

## Tuition Fee Charging and Refunding Policy 2022/23

Further to DMU's registration process (whether online or via paper form), under the terms and conditions of registration, all students agree to the following:

Students will be liable for their tuition fee from the start date of their programme/first day of term.

Students are liable for all tuition fees incurred for the duration of their programme of study. If the student or their sponsor fails to pay their tuition fees in a timely manner, DMU reserves the right to terminate the student's studies.

This policy should be read alongside the Student Regulations, De Montfort University's Student Contract (which applies to undergraduates) and the Compensation and Refunding Policy.

Understanding that DMU reserves the right to take legal action against the student in order to recover any debt.

A new programme is defined by a new application to DMU, resulting in a new registration.

Understanding that should a student wish to leave DMU before the end of their programme of study, the student is responsible for contacting the University to withdraw their registration (or take a leave of absence). If the student does not contact DMU, they are liable to incur costs equating to up to that full year of tuition.

Requests to take a leave of absence from your studies or withdraw from a programme are not confirmed until the university has approved the request. The agreed last date of attendance

non-attendance

change in award aim

Following the end of the Brexit transition period on 31 December 2020, students from the EU who do not have settled or pre-settled status, will join the university's International community and will have an International fee status.

In line with the government's decision, students from the EU without settled or pre-settled status are not eligible for tuition fee loan from Student Loans Company for courses starting on or after 1 August 2021.

### **Undergraduate students**

**\*not including distance learners**

**\*\*Partner institution students please also refer to the partner institution students section**

## **Home students on Nursing, Midwifery, Paramedicine, Associate Ambulance Practice and Diagnostic Radiography Programmes**

4. 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.

5. Please note: students who change seasonal intake (also known as backgrouping their studies, i.e. change from a January or 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.

a. Backgrouped students will be required to pay for additional registration periods which may or may

## Tuition Fee Liability – Diagnostic Radiography

	Autumn Term	Spring Term	Summer Term
Date	Monday 03 October 2022	Monday 09 January 2023	Monday 17 April 2023
Percentage of fee due	25%	25%	50%

6. Once a term has started, students are liable for the full fee for that term (unless they leave on the first day of 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).

7. **Paying your own fees** – A student's total tuition fee for 2022/23 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 31 October 2022 (for September Intake programmes) or within four weeks of registration (for January and March intake programmes) and set up an agreed instalment plan for the balance. Please contact [income@dmu.ac.uk](mailto:income@dmu.ac.uk)

students in the first year of a new programme (not including internal transfers between programmes).

12. The tuition fees owed for each term, as a proportion of the full yearly tuition fee are shown below:

Tuition Fee Liability - International undergraduate students starting September 2019 or after			
	Autumn Term	Spring Term	Summer Term
Date	Payment by point of registration required, in readiness to start teaching on Monday 03 October 2022	Monday 09 January 2023	Tuesday 02 May 2023
Percentage of fee due	50%	25%	25%

13. 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 undergraduate students starting September 2022 (a)

<b>Date</b>	Monday 03 October 2022	Monday 09 January 2023	Tuesday 02 May 2023
<b>Percentage of fee due</b>	50%	25%	25%

17. 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 undergraduate students starting pre-September 2017**

18. A student's total tuition fee for 2022/23 will be charged from the start date of their programme/first day of term. 50 per cent of the fees must be paid by 31 October 2022 and the balance can be paid by instalments. For details please contact [income@dmu.ac.uk](mailto:income@dmu.ac.uk).

19. Where a student withdraws or takes a leave of absence from their studies during the first term, 50 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.

### **Postgraduate Students**

\*not including research students or distance learners

23. 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)
- change in end date

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

24. **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 Loan Company on a student's behalf, shortly after the dates shown below:

Tuition Fee Liability - standard programmes			
	Autumn Term	Spring Term	Summer Term
Date	Monday 03 October 2022	Monday 30 January 2023	Wednesday 01 June 2022
Percentage of fee due	25%	25%	50%

25. 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).

26. Students who have taken out a Postgraduate Tuition Fee Loan from Student Finance Northern Ireland, 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.

27. Under the agreement taken out with Student Finance Northern Ireland 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 Student Finance Northern Ireland – 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



**International postgraduate students starting September 2017 to August 2019**

34. A student's total tuition fee for 2022/23 will be charged from the start date of their programme/



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 end date

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

47. A student's total tuition fee for 2022/23 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.

48. 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.

### **FE Art Foundation Students**

**\*\*FE Art Foundation Home, EU and International Students starting in September 2018 or after**

**\*\*New students from the EU (after 1st August 2021) should refer to the [Students from the EU and the impact of Brexit](#) information above**

49. A student's total tuition fee for 2022/23 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 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).

51. Students who have taken out an Advanced Learner 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 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 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



affect entitlement to support include but are not limited to (please refer to the agreement for full details):

Percentage of  
fee due

69. Where a student withdraws or takes a leave of absence from their studies during the first term, 50 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.

## Partner Institution Students

\*New students from the EU (after 1st August 2021) should refer to the [Students from the EU and the impact of Brexit](#) information above

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

71. For Home students at partner institutions or on a partner institution and DMU integrated programme, who are studying a non-standard course (i.e. non-September start, compressed, accelerated or distance learning) and are in receipt of Student Loans Company Funding, please note: different liability points will be in place for your programmes due to the way in which Student Loan Company Funding Regulations restrict the way in which student funding can be paid.

72. Courses that fall into this remit are:

De Montfort University International College (DMUIC) January Start Programmes with an International Year Zero and/or International First Year

De Montfort University International College (DMUIC) April Start Programmes with an International Year Zero and/or International First Year

Fairfield School of Business programmes

Leicester College – Accelerated Degrees

London School of Science & Technology programmes

National Motorsport Academy programmes

National Design Academy programmes

Performance Preparation Academy programmes

Raindance Academy

73. Students on these programmes should contact [studentfunding@dmu.ac.uk](mailto:studentfunding@dmu.ac.uk) for more detailed information and advice in regards to your course specific liability dates/policy.

74. 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)  
change in end date

### **Part-time and module by module students (inc Learning Beyond Registration/Workforce Development Funding and Distance Learning)**

**\*New students from the EU (after 1st August 2021) should refer to the [Students from the EU and the impact of Brexit](#) information above**

75. 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.

76. 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**

**\*New students from the EU (after 1st August 2021) should refer to the [Students from the EU and the impact of Brexit](#) information above**

77. 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.

78. 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

\*New students from the EU (after 1st August 2021) should refer to the [Students from the EU and the impact of Brexit](#) information above

79. Where it has been agreed that students can study part-time on a full-time course (usually studying one level across two academic years) 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 required to formally agree this mode of attendance with their Faculty and the Disability Advice and Support team at DMU, in order that this can be accurately reflected on the student's record and the Student Loans Company are notified.