



## **Postgraduate Tuition Fees and Finance Policy 2018/19**

This policy applies to:

### **Tuition Fees**

- Full time Masters students
- Part time Masters students

Students should read this leaflet in conjunction with their Tuition Fee payment form

Please note: This policy is NOT applicable to PGCE students. PGCE students please refer to the [Tuition Fees and Finance Policy 2018/19](#) or contact the Fees Office.

### **1. Tuition Fees**

**1.1** All fees shown are for the academic year 2018/19 only. All fees are subject to an inflationary increase in subsequent years.

**1.2** Students can only register and pay for modules undertaken and completed during the academic year 2018/19.

### **2. Career Development Loan**

**2.1** Where students are in receipt of a career development loan, payment of the loan will be made directly to the University by the lender.

**2.2** Students must provide a copy of their loan agreement/schedule of payments letter together with their Tuition Fee Payment form at registration.

**2.3** If at registration a student is unable to provide a copy of their career development loan agreement, then 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.

**2.4** If a student takes out a career development loan that covers 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** In the event that the lender fails to pay the amount specified in the career development loan agreement, the fee liability will revert to the student, who will be required to make arrangements to pay any outstanding fees in full.

### **3. Sponsorship**

**3.1** 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 registration.

**3.2** 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.

**3.3** 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.**

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

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

### **4. Postgraduate loans**

**4.1** The Government is introducing loans for taught and research postgraduate Masters programmes commencing after 1 August 2016.

**4.2** Students under the age of 60 may be eligible for loans of up to £10,609, which will be paid directly to them at 3 points during the academic year. These will be at the start of the course and then 4 months and 7 months into the course.

**4.3** Students need to be studying a full Masters course (i.e. MA, MSc, MRes) commencing after 1 August 2016.

**4.4** EU nationals and Distance Learners are eligible. Part time courses are also eligible as long as they meet the minimum 50% intensity requirement. Postgraduate student loans are not available to students who already hold a Masters qualification (or an equivalent or higher qualification) or those only studying to Postgraduate Certificate or Postgraduate Diploma level.

**4.5** Repayments of these loans will be in addition to the current undergraduate student loan scheme.

**4.6** Further information and guidance is available via <https://www.gov.uk/funding-for-postgraduate-study>

### **5. Alumni students**

**5.1** If you have previously studied at St Mary's University for an undergraduate degree, PGCE or are an alumni student, you may be able to claim up to 20% off your MA, MSc or PGCE course tuition fees thanks to the St Mary's Alumni discount. Further information and

guidance is available via <https://www.stmarys.ac.uk/student-finance/postgraduate/alumni-discount.aspx>

## **6. Exemptions**

MA in Catholic School Leadership

**6.1** Students who have attained an NPQH Qualification (National Professional Qualification for Headship) are entitled to a 15 credit exemption from two modules, CSL7026 and CSL7028 upon provision of a NPQH certificate and will be entitled to a 50% reduction in fees for these two modules.

**6.2** Students who hold the NCTL National Professional Qualification in Middle Leadership (NPQML) or similar programme are entitled to a 15 credit exemption, which applies to the assignment for either module CSL7026 or CSL7028 upon provision of the appropriate certificate. This will also entitle a student to a 50% reduction in the fee for that module.

**6.3** Students who hold the NCTL National Professional Qualification in Senior Leadership (NPQSL) or similar programme are entitled to a 15 credit exemption which applies to the assignment for either module CSL7026 or CSL7028 upon provision of the appropriate certificate. This will also entitle a student to a 50% reduction in the fee for that module.

**6.4** A full exemption from CSL7025 and CSL7026 is available to students who have gained 60 credits from the Catholic Leadership Programme offered by the Diocese of Salford.

**6.5** A full exemption from up to two modules is available for students who have gained a Post Graduate Certificate in Education (PGCE) with 60 credits at M-level.

**6.6** Holders of the Catholic Certificate in Religious Studies (CCRS) qualification can gain exemption from up to 30 credits CSL 7027 on completion of an additional assignment and presentation approved by the awarding HEI (Higher Education Institution).

**6.7** Students who holders of Masters Qualifications will be entitled to exemptions which will be judged on a case-by-case basis.

**6.8** From September 2018, Culham St Gabriel's Trust will pay £1,700 towards the yearly cost of the MA in Catholic School Leadership programme for serving teachers of Religious Education.

## **7. Deposits**

**7.1** Some programmes require a deposit payment to secure a place. This will be outlined in your offer email.

## **8. Associate Students**

**8.1** Any module taken by an Associate Student will be charged at the full module rate.

## **9. Auditing Students**

**9.1** Any module audited will be charged at 50% of the module fee.

## **10. Withdrawal/Suspension of Study**

**10.1** If a student decides to either withdraw or suspend their studies, or if the University terminates or suspends a student's course of study, during the academic year 2018/19, the student will be required to pay the full fee for any module where the student has attended any part of the module.

## **11. Repeat Study**

**11.1** Students who are repeating any module(s) will be charged the full rate applicable for any module being repeated. Further information on costs per module is available upon request from the Fees Office.

## **12. Payment Methods**

**12.1** 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.

**12.2** The designated dates for 2018/19 are:

- Wednesday 19<sup>th</sup> September 2018
- Wednesday 16<sup>th</sup> January 2019
- Wednesday 17<sup>th</sup> April 2019

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

**12.4** 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.

**12.5** The University no longer accepts payment by personal cheque; this has been replaced by online payment.

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

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

## **13. Online Payments**

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

**13.2** Any alterations to the instalment plan can only be made by the Fees Office staff who can be contacted at [feesoffice@stmarys.ac.uk](mailto:feesoffice@stmarys.ac.uk).

**13.3** Only enter your details on <https://epayments.stmarys.ac.uk/open/>. **Never e-mail card details.**

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

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

**13.6** 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.

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

## **14. Credit/Debit Card Payments**

**14.1** 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.

## **15. Debtor Policy and Default Penalties**

**15.1** 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.

**15.2** 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.

**15.3** Subject to clauses 12.3.1 and 12.3.2 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.

**15.3.1** 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).

**15.3.2** 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 12.3 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.

**15.4** 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.

## **16. GDPR**

**16.1** 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.

**16.2** 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 16.1 a-e above and understand that I can withdraw my consent at any time.

### **Useful Contacts**

Email: [feesoffice@stmarys.ac.uk](mailto: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.