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- 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)

7. DMU offers all students 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 1 October 2018, after Monday 15 October 2018, 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 1 October 2018), 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 days (10 working days) “cooling off” period to be taken advantage of students are required to contact the faculty office within the cooling off period

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Undergraduate Students (not including distance learners)  
Partner College students please refer to the Partner College students section)

Home and EU undergraduate students (full time and parttime) starting in September 2017 or after

8. Taking out a tuition fee loan Students will be 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:

Term	Autumn Term	Spring Term	Summer Term
Date	Monday 1 October 2018	Monday 7 January 2019	Monday 29 April 2019
Percentage of fee due	25%	25%	50%

9. Tuition fee liability for Nursing and Midwifery programmes- For all students commencing their nursing and midwifery programmes at the university from September 2017 onwards NHS bursaries will no longer be available. This is due to a change in government funding. Instead, students will have access to the standard student support package of tuition fee loans and support for living costs from Student Finance England.

10. Term dates and tuition fee liability points differ for Nursing and Midwifery programmes due to the number of weeks of study per academic year – the table below sets out the liability points for these programmes, depending on the intake of your programme.

11. Please note: students who change seasonal intake (also known as back group to their



Tuition fee liability – Nursing and Midwifery (March intake)			
Term	Spring Term	Summer Term	Autumn/ Winter Term
Date	Monday 25 February 2019	Monday 8 July 2019	Monday 4 November 2019
Percentage of fee due	25%	25%	50%

12. 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:





## Postgraduate Students (not including research students or distance learners)

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

22. A student's total tuition fee for 2018/19 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.

23. 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 year of a new programme (not including internal transfers between programmes).

24. Students who have taken out a Postgraduate Masters Loan from the Student Loans



## Northern Irish postgraduate students in receipt of postgraduate SFNI funding

26. 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.

Term	Autumn Term	Spring Term	Summer Term
Date	Monday 1 October 2018	Monday 28 January 2019	Wednesday 29 May 2019
Percentage of fee due	25%	25%	50%

27. 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).

28. 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.


29. 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
- 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)

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## Distance Learning Students (not including undergraduate National Design Academy (NDA) or National Motorsport Academy (NMA) students)

### Distance Learning Home, EU and International Students (undergraduate and postgraduate) starting in Sept 2017 or after

38. A student's total tuition fee for 2018/19 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.

39. 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 year of a new programme (not including internal transfers between programmes).

40. As distance learning programmes are not attendance based, it is vital that students notify DMU of their intention to take a leave of absence or withdraw, as fees will be pro-rated to the date on which we are notified of your leave of absence/withdrawal.

41. 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.

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](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
- 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)

### Distance Learning Home, EU and International Students (undergraduate and postgraduate) starting preSeptember 2017

43. A student's total tuition fee for 2018/19 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.

44. Where a student withdraws or takes a leave of absence from their 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 leave of absences occurring after the Christmas vacation, a pro-rata charge will be levied on a daily basis.

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## FE Art Foundation Students

FE Art Foundation Home, EU and International Students starting in Sept 2018 or after

45. A student's total tuition fee for 2018/19 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.

46. 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



## Research Students

### Home and EU Research students

49. A student's total tuition fee for 2018/19 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.

50. 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 year of a new programme (not including internal transfers between programmes).

51. 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.

52. Under the agreement taken out with the Student Loans Company students agree to



International research students starting September 2017 or after

53. A student's total tuition fee for 2018/19 will



## Partner College Students

59. For students studying at Partner Colleges, students in most cases will be subject to the relevant Charging and Refunding Policy as stated above. However, in cases where partner colleges have additional policies, these will also need to be adhered to.

60. For Home and EU students at Partner Colleges or on a Partner College and DMU integrated programme, who are studying non-standard courses (i.e. non –September start,