



Tuition Fee Charging and Refunding Policy 2019/20

Further to

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

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 in the number of modules studied

a leave of absence

a withdrawal

receipt of additional funding such as Research Council Funding or NHS funding (if applicable)

change in study intensity (programme end date is extended)

change in end date

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

If a programme starts on Monday 30 September 2019, after Monday 14 October 2019, 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 2019), you have 14 days (10 working days) from the standard

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

12. **Paying your own fees** - A student's total tuition fee for 2019/20 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 2019 and set up an agreed instalment plan for the balance. For details please contact income@dmu.ac.uk for details.

Home and EU students on Nursing, Midwifery, Paramedicine, Associate Ambulance Practice (Dip HE) and Diagnostic Radiography Programmes

13. 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.

14. Please note: students who change seasonal intake (also known as a back group to their studies,

Percentage of fee
due

25%

14 days (10 working days) "cooling off" period available to students in the first year of a new programme (not including internal transfers between programmes).

16. **Paying your own fees** – A student's total tuition fee for 2019/20 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

Percentage of fee due	50%	25%	25%
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22. Once a term has started, students are liable for the full fee for that term (and for terms

withdrawals and leave of absences occurring after the Christmas vacation, a pro-rata charge will be levied on a daily basis.

Postgraduate Students (not including research students or distance learners)

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

29. A student's total tuition fee for 2019/20 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 they will be charged on a monthly pro-rata basis. Students will be charged for every month in which they were registered on or after the 15th of that month. Where a student leaves the programme before the 15th of the month, they will not be charged for that month. Please note: this is subject to the 14 days (10 working days) "cooling off" period available to students in the first year of a new programme (not including internal transfers between programmes).

31. 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.

32. Under the agreement taken out with the Student Loans Company students agree to notify them

Northern Irish postgraduate students in receipt of postgraduate SFNI funding

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

Tuition Fee Liability - standard programmes			
	Autumn Term	Spring Term	Summer Term
Date	Monday 30 September 2019	Monday 27 January 2020	Wednesday 27 May 2020
Percentage of fee due	25%	25%	50%

34. Once a term has started, students are liable for the full fee for that term, even if they withdraw

receipt of additional funding such as Research Council Funding or NHS funding (if applicable)

Percentage of fee due	50%	25%	25%
Tuition Fee Liability - International postgraduate students (January intake)			
	Autumn Term	Spring Term	Summer Term
Date	Payment by point of registration required, in readiness to start teaching on Monday 27 January 2020	Monday 27 April 2020	Monday 13 July 2020
Percentage of fee due	50%	25%	25%

42. Once a term has started, students are liable for the full fee for that term (and for terms previouslyprevdeg-8.17 (f)-002 Tc 0.005 Tw 10..4 (t)0.6 (u)-0.6 (d)-.792 1 g164 (lyd)0.7-0.6 1d)-0.2.4 (lypr)-0.7(e2.9 (n

Percentage of fee
due

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 the agreement to support include but are not limited to (please refer to the agreement for full details):

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

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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 in the number of modules studied
- a leave of absence
- a withdrawal
- receipt of additional funding such as Research Council Funding or NHS funding (if applicable)
- change in study intensity (programme end date is extended)
- change in end date

International research students starting September 2019 or after

64. A student’s total tuition fee for 2019/20 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.

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

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

Tuition Fee Liability - International research students starting September 2019 or after			
	Autumn Term	Spring Term	Summer Term
Date	Payment by point of registration required, in readiness to start teaching on Monday 27 September 2020	Monday 6 January 2020	Monday 27 April 2020

Percentage of fee due	50%	25%	25%
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67. 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.

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leave of absences occurring after the Christmas vacation, a pro-rata charge will be levied on a daily basis.

Partner institution students

74. 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.

75. For Home and EU 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.

76. Courses that fall into this remit are:

De Montfort University International College (DMUIC) January Start
Programmes with an International Year Zero and/or International First Year

De Montfort University International College (DMUIC) April Start
Programmes with an International Year Zero and/or International First Year

Leicester College - accelerated degrees

National Motorsport Academy programmes

National Design Academy Programmes

- 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