



Tuition Fees and Finance Policy 2018/19

Doctoral Research Student fees

This policy applies to:

- Doctoral students

Students should read this leaflet in conjunction with their tuition fee payment form.

1. Tuition fees

1.1 All fees shown are for the academic year 2018/19 only. Fees are subject to change in future academic years.

1.2 Students are required to pay for the time studied during the academic year 2018/19. The commencement date of study is either 1st October 2018 or 1st February 2019.

2. Sponsorship

2.1 Students whose fees are to be paid by a sponsor will need to provide an official letter of sponsorship together with the Tuition Fee Payment form at the time of registration.

2.2 If at registration a student is unable to provide a copy of an official letter confirming sponsorship, the full fee liability will remain with the student, and as such, the student will be required to make payment arrangements in order to register.

2.3 An official letter of sponsorship must contain the following information:

Name of student

Name of sponsor (individual/company)

Contact details for sponsor

Total amount the sponsor is to pay for the academic year 2018/19

Letters should be on headed paper and/or stamped and signed by the Sponsor.

2.4 If a sponsor agrees to pay only part of the fees due for the academic year 2018/19, then the student must provide a method of payment for the remaining balance of fees due.

2.5 The University will invoice the sponsor directly for the fee amount outlined in the official letter of sponsorship.

3. Fee Waivers

3.1 If a student is in receipt of a fee waiver as part of their Studentship agreement, they will not be liable for their fees. Research Services will inform the Fees Office of all students in receipt of a fee waiver in advance of the commencement of each academic year.

3.2 Students who are members of St Mary's University staff may be eligible for a 75% fee waiver for their doctoral programme. Staff members are required to self-fund the remaining 25% of their tuition fees.

4. Fee liability following thesis submission

4.1 Students are required to be registered at the time of submission of their final thesis and at the time of their viva voce examination. All fees must be paid as per the fee payment schedule in Section 6 below. If you submit your thesis before your next fee instalment is due and your viva voce examination falls into the next fee instalment category, then you are liable for those fees up until you have successfully passed your PhD/EdD.

4.2 If you are required to undertake minor corrections to your thesis following the viva voce examination requiring up to 6 months additional work, and this takes you in to the next fee instalment category, you will not be liable for further fees. If you are required to make major corrections to your thesis following the viva voce examination requiring up to 12 months additional work, you will continue to be liable for fees until you have successfully passed your PhD/EdD.

5. Withdrawal/suspension of study

5.1 If a student decides to either withdraw or suspend his/her studies, or if the University terminates or suspends a student's course of study during the academic year 2018/19, the tuition fee payable will be calculated as follows:

Date of withdrawal/ Suspension of study	% of Full Year Tuition Fee Liability
Up to 6 th January 2019	25%
7 th January 2019 to 7 th April 2019	50%
8 th April 2019 to end of academic year	100%

5.2 The tuition fee liability will be calculated from the date the student advises the Registry Department, in writing, to the date of their suspension of study or withdrawal from the University. In this instance, an official Withdrawal or Leave of Absence Form issued by the Registry Department must be completed and returned back to the Registry Office.

5.3 Where a student has their programme of study terminated by the University, either for academic or non-academic reasons, then the student is liable for tuition fees up to the date of their termination of study.

6. Payment Methods

6.1 Students who are paying their own tuition fees may either pay in full or in 3 instalments on designated dates. It is not possible for payment to be made over more than 3 instalments or on alternative dates.

6.2 The designated dates for 2018/19 are:

- Monday 1st October 2018
- Wednesday 16th January 2019
- Wednesday 17th April 2019

6.3 Payment will be taken on or soon after the designated dates.

6.4 If a student elects to pay using the instalment plan then the total fees payable will be split equally over the 3 instalment dates as set above.

6.5 The University no longer accepts payment by personal cheque; this has been replaced by online payment (refer to point 7.1 on how to do this below).

6.6 The University will not write to you reminding you of the dates payment is due.

6.7 It is the student's responsibility to ensure that payments are received by the specified dates.

7. Online Payments

7.1 Payment should be made online at <https://epayments.stmarys.ac.uk/open/>

7.2 Any alterations to the instalment plan can only be made by the Fees Office staff who can be contacted at feesoffice@stmarys.ac.uk

7.3 Only enter your details on <https://epayments.stmarys.ac.uk/open/>. **Never email card details.**

7.4 You must provide your registration number and date of birth to access the payment screen.

7.5 Your registration number is six digits long and begins with your first year of study.

7.6 Please print the confirmation page which includes your receipt number and keep this with your records. You will also need to bring a copy of this to registration on registration day.

7.7 All card details held within the on-line payments system is PCI-DSS (Payment Card Industry Data Security Standard) compliant.

8. Credit/Debit Card Payments

8.1 If at any time your card details change, then it is your responsibility to notify the Fees Office of this change as soon as possible.

9. Debtor Policy

9.1 Following a dishonoured payment, it is expected that you will arrange payment using cleared funds within 10 working days of the original due date. If you fail to do this then your University facilities, which include access to the Learning Resource Centre and

computer facilities, will be withdrawn. Any outstanding debt will be referred to an external debt collection agency and your personal data such as name, address and the amount owed will be shared with the debt collection agency in order to recover the outstanding debt.

9.2 Once University facilities have been withdrawn they can only be re-instated once payment of the outstanding debt has been made in full, and an alternative payment method has been agreed for any remaining future instalments.

9.3 Subject to clauses 9.3.1 and 9.3.2 below, the University reserves the right to withhold the degree certificate and/or re-registration of any student that has outstanding tuition fees to the University from a previous academic year.

9.3.1 Before exercising the right to withhold a student's degree certificate and/or re-registration, the University will discuss the matter with the student, and will give due consideration to the circumstances in which the outstanding tuition fees have arisen (including the amount of any outstanding sums).

9.3.2 For the avoidance of doubt, the exercise, or otherwise, of the University's right to withhold a student's degree certificate and/or re-registration, as set out in clause 9.3 above, does not remove, or restrict, a student's statutory right to obtain information about their results or grades under the Data Protection Act 2018 and General Data Protection Regulation (GDPR) guidelines.

9.4 If a student fails to pay their fees promptly, the Registrar reserves the right to terminate the student's programme on the advice of the Finance Department.

10. GDPR

10.1 St Mary's will use the data you provide in your registration form completed manually or online for the purposes of:

- a) Determining the amount of tuition fee payable in relation to your circumstances;
- b) for the purposes of fulfilling our contractual obligations to you as a prospective student of the University;
- c) To process online tuition fee payments;
- d) To determine your eligibility for St Mary's bursaries and waivers;
- e) We share your personal information with other University departments name, if necessary, e.g. Registry, Student Services, Accommodation, International if you require the use of these services.

10.2 St Mary's takes its obligations in respect of privacy of personal data very seriously and it will only process personal information in accordance with its privacy statement and for the purposes detailed above, unless St Mary's informs you otherwise. In order to ensure that the personal data on the Tuition Fee Payment Form is accurate and up to date, St Mary's request that you inform them of any relevant changes to the personal information it holds about you.

Declaration

By completing and agreeing the on-line registration or manual Tuition Fee payment form, I consent to St Mary's University, Twickenham using my personal data for the purposes in 10.1 a-e above and understand that I can withdraw my consent at any time.

Useful Contacts

Email: feesoffice@stmarys.ac.uk

Telephone: 020 8240 4035

Fees Office Opening Hours

Monday-Friday: 9.00am-5.00pm

The Fees Office is situated in Room J116 of J Block.