: all dates provided are subject to any review of academic calendar/term dates.

2. IYZ students

2.1. IYZ students are required to pay:

2.1.1. a non-refundable instalment advance of 10% of the annual tuition fees with acceptance of the offer.

2.1.2. the remaining 90% balance would be settled as below:

2.1.2.1. Full time study for September intake - maximum up to 9 equal instalments on the 5th of every month from September to May within the academic year.

2.1.2.2. Full time study for January intake - maximum up to 7 equal instalments on the 5th of every month from January to July within the academic year.

3. Undergraduate students

3.1. Undergraduate students are required to pay:

3.1.1. a non-refundable instalment advance of 10% of the annual tuition fees with acceptance of the offer.

3.1.2. 4.1.2. the remaining 90% balance would be settled as follows:

- 3.1.2.1. Full time study for September intake - maximum up to 9 equal instalments on the 5th of every month from September to May within the academic year.
- 3.1.2.2. Full time study for February intake - maximum up to 7 equal instalments on the 5th of every month from February to August within the academic year.

4. Postgraduate students

4.1. Postgraduate students are required to pay:

- 4.1.1. a non-refundable instalment advance of 10% of the annual tuition fees with acceptance of the offer.
- 4.1.2. the remaining 90% balance would be settled as follows:
 - 4.1.2.1. Full time study for September intake – maximum up to 9 equal instalments on the 5th of every month from September to May within the academic year.
 - 4.1.2.2. Part time study for September intake - maximum up to 18 equal Instalments on 5th of every month from September to May each respective academic year
 - 4.1.2.3. Full time study for February intake - maximum up to 7 equal instalments on the 5th of every month from February to August within the academic year.
 - 4.1.2.4. Part time study for February intake - maximum up to 18 equal Instalments on 5th of every month from February to August each respective academic year

5. International students (non- resident in UAE)

5.1. Students from outside the UAE can arrange an international payment plan, allowing payment to be made as follows:

- 5.1.1. 10% of the annual tuition fees with acceptance of the offer (this is a non-refundable advance instalment) .
- 5.1.2. 15% will be due on or before enrolment (this will be payable earlier if the student is applying for a university sponsored visa)
- 5.1.3. Remaining to be paid as below for September intake:
 - 5.1.3.1. 25% will be due on 5th November 2025

5.1.3.2. 25% will be due on 5th January 2026

5.1.3.3. 25% will be due on 5th March 2026

5.1.4. Remaining to be paid as below for January intake:

5.1.4.1. 25% will be due on 5th March 2025

5.1.4.2. 25% will be due on 5th May 2026

5.1.4.3. 25% will be due on 5th July 2026

5.1.5. Remaining to be paid as below for February intake:

5.1.5.1. 25% will be due on 5th April 2025

5.1.5.2. 25% will be due on 5th June 2026

5.1.5.3. 25% will be due on 5th Aug 2026

6. Tuition fee refunds

6.1. Withdrawal before the start of the academic period

If a student wishes to withdraw before the start of the academic period, will be entitled to a refund according to below:

6.1.1. If a student (local) withdraws before commencing his studies, will be entitled to a refund of the fees paid, except for the admissions application fee and advance instalment (equivalent to 10% of the first-year tuition fees).

6.1.2. If a student (International or on university sponsored visa) withdraws before commencing his studies, will be entitled to a refund of the fees paid, except for the admissions application fee and advance instalment (equivalent to 25% of the first-year tuition fees).

6.2. Withdrawal after the start of the academic period

- 6.2.1. Your withdrawal should be processed automatically once you have submitted your completed 'Withdrawal Form'. The Finance Office will process the withdrawal and calculate any refund due as follows:
- 6.2.2. If a student (local) withdraws within 4 weeks from the starting date of his program of study, will be entitled to a refund of the fees paid, except for the admissions application fee and first instalment (equivalent to 10% of the first-year tuition fees).
- 6.2.3. If student (International or on university sponsored visa) withdraws within 4 weeks from the starting date of his program of study, will be entitled to a refund of the fees paid, except for the admissions application fee and first instalment (equivalent to 25% of the first-year tuition fees).
- 6.2.4. If student withdraws at any time after 4 weeks from the start date of the program, the fees for the semester in which student currently enrolled will be charged and any excess balance paid will be refunded.
- 6.2.5. If student withdraws at 4 weeks or less from the end date of the program, will not be entitled to any refund for that particular year.

6.3. Leave of absence

- 6.3.1. Students who wish to opt for 'leave of absence' must contact the Student Advice Centre and obtain approval from the Program Leader
- 6.3.2. Students will need to ensure that they complete and meet all the payment obligations related to that semester in which he/she has enrolled before opting for any Leave for absence.

6.4. Change of course or change in study mode

- 6.4.1. Students may decide to switch/change their program of study to another program, or change their mode of study, for example from full time to part time or vice versa. Approval from the relevant Programme Leader is required before this change can take effect.

6.4.2. Students must be aware that there may be financial implications in opting for such changes. You are advised to contact the Student Advice Centre in the first instance to confirm this and to obtain confirmation from the Finance office that your records have been updated on your account to reflect your revised fee and any outstanding amounts that may be due.

6.5. Students deregistered from course

6.5.1. Students may be deregistered from their course due to non-payment of tuition fees, non-attendance, poor academic performance or for disciplinary reasons.

6.5.2. Any unpaid tuition fees due at the point of deregistration will be required to be settled in full. Reinstatement to continue studies will only be considered once the fees due have been paid or an agreeable payment plan has been agreed.

6.5.3. Refunds will only be processed where students have paid fees more than what would be due for the semester in which the deregistration took place. Fees paid for future semesters will be refunded. Sections 6.2.4 and 6.2.5 of this policy will apply in these circumstances.

7. Exceptions and Discretion

7.1. The University reserves the right to make exceptions or exercise discretion in certain circumstances, such as for students facing financial hardship, emergency situations, or extraordinary circumstances. Students seeking exceptions must submit a formal request to the Finance Office.

8. Policy Review and Updates

8.1. This policy will be reviewed annually and updated as necessary. Any changes to the policy will be communicated to all students, staff, and relevant stakeholders.