

## 2020/21 STUDENT TUITION FEE REGULATIONS FOR UK, EU AND INTERNATIONAL STUDENTS

As a student studying at Glyndwr University you need to be aware of the rules and regulations in regard to tuition fees which have been approved as chargeable to UK, EU and International students enrolling in the 2020/21 academic year which runs from 1<sup>st</sup> August 2020 to 31<sup>st</sup> July 2021.

**The fee for full-time UK and EU undergraduate students whose first year of enrolment is 2020/21 is £9,000, and students should note that this fee is reviewed annually and is subject to change in line with any increase allowed for by Welsh Government. This position applies also to students who enrolled in 2020/21. Should there be any changes to student tuition fees, the University will contact these students via email and place the changes on the University website.**

**For students who enrolled in previous years any variation to fees are found in the fee tables within this document. If your year of entry is prior to 2015/16 please contact <https://www.glyndwr.ac.uk/en/Studentsupport/Funding/>. New students** are those who are starting a new programme of study, enrolling in 2020/21. Students may have previously studied at Glyndwr University on a different programme or at a different level but if they are now commencing a new course they are deemed as enrolling as new students in 2020/21.

**Returning students** are those re-enrolling onto the same programme studied the previous year or who are re-enrolling after taking an approved leave of absence, or are directly transferring from one programme to another as part of a transfer approved by the University.

Students will not be permitted to enrol if they have an outstanding academic tuition fee debt. The University will withdraw students from the programme and arrange for the relevant records to be closed down if this debt is not settled within two months of the commencement date of the programme.

### **Eligible Welsh and EU students only please note:**

- You can apply for a tuition fee loan from the SLC for the first part of your course fees. This money will be paid directly to the University on your behalf if your application is eligible and accepted.. Details on SLC funding, fees and any support can be found at <https://www.studentfinancewales.co.uk/undergraduate-students/new-students.aspx>
- **Public Funding:** Part-time Post Graduate students may be eligible for funding. Please contact the Student Funding team on 01978 293295 [funding@glyndwr.ac.uk](mailto:funding@glyndwr.ac.uk) or visit our website <https://www.glyndwr.ac.uk/en/Studentsupport/Funding/>

**Eligible Students from England, Scotland and Northern Ireland:** there are different finance arrangements for each country, please see <https://www.glyndwr.ac.uk/en/Studentsupport/Funding/> for information.

Additionally there are a limited number of postgraduate scholarships and bursaries available to certain students, details of which can be found here:

<https://www.glyndwr.ac.uk/en/Studentsupport/Alumni/Alumnibenefits/Postgraduatestudy/>

## Tuition Fees 2020/21

### UNDERGRADUATE – FULL TIME

<b>New students 2020/21 entry – Full time UK/EU/Chanel Islands and Isle of Man Undergraduate per annum <u>Undergraduate per annum</u></b>		<b>Fees per annum Payable in 2020/21</b>
Bachelor's degree: STEM subjects (Science, Technology, Engineering, Maths)	Engineering, Science, Computing	£9,000
Bachelor's Degree / PGCE: allied to particular professions	Subjects and professions allied to Medicine, Built Environment, Art and Design, Education, Journalism, Media	£9,000
Bachelor's Degree: non-STEM subjects	Business, Humanities	£9,000
Foundation Degrees, HND, HNC	All subjects	£9,000
Fast Track degree/Integrated Masters	All subjects	£9,000
<b>Module Fees – Full time</b>		
Individual module fee for EU/UK per 10 credits		£750

<b>Returning students 2020/21 entry – Full time UK/EU/Chanel Islands and Isle of Man <u>Undergraduate per annum</u></b>		<b>Fees per annum Payable in 2020/21</b>
Bachelor's degree: STEM subjects (Science, Technology, Engineering, Maths)	Engineering, Science, Computing	£9000
Bachelor's Degree / PGCE: allied to particular professions	Subjects and professions allied to Medicine, Built Environment, Art and Design, Education, Journalism, Media	£9000
Bachelor's Degree: non-STEM subjects	Business, Humanities	£9000
Foundation Degrees, HND, HNC	All subjects	£9000
Fast Track degree/Integrated Masters	All subjects	£9000
<b>Module Fees – Full time</b>		
Individual module fee for EU/UK per 10 credits		£750

<b>Returning students 2015/16 entry – Full time UK/EU/Chanel Islands and Isle of Man Undergraduate per annum</b>		<b>Fees per annum Payable in 2020/21</b>
Bachelors degree: STEM subjects (Science, Technology, Engineering, Maths)	Engineering, Science, Computing	£8450
Bachelors Degree / PGCE: allied to particular professions	Subjects and professions allied to Medicine, Built Environment, Art and Design, Education, Journalism, Media	£8000
Bachelors Degree: non-STEM subjects	Business, Humanities	£8000
Foundation Degrees, HND, HNC	All subjects	£6500
Fast Track degree	All subjects	£8450

## UNDERGRADUATE – PART-TIME

<b>New Students Part Time Undergraduate</b>	<b>Fees per annum Payable in 2020/21</b>
Integrated Masters Degree	£4,500
Bachelors Degree	£4,500
Foundation Degree	£4,500
HND/HNC	£4,500
Individual module fee for EU/UK students per 10 credits (new students)	£750
Returning students – Repeat Year per 10 referred credits	£750

<b>Part Time Undergraduate exceptions</b>	<b>Fees per annum Payable in 2020/21</b>
FdA Therapeutic Childcare old programme	£3,000
DIP HE Counselling	£3,995

## POSTGRADUATE TAUGHT – FULL TIME

<b>Full time Postgraduate fees per annum</b>	<b>Fees per annum Payable in 2020/21</b>
MA, MSc, MRes (1 year billed only)	£5,750
MRes in Forensic Anthropology	£7,000
<b>Full time Postgraduate – Exceptions</b>	

MBA	£11,000
MBA – Dissertation Only (direct entry)	£3,000

MRes Biomedical Sciences/MSc Biomedical Science /MRes Applied Clinical Research	£6615
MRes in Forensic Anthropology	£7,000
MA Public Service Leadership	£9000

## POSTGRADUATE TAUGHT – PART-TIME

Part time Postgraduate fees per annum	Fees per annum payable In 2020/21
MA/MSc/MRes (billed annually for two years)	£2,875
MRes in Forensic Anthropology (billed annually for two years)	£3,500
Module fee standard per 10 credits	£500
Dissertation only (direct entry students excludes MBA)	£2875
Executive MBA (billed over two years)	£5,500
MA Human Resource Management (billed annually for two years)	£4100
MBA (billed over two years)	£5500
PG Certificate in HE	£2250
WGU Online Programmes	£500 per 20 credit module (£6000 for the full programme)

MRes Applied Biomedical Sciences Research (billed annually over 2 years)	£3308
MRes Applied Clinical Research (billed annually over 2 years)	£3308
MRes in Forensic Anthropology (billed annually over 2 years)	£3,500
MSc Biomedical Science (billed annually over 2 years)	£3308
MSc Advanced Clinical Practice (billed annually over 3 years)	£2205
MSc Psychology Conversion (billed annually over 2 years)	£2475
MSc Psychology of Religion (Billed annually over three years)	£1750
Masters Programme in Education per 30 credits (inc. Dyslexia Advanced Professional Practice) (Billed annually for three years)	£950 per 30 credits (£1900 per annum)
MA Play, Policy and Practice per 30 credits (Billed annually for three years)	£950 per 30 credits (£1900 per annum)

MA Public Service Leadership	£4500
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## POSTGRADUATE - RESEARCH

<b>Research (MPhil/PhD) (University of Chester award) per annum</b>	<b>Fees per annum payable In 2020/21</b>
Full time MPhil/PhD (per annum)	To be Confirmed
Part time MPhil/PhD	To be Confirmed
Submission Pending Tuition Fee (payable for 12 months only)	To be Confirmed
Re-examination Fee (one off payment at point of re-submission)	To be Confirmed
Resubmission Tuition Fee	To be Confirmed
<b>Research (Prof Doc/D Min) (University of Wales award) per annum</b>	<b>All students 2020/21</b>
Research (Mphil/PhD)	<b>University of Wales awards (continuing)</b>
Full time MPhil/PhD (per annum)	£4,250
Part-time MPhil/PhD - Science, Engineering & Technology (Group B) per annum	£3,200
Part-time MPhil/PhD - Health & Welfare, Psychology and Computing (Group C) per annum	£2,750
Part-time MPhil/PhD - Business & Admin Studies, Social Sciences, Humanities, Languages & Mass Communication, Art, Design & Performing Arts, Education (Group D) per annum	£2,450
Under Exam Fee per annum	£650
Writing up Fee per annum	£650
Thesis Re-submission Fee	£700
Professional Doctorate Health & Social Care £650 per 30 credits – maximum 120 credits	£2600
Professional Doctorate Education £650 per 30 credits – maximum 120 credits	£2600
<b>Professional and Other Short Courses</b>	<b>All students in 2020/21</b>
Chartered Institute of Marketing - professional certificate	TBC
Chartered Institute of Marketing - professional diploma	£2475
CISCO	TBC
The Association of Chartered Accountants (ACCA) charge per paper	TBC

## INTERNATIONAL STUDENT TUITION FEES

**INTERNATIONAL STUDENTS FROM NON-EU COUNTRIES ARE NOT ELIGIBLE FOR ANY PUBLIC FUNDING THEREFORE THEY MUST FUND THEIR OWN COURSE & LIVING COSTS WHILST IN THE UK AS A STUDENT**

<b>International Students ( non UK/EU/EEA)</b>	<b>annual fees due in in 2020/21</b>	<b>Scholarship bursary (per year)</b>
<b>New students, fees per annum</b> (returning international students will continue to be charged the fee agreed with them in previous years)		
Full time taught programmes		
Undergraduate degrees	£11,750	Up to £2,000
Postgraduate	£12,500	Up to £2,000
MBA	£13,000	Up to £2,000
Repeat year fee (per 10 referred credits)	£900	
MPhil/PhD (Lab Based – Full Time) –(University of Chester Award)	To be Confirmed	Up to £1,000 (To be Confirmed)
MPhil/PhD (Lab Based – Part Time) –(University of Chester Award)	To be Confirmed	Up to £500 (To be Confirmed)
MPhil/PhD (Classroom Based – Full Time)– (University of Chester Award)	To be Confirmed	Up to £1,000 (To be Confirmed)
MPhil/PhD (Classroom Based – Part Time)– (University of Chester Award)	To be Confirmed	Up to £500 (To be Confirmed)
WGU Online Programmes	£500 per 20 credit module (£6000 for the full programme)	
Pre-Sessional IELC Course	5 weeks	£1250
Pre-Sessional IELC Course	10 weeks	£2400
Pre-Sessional IELC Course	18 weeks	£3600
Pre-Sessional IELC Course	30 weeks	£5000
International Foundation Year	Standard	£9750
	Fast Track	£7550

## **A: TUITION FEE TERMS AND CONDITIONS – ALL STUDENTS EXCEPT WGU ONLINE STUDENTS (SEE SECTION E)**

**For the avoidance of doubt, all fees and charges listed in this document are classed as part of the academic tuition fee.**

### **A1: STUDENTS WHO TRANSFER THEIR STUDIES INTERNALLY OR FROM ANOTHER INSTITUTION**

Existing students who transfer from another course that started before 1 September 2020 to another course with the same mode of study and within the same fee banding will be assessed under the old (existing) tuition fee and student support arrangements applicable to the original course.

Students who transfer from a course that started before 1 September 2020 to a course with a different mode of study will be assessed under the new tuition fee and student support arrangements.

### **A2: STUDENTS RECEIVING RECOGNITION OF PRIOR EXPERIENTIAL LEARNING (RPEL)**

Where a student is granted RPEL for one or more modules and therefore undertakes less than the expected credits for the year, the annual standard fee for the year in which the exempt modules would be studied is adjusted as follows:

- • A reduction of 5% of the specified annual tuition fee (net of any bursaries or scholarships) per 10 credits of RP(E)L approved is applied to the annual tuition fee for the year in which the exempt credits would have been studied

All claims for RP(E)L should be made at the time of application

### **A3: REPEAT YEAR STUDENTS REASSESSMENT WITH ATTENDANCE**

**UK/EU Repeat Year** students who are required to repeat tuition and assessment in 2020/21 will be charged £750 per 10 credit module where the module is referred. No fee is charged where Extenuating Circumstances have been approved for the preceding assessment of the module. This is subject to the same liability points as below for all other full time tuition fees.

### **A4. RE-SITTING AND REASSESSMENT WITHOUT ATTENDANCE**

Any student required to re-sit or resubmit any assessment for any part of their course without attendance because they have been referred is required to pay the resit/reassessment fee of £75 for that module up to a maximum charge of £150 per student per assessment period. No fee is charged where Extenuating Circumstances have been approved for the preceding assessment of the module. Full fees are due on or before the re-sits take place. Students who do not pay the re-sit fee will not be prevented from undertaking re-sits or re-enrolling in the following academic year, however the re-sit fee must be paid before a student is permitted to graduate and/or receive a final award.

### **A5: EXAMINATIONS AT OTHER LOCATIONS**

If a student requests a University examination to be held at another location under exceptional circumstances (for example because the student can evidence they are unable to travel to the University

for good reason), and the University agrees to such a request, an administration fee will be charged by the University for this. The student may also have to pay separate fees or charges to third parties in relation to the exam at another location.

## **A6: STUDENTS STUDYING ADDITIONAL COURSES**

Where students are already studying a full time undergraduate course 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-courses in languages (other than in-session English Language) are not covered by this exemption unless essential. Any exceptions to this requirement must be approved by the relevant Head of School and the Finance Director prior to students enrolling on the additional module(s) or course.

## **A7: CANCELLATION BY THE UNIVERSITY**

All courses have minimum class sizes and may be subject to cancellation in situations where there are insufficient student numbers. Whilst the University makes every effort to avoid this situation, should it arise the student will be entitled to a full refund of any fees paid or have the option to transfer onto a different course. The University 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 the University is responsible, it will make every reasonable effort to reschedule or make provision for the relevant learning opportunity to be provided through another means or within the remaining classes in the course.

## **A8: FIELD TRIPS**

Some courses include field trips. For full time undergraduate programmes, if these trips are compulsory and required in order to complete the core modules of a programme, the cost is included in your tuition fee. In addition, some optional modules on full time undergraduate courses may include optional field trips for which the student will be asked to pay a separate and additional fee. Part time, undergraduate, professional and postgraduate programmes may include either compulsory or optional field trips for which an additional fee may be charged. A student will not be allowed to attend the field trip until any payment due has been made in full. Failure to attend the field trip due to non-payment of a fee due may result in module or programme failure and students should consider this when choosing programmes and module options.

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. The student's course tutor will provide full details.

## **A9: ADDITIONAL ACTIVITIES AND FEES**

A course may require a student to attend residential weekends or other teaching sessions outside the University for which they may be required to pay an additional fee. For full time undergraduate students, this fee will be included in your tuition fee if it is a mandatory part of your programme. Students on other programmes may have to pay an additional fee.

Students may or may not need to provide additional materials and consumables; where the provision of such is essential to the student being able to successfully complete their studies these will be provided



by the University. In all other instances students may need to provide any such materials and consumables themselves.

Students may be separately liable for payment of fees to outside agencies such as a professional body registration fee. You will be told as part of your application process if this applies to your course.

### **A10: ADDITIONAL CHARGES FOR DUPLICATE DOCUMENTS**

Students are entitled to one copy of official documents relating to their student status, This includes student cards, documents confirming enrolled student status, academic results and, when appropriate, a transcript and/or certificate. The University may charge for any additional or duplicate copies of any of these documents, or additional letters regarding your student status as well as for any additional administration and postage fee for these.

## **B: ADDITIONAL INFORMATION FOR POSTGRADUATE RESEARCH STUDENTS 2020/21**

### **B1: Tuition Fees**

Tuition fees relate to your registration on a programme of study only and do not include such items as:

- Thesis printing and binding
- Any conference registration &/or travel costs

When a Postgraduate Research student enrolls for the first time at the beginning of their course, they may enrol in the middle of the academic year. If this is the case, the first year's fee will be calculated on a pro-rata basis and will run from the enrolment date to the end of that academic year (31<sup>st</sup> July). When they re-enrol for the next academic year, the full fee for the whole of that academic year will be payable. The billing year for Postgraduate Research students will run from 1<sup>st</sup> August to 31<sup>st</sup> July in line with the academic year.

### **B2: UNIVERSITY OF WALES AWARDS ONLY: UNDER EXAM FEES**

When a student submits their thesis for examination, a reduced fee will automatically be applied.

- Student 'Under Exam' in period Aug – Oct – credit/refund: three quarters of fee for year
- Student 'Under Exam' in period Nov – Jan – credit/refund: half of fee for year
- Student 'Under Exam' in period Feb – April – credit/refund: one quarter of fee for year

If you submit your thesis in the period May-July, you will be required to pay the full fee for that academic year.

A reduced Under Exam fee will only be payable in subsequent years i.e. when you re-enrol for the next academic session of 2021/22 and on an annual basis, and will continue to be payable whilst you undergo the examination process (viva, corrections if appropriate, final thesis submission) Therefore you must re-enrol each year and pay the appropriate fee, on an annual basis, until your award is approved.

### **B3: UNIVERSITY OF CHESTER AWARDS ONLY: SUBMISSION PENDING FEE**

When you have finished your data collection and have drafted the main sections of your thesis to a satisfactory draft format, you may apply for a reduced programme 'submission pending' fee. Full time students must have completed three years of registration and part-time students, five years of

registration. The application will not normally be backdated for more than 14 days and the maximum duration of this status is for 12 months. If the thesis has not been submitted within this 12 month period the fee will revert back to the normal, full tuition fee for the programme Students must not have any outstanding tuition fee related University debt before undertaking their viva voce examination.

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## **C: ADDITIONAL TUITION FEE TERMS AND CONDITIONS FOR INTERNATIONAL STUDENTS ONLY (EXCLUDING WGU ONLINE – SEE SECTION E)**

### **C1: TIMING OF PAYMENTS**

**New Students - 1st year Fees:** Students commencing their studies in the academic year 2020/21 are required to pay 50% of their first year's tuition fees before a CAS will be issued the remaining 50% of the balance should be paid in full by Friday 11<sup>th</sup> September. Alternatively the student can provide evidence of sponsorship which confirms the full first year fee is to be paid by their approved sponsor. The first years course fees or eligible sponsor letter must be received prior to a CAS letter being issued to them.

**Returning Students** - All tuition fees are subject to a minimum payment of £5,000 (or the full fee if the full fee is less than £5000) prior to registration when re-enrolling for A 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> year, the remaining balance is payable by 22<sup>nd</sup> January in the relevant academic year.

**If you do not make the initial payment prior to enrolment, or the final payment by 31st October 2020, the University may cancel your place on the academic programme and may withdraw you.**

**If the student holds a Tier 4 student visa , the University will also withdraw Tier 4 sponsorship. UKVI may write to you to cancel your 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 curtailed.**

Failure to pay the tuition fee in full by the required deadlines may result in students' details being referred to a debt collection agency employed by the University.

### **C2: STUDENTS WITH A FINANCIAL SPONSOR**

A student has an official financial sponsor if their sponsor is Her Majesty's Government, their home government, the British Council or any recognised international organisation, international company, university or UK independent school. A student who is fully sponsored in this way is not required to make a deposit payment in order to receive a CAS. Instead, they must submit a copy of their sponsorship letter. To be valid, the letter must show:

- the name of the student;
- the financial sponsor's official name and contact details;
- the date of the letter;
- the length of the sponsorship; and
- the amount of money that the official financial sponsor is giving, or a statement that it will cover all of the course fees and living costs

Students with a financial sponsor may enrol without making any minimum payments. Sponsors will be invoiced following the enrolment of the student.

These students must provide a letter on enrolment/re-enrolment for each year of their course confirming that their sponsor will pay the fee for that particular academic year. Failure to provide any such letter will result in the student being made liable for payment.

Payments must be made directly to the University and not held by a recruitment agent.

We will not accept draft or cheque payments. Online payments or bank transfers or in-person at the University Finance Office are accepted.

### **C3: ENGLISH LANGUAGE SHORT COURSES – STUDENT VISITOR VISAS**

All International students on English Language short courses that require a student visitor visa must pay a non-refundable deposit of £1,000 prior to a letter of acceptance or invitation being issued. The balance of their Tuition Fees due must be paid in full 21 days prior to the commencement of the course.

### **C4: NON-PAYMENT OF FEES**

All International Undergraduate and Postgraduate students who have not paid their Tuition Fees in full by the relevant dates may be:

- Automatically excluded from the University for non-payment of Tuition Fees
- The UK Home Office (UKVI) will be informed within 10 days of exclusion by the University's Academic Registry. The student will then be expected to leave the country as the University will no longer be sponsoring them and UKVI may take action to curtail the visa

### **C5: PRE-SESSIONAL ENGLISH COURSES**

All international students undertaking pre-sessional English will be assessed at the end of the pre-sessional course to ascertain if they have achieved the requisite level of English. If students have a single CAS and are eligible to continue but require **compulsory** in-sessional English tuition they must pay an additional £500 for the in-sessional course and examination, which will be delivered alongside the main programme.

### **C6: STUDENT VISA EXTENSION**

Should a student need to extend their student visa, they must have the support of the University by way of a CAS (Confirmation of Acceptance for Studies). If any tuition fees are outstanding to the University no new CAS will be issued.

### **C7: CHANGE OF FEE PAYER STATUS TO A HOME-FEES STUDENT**

A student might be assessed as 'overseas' for purposes of fee assessment when they first enrol at the University and then have their fee status change before the end of the programme.

Whilst their status might change mid-year, these changes will only come in to effect at the following enrolment or re-enrolment point for that person.

For example, a student who enrolls September 2020 as an overseas fee payer whose circumstances then change mid-year and they become a home-fees student will not be entitled to pay the lower amount until September 2021 when they re-enrol (if applicable). They are still expected to pay the full international fee in 2020/21. They will not be entitled to any refund on this.

## **8 HOW TO PAY OUTSTANDING FEES**

In order to enrol at the University you must pay **any outstanding tuition fees within the deadlines given above** following the payments methods described above. Alternatively the University will consider withdrawing you from the course of study.

If all outstanding fees due to the University remain unpaid by the required deadlines, you will not be permitted to study and the University will not permit you to enrol, and/or will withdraw you from your programme.

If you are on a Tier 4 student visa, the University will also **inform the UKVI that you are no longer a student of Glyndŵr University, that your Tier 4 sponsorship has been withdrawn and that you are not satisfying the terms and conditions of the student visa issued to you.**

## **C9: REFUND POLICY**

### **Any refund of tuition fees is at the discretion of the University.**

Withdrawal due to Visa Refusal: International Applicants, who require the issue of a Confirmation of Acceptance to Study (CAS) in order to apply for a visa, and are subsequently refused a visa will receive a full refund of all first year's tuition fees paid less an administration fee of £1,000 upon receipt of the Entry Clearance Officer's report. No refund will be granted if a visa is refused on the grounds of having presented fraudulent or incorrect documentation.

Withdrawal after Issue of a Visa: Applicants, who require the issue of a CAS in order to apply for a visa, and subsequently withdraw on or before 31 August in the relevant year after being granted a visa will receive a full refund of all first year's tuition fees paid less an administration fee of £1,000.

Withdrawal due to English Language failure: Students who enrol for pre-sessional English on a single CAS, but fail to achieve the requirement will subsequently be withdrawn and will be entitled to a refund of the main course tuition fee less the cost of the pre-sessional course and less an administration fee of £1,000.

Withdrawal during the course of the programme: All International students on Undergraduate and Postgraduate courses who withdraw will receive the following levels of refund of the net Tuition Fee (after any scholarship) for that academic year: (i) less than six weeks from the course start date – 75%; (ii) between six weeks and twelve weeks after the course start date – 50%; (iii) more than twelve weeks after the course start date – 0%.

Withdrawal from short courses: All International students on short courses that require a student visitor visa who withdraw from their course at least 14 days prior to the commencement of the course will receive a full refund of their Tuition Fees less the £1,000 non-refundable deposit.

### ***Payment of the refund***

If it is agreed that a refund is payable the tuition fees **will be transferred to the original payer using the same method of payment as the original remittance.**

**Bank charges may be deducted** for refunds made by bank draft or electronic transfer at the discretion of Glyndŵr University.

### **ALL INTERNATIONAL STUDENTS TO NOTE:**

***DON'T SIMPLY STOP ATTENDING. YOUR FEE WILL STILL BE DUE UNLESS FORMAL WITHDRAWAL PROCEDURES HAVE BEEN FOLLOWED***

Tuition fees will remain due up until the date that the University department for Student Administration receives a correctly completed university withdrawal/suspension form that has been signed by the academic faculty in which the student is studying. Retrospective suspensions will not normally be authorised. Please see D5 to identify relevant liability points. Students should refer to the University Student Attendance and Engagement Policy

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## **D: ADDITIONAL TUITION FEE TERMS AND CONDITIONS - UK/EU/EEA STUDENTS (EXCLUDING WGU ONLINE)**

### **D1: TIMING OF PAYMENTS**

Fees are due at the point of enrolment and students are required to advise the University which payment arrangement applies to them:

### **D2: Fully Funded (Full Time)**

You need to declare to the University if the SLC is paying your tuition fee when you enrol.

The Student Loan Company usually confirms your funding electronically to the University. However, you may be asked to provide evidence of this.

You need to pay the full fee, or if the fee is greater than £1,000 then pay in three instalments as follows:

Instalment Due Date

First	By 31 <sup>st</sup> October 2020
Second	By 31 <sup>st</sup> January 2021
Third	By 30 <sup>th</sup> April 2021

Fees for courses with variable start dates, including PGR programmes, will be subject to modified dates, details will be provided in advance of the enrolment date

Failure to pay their tuition fees in full by the required deadlines may result in students being withdrawn from the programme, and students' details being referred to a debt collection agency engaged by the University

### **D3: STUDENTS WITH A FEE SPONSOR**

Students must provide a letter/purchase order on enrolment/re-enrolment for each year of their course confirming that their sponsor will pay the fee for that particular academic year, on enrolment or within a 30 day limit. The letter must include an email address, to which the University can send an 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 the sponsor does not pay the student's fees for any reason, the student will become liable for the payment. Please note a letter needs to be provided each year of enrolment and should be addressed to the University.

### **D4: CHANGING THE MODE OF YOUR STUDY**

Should a student change from Full Time study to Part Time attendance, 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 (i.e. as a Part Time student on a Part Time course) will be charged the relevant part time fee. Students changing to Part Time mode are reminded that they will forfeit any Full Time bursary due. Students changing to Full Time mode of study will be charged the standard Full Time course fee. It is the responsibility of students who receive student financial support to inform the Student Loan Company (SLC) of any change of mode of study.

In exceptional circumstances where students change their mode of study from Full Time on a Full Time course in order to be designated as Part Time on a Full Time course for the purposes of student financial support, the following applies:

- The student must have the agreement of the relevant Head of School and the Student Loan Company;
- The change of mode will last no more than two academic years (a maximum of 120 credits over two years);
- The fee charged will be 50% of the Full Time tuition fee in each year the student is enrolled as Part Time on a Full Time course;
- The Finance and Strategic Planning departments must be notified immediately.

The Finance Office is the point of contact for revised fee calculations.

### **D5: WITHDRAWAL/SUSPENSION FROM THE COURSE**

A student becomes liable for a percentage of the tuition fee as soon as they enrol. Liability applies from the start of the academic year, even if the student enrolls later than the start of term.

Liability for the full fee is determined on a staged basis. If a student enrolls but subsequently decides that University isn't for them or they are required to suspend their studies then a proportion of the fee may be payable depending on when they decide to leave the course. The date of leaving is extremely important.

**The date of leaving is extremely important:**

<b>Student leaves:</b>	<b>% of fee liable</b>
From 21 <sup>st</sup> September and up to and including 10 <sup>th</sup> January 2021	The student is immediately liable for 25% of the annual tuition fee, from the first day of term; however the university may refrain from imposing this fee for a two-week "cooling off" period.
- From 11th January 2021 and up to and including the 4 <sup>th</sup> April 2021	Student is liable for 50% of the annual tuition fee.
- From 5th April 2021	Student is liable for the whole of the annual tuition fee.

Tuition fees will remain due up until the date that the University receives a correctly completed university withdrawal/suspension form that has been signed by the academic faculty in which the student is studying. Retrospective suspensions will not normally be authorised. Students should refer to the University Student Attendance and Engagement Policy

**PLEASE NOTE THAT IF YOU STOP ATTENDING YOUR FEE WILL STILL BE DUE UNLESS FORMAL WITHDRAWAL PROCEDURES HAVE BEEN FOLLOWED**

Any backdated withdrawal must be accompanied by evidence showing the student's original intent to withdraw at the date specified, especially if this is in the period between 21<sup>st</sup> September 2020 and the 11th January 2021. Students must complete a withdrawal form in all cases.

Liability points for non-standard start dates i.e. not September may have different liability points. Please refer to the Finance Office on 01978 293162 for guidance.

**Please note that any refund of tuition fees is at the discretion of the University. Refunds will only be considered where the student requests to withdraw.**

**E: ADDITIONAL TUITION FEE TERMS AND CONDITIONS - WGU ONLINE**

**E1: STUDENTS RECEIVING RECOGNITION OF PRIOR LEARNING (RPL) OR PRIOR EXPERIENTIAL LEARNING (RPEL)**

Where a student is granted RPEL for one or more 15 credit modules and therefore undertakes less than the expected credits for the year, the programme fee will be reduced by one twelfth (being 15/180) for each 15 credits exempted.

## **E2: CANCELLATION BY THE UNIVERSITY**

All courses have minimum class sizes and may be subject to cancellation in situations where insufficient enrolments are received. Whilst the University makes every effort to avoid this situation, should it arise the student will be enrolled onto the next instance or a suitable available module. Students will be entitled to a refund of any fees paid.

In the unlikely circumstances that an individual session or activity has to be postponed, the University will make every reasonable effort to reschedule or make provision for the relevant learning opportunity to be provided through another means to avoid detriment to students and ensure outcomes can be met.

## **E3: ADDITIONAL CHARGES FOR DUPLICATE DOCUMENTS**

Included in your tuition fee will be the provision in each academic year of enrolment of one copy of official documents relating to your student status, This includes your student card and documents such as letters confirming your enrolled student status, your academic results and, when appropriate due to your achievement, a transcript and/or certificate. If you require additional or duplicate copies of any of these documents, or specific additional letters regarding your student status the University may charge you an additional administration and postage fee for these.

## **E4: SLC Funded Students**

You need to declare to the University if the SLC is paying your tuition fee when you enrol. You should be aware that:

- (i) you may have to pay your tuition fees before you have received funding from the SLC. You should make arrangements to ensure that you are able to do this. You will not be able to commence the programme or a module within it without having paid the relevant fee.
- (ii) any periods of temporary withdrawal from the programme will be advised to the SLC and this may result in a delay to funding when you restart the programme;
- (iii) if you draw down SLC funding without having engaged in the programme, you should assume that you will have to repay all funds to the SLC.

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## **F: ADDITIONAL GUIDANCE FOR ALL STUDENTS ON HOW TO MAKE A PAYMENT (EXCLUDING WGU ONLINE – SEE SECTION E)**

It is the student's responsibility to ensure that all payments reach the University by the required payment deadline. No allowance will be made for the closure of banks during public/national holidays and these should be anticipated by the student. It is the responsibility of the student to ensure payments are made in timely fashion and the University will take strict action against any student who fails to do so.

**New fees apply to new enrolling students only, but the liability points (the points at which a percentage of the fee becomes payable) and the withdrawal process applies to all new and returning full and part time students, with the exception of PhD/MPhil students.**



To make a payment to the University you have **the following payment options**. For all options the student must have the **student ID number and the student bank details**. **Please note we cannot accept cash payments**

<b>UK and EU Students</b>	<b>International students</b>
Sterling cheques, debit cards (Maestro, Delta, Solo and VISA Electron), credit cards (VISA and MasterCard only) and bank transfers/drafts.	Sterling cheques, debit cards (Maestro, Delta, Solo and VISA Electron), credit cards (VISA and MasterCard only) and bank transfers/drafts.

<p><b>In Person:</b></p> <p>□ at enrolment</p> <p><b>On-Line:</b></p> <p>At <a href="https://payonline.glyndwr.ac.uk/">https://payonline.glyndwr.ac.uk/</a></p> <p><b>By Post:</b></p> <p>Send your sterling cheque made payable to Glyndŵr University to:</p> <p>Glyndŵr University Finance Department PP4 Plas Coch Mold Road Wrexham LL11 2AW</p> <p><b>By Standing Order/Bank Transfer:</b> Please ask the finance office for details.</p> <p><b>Over the Phone:</b></p> <p>Please call <b>01978 293037</b> or <b>01978 293936</b></p> <p>Remember to have your student number ready when you call.</p> <p>Bank remittances should be emailed to <a href="mailto:accountsreceivable@glyndwr.ac.uk">accountsreceivable@glyndwr.ac.uk</a> or posted to the above address.</p>	<p><b>Option 1 (our preferred method of payment)</b></p> <p><b>Bank transfer via Western Union Business Solutions University's Account:</b></p> <p>Students who wish to make payments from overseas or from UK often lose money to fluctuating exchange rates, expensive bank charges and unforeseen card charges. Using the service provided by Western Union Business Solutions helps eliminate these problems and ensures your enrolment can be processed quickly.</p> <p>Using the free service provided by Western Union Business Solutions to make payment in your local currency helps eliminate these problems and <b>ensures that the University receives 100% of the payment you send (no transfer fees).</b></p> <p>The services guarantees you an exchange rate for 72 hours to give you time to make the payment using your internet, telephone or local bank, and you will be notified as soon as your payment is received via email.</p> <p>Please use the link below to access the service:</p> <p><a href="https://www.geoforeducation.com/PRR/Info/SelfEnrol.aspx?paramset=26ff793b-b996-404c-af25-8ab217cb6667">https://www.geoforeducation.com/PRR/Info/SelfEnrol.aspx?paramset=26ff793b-b996-404c-af25-8ab217cb6667</a></p> <p>Please note this <b>service is available to students wishing to pay in British Pounds, including domestic students.</b></p> <p>If you have any queries regarding this service or your payment you can contact Western Union's dedicated student support helpline on helpline on +44 (0) 1733 294459 +44 (0) 1733 294459 or email <a href="mailto:education@westernunion.com">education@westernunion.com</a>.</p>
	<p><b>Option 2</b></p> <p><b>Bank transfer or Bank Deposit directly into the University's Account:</b></p> <p>Bank: Barclays Bank Plc Sort Code: 20-51-01</p>
	<p>Account Number: 80645370 Name: Glyndŵr University Swift Code: BARCGB22 IBAN: GB14BARC20510180645370</p>

**Option 3**

**In person:** By **credit/debit card** over the phone.

If you have a question regarding your fees, please email:  
[accountsreceivable@glyndwr.ac.uk](mailto:accountsreceivable@glyndwr.ac.uk)

**Option 4**

**Online payment by card**

You can make a payment by signing into your Moodle account and following the on-screen instructions.

If you do not yet have Moodle access, you can pay online [here](#)

*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 University that affect policies and procedures in regard to fees, bursaries, grants and scholarships.*

**END**