



Tuition Fees: Frequently Asked Questions

Alongside the Online 2 Step Registration for your course, you may wish to take a look at our frequently asked questions regarding your tuition fees:

When paying for your tuition fees you will be given three options via the online registration:

1. Paying the fees yourself in three equal instalments, using your bank card
2. Paying via a sponsorship body
3. Paying via a combination of the above

You will be provided with registration details from the Registry Department whenever you wish to begin a new Postgraduate course or module, and will be asked to set up payment of your tuition fees.

1. I would like to apply to Student Finance England for the new Postgraduate Funding.

Student Finance now provides Government funding for postgraduate students. Please go to www.gov.uk/postgraduate-loan for more information and to apply online. There is also a summary of information regarding eligibility and repayment of this loan under Money Matters on our website.

You are advised to apply to Student Finance as early as possible as an application takes an average of 6 weeks to process and needs to be ready for the start of your course.

Please be aware that Student Finance will pay this funding to you, so when paying your tuition fees to St Mary's, you will be classified as a SELF-PAYER and we have chosen the payment instalment dates to coincide with the dates Student Finance will pay you.

2. I have a sponsor for my tuition fees – what do I need to do?

If you are being sponsored from a school, company or education department for all or part of your tuition fees, you will be asked to attach a headed confirmation letter from your sponsor via the online registration system. The Fees Office will then invoice your sponsor and they can pay your tuition fees directly to St Mary's University.

The sponsor letter will need to include the following:

- Letter will need to be on company headed paper
- Name, address and contact details of sponsorship body
- State the student's full name
- Confirmation of the amount being sponsored

3. I am paying part of my tuition fees and my sponsor is part paying – how do I set up my payments online?

If part of your tuition fees are being paid by your sponsor and you are also paying part, you will need to firstly attach a headed confirmation letter from your sponsor via the online registration system. You will then need to go online and set up your part of the payment. You will need to click on the online secure payment link. You will then be asked to enter the below information:

- Your regnum (the six digit registration number you received in your welcome pack from Registry)
- Your date of birth
- Your debit/credit card details

The payment website will offer you two payment options for your fees:

- i. To pay your share in full (100%). For this option, you will need to select 'one-off card payment'
- ii. To set up payments for your share in three equal instalments, due on the following dates:
 - a. 1st instalment due on 25th September 2017
 - b. 2nd instalment due on 1st February 2018
 - c. 3rd instalment due on 26th April 2018

For this option, you will need to select: 'credit/debit card instalments' and enter the full fee amount for your share. The amounts will be split for you automatically.

If you are registering after October or the instalment dates indicated on your form do not correspond with your registration dates, please contact the Fees Office on 020 8240 4035 and we can set up three alternative instalment dates for you.

4. I have studied at St Mary's University previously (doing a PGCE or undergraduate degree or are an alumni student) – how can I claim my 10% discount off my MA course?

If you have previously studied at St Mary's University for an undergraduate, PGCE or are an alumni student, you can claim 10% off your MA course. When you are setting up payment for your course using the online payment link, there will be an option for you to select that you are entitled to this discount. Once you have selected this, the payment of your fees will be recalculated to reflect the discount.

5. I am unsure which modules I need to register for.

Before you set up the payment, you will need to know which modules you need to register for. You can get this information by contacting the Programme Director of your course. You can find their contact details on our website www.stmarys.ac.uk/postgraduate-courses-london/ under your course information page.

6. I have paid for my course in full in previous academic years – what do I choose?

There will be an option under the Module Selection list where you will be able to click PAID IN FULL PREVIOUSLY. This will recalculate your tuition fees as £0.

7. I cannot access my modules, but think I have registered for them already.

Have you completed the online registration for both Registry (STEP 1) and Finance (STEP 2)?
Have you clicked the SUBMIT button? If not, then you have not fully registered for your modules for the NEW academic year.

You will need to make sure you have done the following:

Step 1: REGISTRY – online registration and updated your personal details OR completed the Personal Details forms.

Step 2: FEES OFFICE – online registration to set up payment or provide your sponsorship letter to cover tuition fees IN FULL.

Please contact these departments if you believe you have registered but are still having problems accessing modules.

8. I still have questions which I cannot find the answers to.

Firstly try our website at www.stmarys.ac.uk or check the updates on our Facebook page: St Mary's University.

For tuition fee payment and sponsorship questions:

Fees Office on – 020 8240 4035

For course information, timetabling and registration:

MA Registry and Admissions – 020 8240 4241

For applying to Student Finance, information on other grants and funding available to you:

Student Funding Office – 020 8240 4048