

INTERNATIONAL STUDENT TUITION FEE REGULATIONS 2011/12.

Publicly funded educational institutions, such as Glyndŵr University, charge two levels of fee: the lower 'home' fee and the higher 'overseas' fee, or 'international' fee as it is often referred. As a full-time international classed student studying at Glyndŵr University you should be fully aware of the rules and regulations in place. This will allow you to plan your finances accordingly and will allow you every opportunity to speak to an advisor if you are unclear about any aspect of the regulations.

For further information regarding international student fees, please contact the International Office or visit our website: www.glyndwr.ac.uk/en/Internationalstudents/

1. DEPOSIT PAYMENTS.

Students commencing their studies in academic year 2011/12 must pay the following amounts, in addition to satisfying the academic and English language entry criteria, to obtain a CAS statement (unconditional offer letter) and guarantee their place on a Glyndŵr University programme of study.

Undergraduate degree programmes – September 2011 start.

£2,000 minimum initial deposit for academic year 2011/12 paid before issuing a CAS letter. Minimum of £5,000 paid by enrolment, and all outstanding tuition fees for academic year 2011/12 paid on or before January 31st 2012.

Taught master's degree programmes – September 2011 start.

£2,000 minimum initial deposit for academic year 2011/12 paid before issuing a CAS letter. Minimum of £5,000 paid by enrolment, and all outstanding tuition fees for academic year 2011/12 paid on or before January 31st 2012.

Taught master's degree programmes – February 2012 start.

£2,000 minimum initial deposit for academic year 2011/12 paid before issuing a CAS letter. Minimum of £5,000 paid by enrolment, and all outstanding tuition fees for academic year 2011/12 paid on or before May 31st 2012.

Important.

If you have not paid the minimum financial deposit amount at the time of enrolment you will not be permitted to enrol on your programme of study.

If this happens to you, you will have a maximum of ten (10) working days following your expected enrolment date to make your deposit payment in full. If you do not make the payment within that period the University will cancel your place on the academic programme and will inform the UK Border Agency that you have not enrolled as expected.

As your student visa is tied to Glyndŵr University the UK Border Agency will cancel your student visa as you are not studying as expected at this University. As a result of this action you must return home as your leave to remain in the UK will be void.

2. HOW TO MAKE YOUR DEPOSIT PAYMENT.

To make your deposit payment to the University you have three (3) payment options:

Option 1.

Pay online at <http://payonline.glyndwr.ac.uk> . When making an online payment you must enter your unique reference number in the appropriate field. Your unique reference number starts with the letters 'IC' and is located on your conditional letter of offer. Without this reference number being entered we are unable to match a payment with an individual student.

Option 2.

If you are applying through a recognised Glyndwr University recruitment agent overseas, you may pay by Bankers draft, made payable to 'Glyndŵr University'.

Only drafts issued in the name of Glyndŵr University should be given to the University's Agents overseas. Do not make your deposit payment in cash or by cheque, and do not issue a draft in the name of the Agent. The University cannot be held responsible for any fees paid to a recruitment agent other than by banker's draft made payable to the University. If you make a payment in cash or by cheque to an agent and the University has not received that payment, you will be held responsible for the outstanding balance, not the recruitment agent.

As your original demand draft may not physically be received by the University at the time of enrolment, the University will allow you to enrol pending receipt of the original demand draft, provided that a true and genuine copy is in the University's possession at the time of enrolment. **Please note that all original demand drafts must be received by the University by no later than October 31st 2011.**

Option 3.

Bank transfer direct to the University's International Account.

Bank:	National Westminster Bank
Sort Code:	55-81-42
Account Number:	90834569
Account Name:	Glyndŵr University
IBAN:	GB89NWBK55814290834569
IBAN BIC:	NWBKGB2L

4. HOW TO PAY OUTSTANDING FEES.

Once you have enrolled at the University you must pay any outstanding tuition fees, in accordance with the dates mentioned above, by one of the following methods only:

- Payment in the form of cash, debit or credit card at the cashier's office in B Corridor at the Plas Coch Campus, Wrexham.
- Payment by telephone on 01978 293037 using either a debit or credit card. Please note; the cashier's office is open from 10.30am-4pm Monday to Thursday and 10.30am -3.30pm on Fridays. Remember to have your student number ready when you make your payment.

5. FAILURE TO PAY OUTSTANDING FEES.

Stage 1.

Failure to pay all outstanding tuition fees by the 31st January 2012 (Semester One enrolment) or by 31st May 2012 (Semester Two enrolment) will result in the following measures being imposed upon you:

- Access to the library and to key academic facilities therein will be prohibited
- You will be unable to log-on to any Glyndŵr University networked computer
- You will not have access to any other electronic learning aids in the university

Stage 2.

If all outstanding fees due to the university remain unpaid by February 28th 2012 the following additional measures will be imposed upon you by the university.

- You will be excluded from attending all classroom based study activities. This measure has the full support of your Academic school and the International office.
- All forms of assessment submitted to your Academic school will be accepted but will not be marked.

These measures will remain in place for two weeks, until 15th March by which time you should have cleared all outstanding fees.

Important Information.

As a result of not attending classroom based study activities between 1st March and 15th March you will not be satisfying the explicit terms and conditions of the student visa issued to you by the UK Border Agency (UKBA).

If exclusion from the classroom based study activities is not rectified by 15th March, the University must, due to its legal obligations to the UK Border Agency, inform the UKBA that your status in the UK has changed, that you are no longer a bona-fine student of Glyndŵr University and that you are not satisfying the terms and conditions of the student visa issued to you.

These regulations supersede all other regulations and must be adhered to at all times without fail.

6. SPONSORED STUDENTS.

If your fees are to be paid in full, or part, by your employer or other such organisation, 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 at enrolment/re-enrolment. 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.

7. 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 is applicable to your course.

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

8. 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.

9. UNIVERSITY STUDENTS AS STAFF.

Students who undertake to do incidental work for Glyndŵr University are not entitled to a reduction in tuition fees .for any other courses they may enrol on at Glyndŵr University.

10. CHANGING OF COURSE.

Should you change courses, any adjustment to fees, will be charged or credited in the academic year of change. If the course fees are different the fees due will be calculated on a pro-rata basis.

11. BANKING ARRANGEMNETS.

It is the student's responsibility to ensure that any funds transferred from their 'Home' bank reach the University's bank within this time frame. No allowance will be made for 'Home' banks closing for public holidays or other administrative reasons.

12. REFERRAL / DEFERAL OF STUDIES.

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.

13. WITHDRAWAL OR INTERRUPTION OF STUDIES.

The date of your withdrawal is critical in determining whether you are entitled to a refund of fees paid to the University. If you are considering withdrawing from the University you should first discuss the circumstances with your Personal Tutor and/or Programme Leader.

If you decide to leave the University, you must withdraw by following the official withdrawal procedure. Please complete the appropriate withdrawal form in full, including signatures of both your Programme leader and Head of School and return it to the Student Programmes Office.

Once you have officially withdrawn we will notify the UKBA that you are no longer a student of this University. Our role as your sponsor will cease following this action.

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

Students who commence studies in Semester One (September intake):

- **From the start of the 2011/12 academic year up to and including January 31st 2012:** £5,000 of the full tuition fees for academic year are due for international students, plus any composite fees and/or studio fees, if applicable.
- **From February 1st until the end of the 2011/12 academic year:** 100% of the full tuition fees for academic year are due plus any composite fees and/or studio fees, if applicable.

Students who commence studies in Semester Two (January/February intake):

- **From the start of the second semester up to and including May 31st 2012:** £5,000 of the full tuition fees for academic year are due for postgraduate degree programmes, plus any composite fees and/or studio fees, if applicable.
- **From June 1st 2012 onwards:** 100% of the full tuition fees for academic year are due plus any composite fees and/or studio fees, if applicable.

It is the student's responsibility to notify Glyndŵr University if they decide to withdraw or interrupt attendance on their course. They must not stop attending organised teaching without informing their Personal Tutor and/or Programme Leader and following the official procedure. Fees will remain due if you do not formally withdraw.

14. REFUNDS.

If your student visa application is rejected you will be charged an administration fee of £50.00 only. The balance of any fees already paid as part of your deposit will be refunded to you. If your student visa application was successful, yet you fail to enrol at Glyndŵr University, the University will retain £2,000 of the full tuition fees for academic year 2011/12.

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

15. CANCELLATION BY GLYNDWR 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.

16. STUDENT VISA EXTENSION.

Should you need to extend your student visa, you must have the support of the University by way of a sponsorship letter. If you still have tuition fees outstanding to the University at the time of your application for an extension, the University will not be able to offer this letter of support and your student visa extension application will be refused by the UK Border Agency.

17. RETURNING STUDENT FEES.

International students studying on programmes of two or more years must pay tuition fees each academic year of their programme duration.

2011/12 start students:

For those students who begin their studies in academic year 2011/12, the tuition fees due to the University in subsequent academic years will be charged at the following rates:

Undergraduate degree programmes: £7,950 (tuition fee only)

Research degree programmes: £9,900 (tuition fee only)

Students who choose not to reside in University accommodation in the first year of their studies, and who therefore had a reduction in their tuition fees as a result, must also pay this increased amount.

2010/11 start students:

For those students who began their studies in academic year 2010/11, the tuition fees due to the University in subsequent academic years will be charged at the following rates:

Undergraduate degree programmes: £7,400 (tuition fee only)

Research degree programmes: £9,150 (tuition fee only)

Prior to 2010/11 start students:

For those students who began their studies before academic year 2010/11 (for example in academic year 09/10 or earlier), the tuition fees due to the University in subsequent academic years will be charged at the same rate as in their first year of studies.

Note:

Returning students cannot re-enrol on programmes in subsequent years if they have a tuition fee debt to the University from a previous academic year. This debt must be paid in full before the student is permitted to re-enrol.

Returning students do not necessarily have to pay any tuition fees in subsequent years on enrolment, but must pay a minimum of 50% of the total tuition fees for that academic year by November 1st, and the outstanding balance by January 31st. If returning students fail to make payments within these time limits the actions outlined under paragraph 'failure to pay outstanding fees' will be imposed upon the student.

18. AGREEMENT.

By signing this page below you are confirming that you have read the above financial regulations in full, you are confirming that you understand the above financial regulations in full and also that you agree to abide by the regulations in full at all times, and agree to make payments to the University in accordance with the regulations.

Student Name (PRINT):

Student Signature

DOB:

Date: