

TUITION FEE REGULATIONS 2010/11

TYPES OF STUDENTS

You must identify which type of student you are before you can understand the payment arrangements that apply to you.

Full Time Undergraduate Students

The fees for 2010/11 will be £3,290 for students that have enrolled on the new fees system and £1,315 for those few students on the old system. Please refer to your Local Education Authority for clarification of your funding entitlement.

Continuing/returning Welsh domiciled students may be eligible for a non-means tested grant of up to £1,975 from the Welsh Assembly Government. This will be paid directly to Glyndŵr University to offset part of your tuition fee. **Please note this grant is paid on tuition fees above £1,315 only.**

As further assistance, has created its own bursary scheme. This is based on your family's household income. **Please note the Glyndŵr University bursary is inclusive of the Welsh National Bursary.** Please contact the Student Services Welfare Advice and Guidance team on 01978 293548/293295 studentwelfare@glyndwr.ac.uk or visit our website <http://www.glyndwr.ac.uk/en/Feesandstudentfinance/UKundergraduatestudents2010/>

Overseas Students – refer to Overseas Tuition Fee Regulations

(see link to regulations on <http://www.glyndwr.ac.uk/en/Feesandstudentfinance/>)

Overseas students are not eligible for any public funding. They can be:

SELF-FUNDING or
SPONSORED by an employer or other organisation or
PART SELF-FUNDED/PART SPONSORED

For further information regarding overseas student fees, please contact the International Office or visit our website.

<http://www.glyndwr.ac.uk/en/Internationalstudents/FeesandScholarships/>

Full & Part Time Postgraduate and Part Time Undergraduate students

Students enrolling on this type of study can be:

SELF-FUNDING or
SPONSORED by an employer or other organisation or
PART SELF-FUNDED/PART SPONSORED

Postgraduate students may be eligible for a scholarship. Please visit our website www.glyndwr.ac.uk/en/Coursesfees/Feesscholarshipsbursaries/#d.en.14201

European Students

European students are eligible for a Glyndŵr University Scholarship depending on what course they are enrolled on. The scholarship will be offered at £2,290.

A tuition fee of £1,000 will be charged; students can apply to obtain a loan to pay for this through the Student Loans Company if they so wish.

Students in receipt of the Glyndŵr European Exchange scholarship will not qualify for any additional bursary.

Continuing/returning European students will receive a scholarship providing they complete the appropriate forms for the non-means tested grant from the Welsh Assembly Government. Please contact the Student Services Welfare Advice and Guidance team on studentwelfare@glyndwr.ac.uk or visit website www.direct.gov.uk/en/educationandlearning.

Please note repeat year students will not be eligible for the scholarship.

Any student who is found to have enrolled under the incorrect category will be charged the appropriate full tuition fee.

LANGUAGE COURSES AT GLYNDŴR UNIVERSITY

English for Professional Purposes (EPP) and Foreign Language (FL) courses delivered by the Second Language Learning Centre must be paid for prior to commencement of the course. Students are requested to use the online payment facility and take the email confirmation of payment to their first class.

Refunds and Cancellations

Cancellations are permitted up to 10 days before the start of a course, subject to a £25 cancellation fee. Refunds will not be made for cancellations less than 10 days before the start of a course unless we are able to fill the place with another student. Inability to attend due to illness, personal or professional commitments does not entitle you to a refund; however in such cases we will consider all the circumstances and take such action as we consider to be fair and reasonable.

Cancellation by Glyndŵr University

All courses have minimum attendance levels and may be subject to cancellation in situations where insufficient bookings are received. Whilst we make every effort to avoid this situation, should it arise you will be entitled to a full refund of any fees paid or have the option to transfer onto a different course. We will not be held liable however for any other losses incurred as a consequence. In the unlikely circumstances that an individual class has to be postponed due to staff illness or any other reason for which we are responsible, we will make every reasonable effort to reschedule or add the missed hours onto the remaining classes in the course. Where this causes difficulty, you are encouraged to contact us to discuss options.

FIELD TRIPS/STUDIO FEES

Some courses include compulsory field trips/Studio fees. The cost of these activities is collected separately. In addition, some optional modules include field trips for which you will be asked to pay separately. You will not be allowed to attend the field trip until payment has been made in full. Failure to attend the field trip may result in module failure.

A range of professional courses, mainly in the Business area, may include an allowance for course related expenses. These arrangements are known as composite fee arrangements. Your course tutor will provide full details, if this applies to your course.

Please note Composite/Studio Fees may still be due/not refundable following withdrawal.

ADDITIONAL ACTIVITIES

Your course may require you to attend residential weekends or other teaching sessions outside the University for which you may be required to pay an additional fee.

UNIVERSITY STAFF AS STUDENTS

Where a member of staff has permission from their line manager to attend a course at the university then no fee will be due. Staff must provide a letter of authority from their line manager.

Should a member of staff leave the employment of the University but continue with their studies then a fee will automatically become payable for any full years required to completion.

OTHER COURSES

Where students are already studying a full time undergraduate an allowance of one extra 20 credit module is allowed to be studied without a tuition fee being charged subject to this extra study being demonstrated to be associated to their course of study and an enhancement to it. Short course language courses are not covered by this exemption unless essential.

PAYMENT ARRANGEMENTS

At the point of enrolment you are required to advise Finance which payment arrangement applies to you. These can be:

Self-Funding/Part-Funded/Part Sponsored (Full and Part Time)

UK/EU/Channel Islands

- Pay the full fee, or if the fee is greater than £600, then,
- Pay in three instalments as follows:

Instalment	Due Date
First	When you enrol
Second	By 31 st January 2011
Third	By 30 th April 2011

Fees for courses with variable start dates will be subject to modified instalment dates.

Sponsored (Full and Part Time)

You must provide a letter on enrolment/re-enrolment for each year of your course confirming that your sponsor will pay the fee for that particular academic year, within 30 days. The letter must include an address, to which we can send our invoice, with a contact name, purchase order number (if applicable) and the amount of the sponsorship.

Please note, it is the responsibility of the student to ensure that all fees are paid. If your sponsor does not pay your fees for any reason, you will become liable for the payment. Please note a letter needs to be provided EACH year of enrolment.

Fully Funded (Full Time)

On enrolment/re-enrolment, you must provide the Student Loan Company's student support notification which confirms your funding.

CHANGING THE MODE OF YOUR STUDY

Should you change from full time study to part time, or vice versa, the tuition fees due to reflect this will be charged or credited in the academic year of change. Students changing to Part time mode of study will be calculated on the number of credits taken. Students changing to Full time mode of

study will be charged the standard course fee. The Finance Office is the point of contact for such an occurrence and calculation.

HOW TO PAY

All Students (excluding Overseas)

We take cash, sterling cheques, debit cards (Maestro, Delta, Solo, and VISA Electron), credit cards (VISA and Mastercard only) and bank transfers.

You can pay:

IN PERSON

- At enrolment.
- At the cashier's office in B Corridor at the Plas Coch Site.

ON LINE

At <http://payonline.glyndwr.ac.uk>

OVER THE PHONE

Please call **01978 293037**

Remember to have your student number ready when you call.

BY POST

Send your sterling cheque made payable to 'Glyndŵr University' to:
Glyndŵr University Finance Department PP4
Plas Coch
Mold Road
Wrexham
LL11 2AW

PLEASE REMEMBER TO QUOTE YOUR STUDENT NUMBER ON ALL METHODS OF PAYMENT

REPEAT STUDY

If you are required to repeat any part of your course because you have been referred, fees are payable at the standard module fee, irrespective of whether you are required to attend or only take part of a module. However, if you are a student who has been officially deferred you will not be charged for the modules you retake provided you or your sponsor has previously paid for them.

WITHDRAWAL OR INTERRUPTION OF STUDIES

The date of your withdrawal is critical as this determines the tuition fee applicable.

It is your responsibility to notify Glyndŵr University if you do decide to withdraw or interrupt from your course.

You should discuss the circumstances with your Personal Tutor, Course Leader or Student Services Welfare Advice and Guidance team before withdrawing. If you decide to leave, complete the appropriate withdrawal form. Return it as soon as possible to your Personal Tutor, Course Leader or Student Services Welfare Advice and Guidance team.

DON'T SIMPLY STOP ATTENDING WITHOUT SPEAKING TO YOUR LECTURER OR STUDENT SERVICES WELFARE ADVICE AND GUIDANCE TEAM.

YOUR FEE WILL STILL BE DUE UNLESS FORMAL WITHDRAWAL PROCEDURES HAVE BEEN FOLLOWED

If you withdraw from or interrupt your studies your fees will be adjusted as set out below:

Up to and including 30 th November 2010	The fees that you pay will be refunded
From 1 st December 2009 and before 1st February 2011	You must pay 50% of your full year's tuition fee plus any composite fees and/or studio fees, if applicable.
From 1st February 2011	You must pay your full year's tuition fee plus any composite fees and/or studio fees, if applicable.

Second semester starters refer to the Finance Office on **01978 293162** for dates.

Please note that any refund of tuition fees is at the discretion of the University.

NOTE: where a bursary has been received but withdrawal has taken place the university reserve the right to reclaim the bursary paid

FAILURE TO PAY TUITION FEES

All Students

If you fail to pay your fee by the due dates for payment you will:

- Be recorded on the Finance System as a debtor;
- Have access to facilities withdrawn;
- Have your certificates withheld;
- Be refused attendance at degree ceremonies;
- Have the details of your debts passed to the University's debt collection agents to pursue.
- Be prevented from enrolling or re-enrolling on this or any other course until the debt is paid.

If you continue not to pay your fee, the Institute will exclude you. If you cancel your cheque or it "bounces", you will incur an administrative charge of £20 and/or you may even be excluded.

Disclaimer

Please note: Glyndŵr University has taken all possible steps to ensure that the information contained above is correct at time of publication. However, the information may be subject to change should there be decisions made outside the Institute that affects policies and procedures in regard to fees, bursaries, grants and loans.