

## Tuition Fee Charging and Refunding Policy 2020/21

Further to DMU's registration process (whether online or via paper form), under the terms and conditions o

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 28 September 2020, after Monday 12 October 2020, 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 28 September 2020, 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 taken advantage of students are required to contact the faculty office within the cooling off period.

8. This policy should be read alongside the Student Regulations, De Montfort University's Student Contract (which app-0.6 (t)0.7 ie7 (s)-3.4 ( )-5.5 0o undereradu ws)and he Codensationandun61.7 (i)-1.5 (n)-0.6 P (s)2

### Tuition Fee Liability - standard programmes

	Autumn Term	Spring Term	Summer Term
<b>Date</b>	Monday 05 October 2020	Monday 11 January 2021	Monday 19 April 2021
<b>Percentage of fee due</b>	25%	25%	50%

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 2020/21 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 30 October 2020 and set up an agreed instalment plan for the balance. For details please contact [income@dmu.ac.uk](mailto:income@dmu.ac.uk).

### Home and EU students on Nursing, Midwifery, Paramedicine, Associate Ambulance Practice 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 backgrouping their studies, i.e. change from a 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.

### Tuition Fee Liability - Nursing and Midwifery Programmes (September intake), Paramedicine and Associate Ambulance Practice

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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 September 2017 or after**

29. A student's total tuition fee for 2020/21 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.

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 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

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

33. Taking out a tuition fee loan - Students will be liable for their total tuition fee from the start date





Tuition Fee Liability - International postgraduate students (January intake)

	Spring Term	Summer Term	Summer Term
Date	Payment by point of registration required, in readiness to start teaching on Monday 25 January 2021	Monday 19 April 2021	Monday 12 July 2021
Percentage of fee due	50%	25%	

46. 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 pre-September 2017**

47. A student's total tuition fee for 2020/21 will be charged from the start date of their

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 programme end date

**Distance Learning Home, EU and International Students (undergraduate and postgraduate) starting pre-September 2017**

54. A student's total tuition fee for 2020/21 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.

finance payments made on a student's behalf are made in line with the student's loan agreement with the Student Loans Company.

59. 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

## Research students

### Home and EU Research students

60. A student's total tuition fee for 2020/21 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.

61. 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).

62. 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.

63. 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)

Percentage of  
fee due

50%

25%

25%





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)**

79. 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 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 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.

80. 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**

81. 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 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.

82. 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**

83. Where it has been agreed that student can study part-time on a full-time course (usually studying one level across two academic years) course due to medical reasons or a disability, students will be 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