

Composite Fee Liability Policy 2023/24 Academic Year



Version control

| | |
|--|------------------------|
| Owner: | Academic Registrar |
| Author: | Fees & Finance Manager |
| Approved by: | Academic Registrar |
| Date of Approval of this Version: | 31 July 2023 |
| Next Review Date: | 01 June 2024 |
| Version Number: | V1.0 |
| Applicable Statutory, Legal or National Best Practice | |
| Equality Impact Assessment Completion Date: | |
| Data Protection Impact Assessment Completion Date: | |

This document can only be considered valid when viewed via the University website. If this document is printed into hard copy or saved to another location, you must check that the version number on your copy matches that of the one on the University website. Approved documents are valid for use after their approval date and remain in force beyond any expiry of their review date until a new version is available.

Composite Fee Liability Policy 2023/24 Academic Year

Introduction

1. Upon enrolment, students accept the University's terms and conditions of registration – these include accepting liability for Tuition Fees for the respective academic year.
2. The policy details composite fee charges and calculations.

Scope

3. This policy applies to all students who register with the University.

Glossary

- a. *Composite Fees* – Tuition Fees and bench fees, together with any examination, registration, or other fees payable in respect of the programme for which the student is enrolled.
- b. *Tuition Fees* – the Tuition Fees chargeable for a student's programme of study.
- c. *Bench Fees* – the Additional Costs chargeable to a student for their postgraduate research project
- d. *Additional Costs* – additional study related costs such as laboratory costs, equipment, printing and copying charges, library fines or replacement charges, mandatory field trip costs and costs that may be payable to a third-party organisation.
- e. *Academic Year* – the specific period from 1 August to 31 July.
- f. *Advance Fee Payment* – a specified proportion of the Tuition Fees that is payable in advance by students who require a Certificate of Acceptance to Study (CAS) in the United Kingdom letter.
- g. *Student Contract* – the terms and conditions which apply when a student accepts an offer of a place and when they enrol with the University.
- h. *Study Year* – the annual period of study for any student who registers outside of the Academic Year.

Liability for Composite Fee Payments

4. It is the student's responsibility to ensure that all fee payments to the University are paid at the appropriate time irrespective of any undertaking by a third party to pay fees on behalf of a student.
5. Where students do not pay their fees in full at the start of their academic session, they will be required to pay their fees using the Payment Terms (Appendix I) offered by the University unless detailed otherwise on their offer letter. [Sanctions](#) will be applied in line with the timescales provided in the Credit Control and Debt Management Policy where students fail to do this.
6. Students are liable for payments of their fees should the sponsor not be able to pay. Further information on paying fees can be found at: <https://www.bradford.ac.uk/money/fees/paying-fees/>
7. Any additional costs owed to the University will be collected separately. Confirmation of additional monies owed can be viewed by students on their e:Vision portal.
8. The University charges fees in full for the academic or Study Year at the commencement of the academic or Study Year. Fees are based on periods of registration – not attendance
9. Students who wish to withdraw or suspend from their programme of study should complete and submit a change of circumstances using e:Vision as soon as possible. Where a student is unable to use this form, they should submit their intention to withdraw or suspend in writing to their programme administrator. Fee liability charges are calculated from the date written confirmation of withdrawal or suspension is received at the University, or a later date if advance notification is provided. The University does not backdate withdrawal or suspensions. Non-attendance at the University does not constitute withdrawal or suspension.
10. Where a student leaves their period of study earlier than intended, fee liability will be calculated in line with the tables provided in the appendices II to V.
11. Where a student undertakes a proportion of their normal credit load for the year, fees will be adjusted accordingly.
 - a) Undergraduate students studying less than 80 credits will be charged a prorated rate. Students studying 80 credits or more will be charged the full tuition fee.
 - b) Undergraduate students *repeating* modules up to the value of 80 credits will be charged at a pro-rated rate of the full-time fee.

- c) Postgraduate Taught students undertaking a proportion of their normal credit load for the year will be charged at the prorated rate for their course of study.
- d) Postgraduate students *repeating* modules will be charged at a pro-rated rate of the full-time fee.

Calculation of Tuition Fee Liability

12. Tuition Fee Liability for students who withdraw or suspend during the academic or Study Year will be calculated according to study status and length of time on the programme. Calculations will be undertaken as follows:

a) **Home and International Fee Paying Undergraduate Taught Students (Full and Part Time)**

A student who withdraws or suspends within the first two weeks of term will not be charged Tuition Fees. Students who withdraw or suspends after the first two weeks of term will be charged Tuition Fees in three liability periods, as detailed in Appendix II.

Part-time students who are studying over two semesters will be charged as in the tables in Appendix II. Part-time students or who are studying for less than 2 whole semesters or on a modular basis will be charged as detailed in section 12(d) below.

b) **Home and International Fee-Paying Postgraduate Taught (Full and Part Time – up to 0.5fte)**

A student who withdraws or suspends in the first two weeks following the start of term will not be charged. Students who withdraw or suspend after the first two weeks following the start of term will be charged Tuition Fees in three liability periods, as detailed in Appendix III.

Part-time students studying less than 0.5FTE or on a modular basis will be charged as detailed in section 12(d) below:

c) **Home and International Fee-Paying Postgraduate Research (Full and Part Time)**

A student who withdraws or suspends in the first two weeks following the start of term will not be charged. Students who withdraw or suspend after the first two weeks following the start of term will be charged Tuition Fees for each month started, as detailed in Appendix IV.

Writing Up fees are not reduced if a student withdraws or suspends within the academic or Study Year.

d) **Modular (less than 0.5FTE) and Other Fee-Paying Students**

- i) Students studying their programme on a modular basis will be charged per module undertaken. A student who withdraws or suspends in the first two

weeks following the start of the module will not be charged. After this two-week period, each module is charged in full.

- ii) A Pre-sessional student who withdraws or suspends in the first two weeks following the start of the Pre-sessional course will not be charged. Students who withdraw or suspend after the first two weeks of the course start date will be charged liability, as detailed in Appendix V.

e) **Scholarships and Discounts**

All calculations for refunds for students in receipt of Scholarships, Bursaries or Discounts should be applied to the student's payable Tuition Fee balance. Any discounts that are calculated as a percentage of the student's payable balance (e.g. Alumni and early payment discount) will be the last of any discounts or scholarships to be applied to the calculation. Where there is more than one of these discounts, these will be applied in order from high to low. Early payment discounts will only be applied where the revised Tuition Fee liability is over £8,000.

Calculation of Bench Fee Liability

13. Bench Fee Liability for students who withdraw during the academic or Study Year will be calculated based on the actual spend to date. Where a student has withdrawn and they have paid more Bench Fees than have been spent, any overpayment will be refunded.
14. Bench Fee Liability for students who suspend study will be calculated on a pro-rata basis as detailed in appendix IV.

Payment of Refunds

15. A student who has withdrawn from the University during the academic or Study Year will normally only be entitled to a refund of Composite Fees if they meet all the following criteria:
 - a) The University has received notification in writing from the student (inclusive of the e:vision change of circumstances form) to confirm the student no longer wishes to continue the programme of study, and
 - b) The student is no longer attending lectures, or undertaking research, as confirmed by the faculty. The withdrawal date will be taken as the date that notification of the withdrawal is received by the University, or a later date if advance notification is provided.
 - c) The student has returned all items owned by the University, including, but not limited to, laptops or other mobile devices and books. The University will only refund Composite Fees (or part thereof) which have been paid and have cleared through the University's bank account.
 - d) The student has a credit on their account following the revision of their composite fee liability.
16. Refunds of Composite Fees will be calculated in line with the liability periods set out in the Appendices. Where a student has also paid an examination, registration or other fee as part of their total Composite Fees, this will be refundable to the student if it is recoverable to the University (i.e. if the University has passed this onto an external organisation such as Professional, Statutory or Regulatory Body and is unable to recover it, no refund will be made).
17. Refunds will not normally be issued for students undertaking a suspension from their programme of study. Instead, any resulting credit will remain on the student's account and will be carried forward until the student returns. Suspending students are responsible for paying any outstanding fees and/or fines to the University, which may include, but is not limited to, Composite Fees, library fines and hardship loans. Re-enrolment will not be permitted unless all outstanding Composite Fees have been paid.

18. Where a student does not enrol with the University or where a student enrolls but subsequently withdraws within the first two weeks of term, Advanced Fee Payments will be refunded on request. The University reserves the right to charge an administration fee of £200 when refunding an Advance Fee Payment. This charge is levied to recover the relevant costs of administering the original admission process and of making the refund.
19. Where the total sum already paid to the University exceeds the revised fee liability amount then a refund will be authorized within 30 days of receipt of cancellation of the student's contract with the University.
20. Refunds will be calculated in UK Pounds Sterling. The University is not responsible for shortfalls due to exchange rate fluctuations, or bank or other charges incurred.
21. Refunds are normally made to the fee payer (person or organization). In exceptional circumstances it may be possible for the University to refund a third party but only where written permission is obtained from the original source of the funding (in line with the Financial Regulations of the University).
22. Refunds will be paid into the bank account of the person or organization that paid the Tuition Fees. If payment was made by credit or debit card, then refunds will be made to the card from where the fees were paid. The University cannot pay refunds in cash.

Collection of unpaid composite fees and additional costs

23. Students unable to clear their composite fee liability charges and any additional costs at the time of suspension and/or withdrawal must contact the [Credit Control Team](#) to develop an acceptable payment plan to clear the balance on their account. Failure to do so will result in referral of the debt to an external debt collection agency for collection.
 - a) Students are not permitted to return to study following a period of suspension until all composite fees charged are cleared in full.
 - b) Students are not permitted to return to study on a new programme with the university until all composite fees and additional costs charged are cleared in full.

Student Contract

24. Under the University's [Student Contract](#), students who are dissatisfied with the arrangements made are entitled to withdraw from the University, and in such circumstances, refunds will be calculated in line with the provisions set out in paragraphs 16-22 of this policy.
25. The University has a Student Protection Plan which sets out what students can expect to happen to protect their interests if their course, campus or institution closes or is significantly changed. The University seeks to minimise change and, where change is unavoidable, puts in place specific plans and arrangements to support and protect students.

26. In the unlikely event of the cancellation of a programme requiring the activation of the University's Student Protection Plan, and where the University has been unable to make suitable arrangements for teach-out or transfer to an alternative programme, the University will refund fees paid for the current level of the affected programme, but not for any previous levels completed. (For example, where a student has completed Level 4 and is studying Level 5 at the time the programme is affected, the University will refund fees associated with Level 5 of the programme, but not for Level 4).
27. The University will not seek to recover any student Bursary already paid in respect of study which the University is unable to continue to provide. If the student is provided alternative provision of study, at the University or elsewhere, any remaining amounts to be paid under the Bursary will be paid.

Compensation

28. In the unlikely event of the University's Student Protection Plan being activated, the University will consider compensation for circumstances occurring as a direct result of situations set out within the Student Protection Plan.
29. In considering compensation, the University will consider the context of the situation that has occurred and any individual circumstances of students. The University will also consider any mitigating actions which have been put in place to support students. The University will consider a wide range of measures to support students, including assistance with travel costs required by a change to delivery location, and compensation should it not be possible to maintain continuity of study, and will discuss compensation with the student or students affected. Compensation will be benchmarked against guidance from the Office of the Independent Adjudicator for Higher Education.
30. Where a student is unhappy with the level of compensation offered, a complaint may be submitted under the University's Student Complaints Procedure, under which an independent review of the proposals will be made:

<https://www.bradford.ac.uk/academic-misconduct-appeals-and-student-complaints/student-complaints/>

Where a student has completed internal procedures under the Student Complaints Procedure, the matter may be referred to the Office of the Independent Adjudicator for Higher Education.

Further Advice

31. The University provides confidential specialist advice about student funding and can also help with general advice about budgeting, debt, and welfare benefits. Any student experiencing financial difficulty who would like support and advice on the above may contact the Student Life Team at supportandguidance@bradford.ac.uk. Students may also wish to contact the Students' Union Advice Centre at ubu-advice@bradford.ac.uk.

32. Queries regarding fee calculations should be directed to the Fees Team at sas-fees@bradford.ac.uk. If the team cannot answer the query, it will be escalated to the Fees and Finance Manager.

Complaints regarding refund decisions or the refund process should follow the usual Student Complaints Procedure:

<https://www.bradford.ac.uk/academic-misconduct-appeals-and-student-complaints/studentcomplaints/>

Alterations to the Policy

33. Changes to the Policy may take place from year to year as required to comply with changes in regulations. Students will be kept informed of any changes by notices sent to student email accounts. Notices will also be posted to Canvas (the University's virtual learning environment) and on the University's website. The University will, where practicable, canvas students' opinions and consider any reasonable representations that are made.

Money Laundering

34. The University has an Anti-Money Laundering Policy, which sets out the procedures to be followed if money laundering is suspected:

<https://www.bradford.ac.uk/media-v8/site/governance/policies-and-statements/Anti-Money-Laundering-Policy-241121.pdf>

Payment Terms for Composite Fee Charges of £500.00 or under

Payment in full before or during (re-)enrolment or within 30 days of invoice

Payment Terms for Composite Fee Charges for a [Short Course](#) (programme length 20 weeks or under)

Payment in full before or during (re-)enrolment or within 30 days of invoice

Payment Terms for Composite Fee Charges for a single [Continuing Professional Development \(CPD\)](#) module (maximum 30 credits)

Minimum payment of 50% of module fee charge before or during (re-)enrolment with the remainder of the module fee balance due within 6 weeks of the start date of the module

Payment Terms for Composite Fee Charges for a [Master's in Business Administration \(MBA\)](#) course

| (Re-)enrolment period | Stage 1 | Stage 2 |
|-----------------------|---|---|
| October 2023 | Advance fee payment of 25% to enrol followed by 3 equal instalments due by 01 January, 01 April, and 01 July 2024 | Minimum fee payment of 25% to re-enrol followed by 3 equal instalments due by 01 January, 01 April, and 01 July 2024 |
| January 2024 | Advance fee payment of 25% to enrol followed by 3 equal instalments due by 01 April, 01 July, and 01 October 2024 | Minimum fee payment of 25% to re-enrol followed by 3 equal instalments due by 01 April, 01 July, and 01 October 2024 |
| April 2024 | Advance fee payment of 25% to enrol followed by 3 equal instalments due by 01 | Minimum fee payment of 25% to re-enrol followed by 3 equal instalments due by 01 July, 01 October 2024, and 01 January 2025 |

| | | |
|-----------|---|--|
| | July, 01 October 2024, and 01 January 2025 | |
| July 2024 | Advance fee payment of 25% to enrol followed by 3 equal instalments due by 01 October 2024, 01 January, and 01 April 2025 | Minimum fee payment of 25% to re-enrol followed by 3 equal instalments due by 01 October 2024, 01 January, and 01 April 2025 |

Payment Terms for Composite Fee Charges for a [Postgraduate Certificate Innovation, Enterprise, and Circular Economy \(PG IECE\) course](#)

| | |
|-----------|---|
| July 2024 | Advance fee payment of 1/3 to enrol followed by 2 equal instalments due by 01 October 2024, and 01 January 2025 |
|-----------|---|

Payment terms for Composite Fee Charges over £500.00 (excluding Short Courses, single CPD modules, and MBA and PG IECE courses)

| (Re-)enrolment period | Standard Payment Plan | Direct Debit Payment Plan* |
|------------------------------|--|---|
| September/ /October 2023 | Minimum fee payment of 50% to (re-)enrol followed by 2 equal instalments due by 16 January and 01 April 2024 | Minimum fee payment of 50% to (re-)enrol then 4 equal instalments collected by Direct Debit on 01 February, 01 March, 01 April, and 01 May 2024 |
| January / February 2024 | Minimum fee payment of 50% to (re-)enrol followed by 2 equal instalments due by 01 May and 01 August 2024 | Minimum fee payment of 50% to (re-)enrol then 4 equal instalments collected by Direct Debit on 01 June, 01 July, 01 August, and 01 September 2024 |

| | | |
|------------|---|--|
| April 2024 | Minimum fee payment of 50% to (re-)enrol followed by 2 equal instalments due by 01 July and 01 October 2024 | Minimum fee payment of 50% to (re-)enrol then 4 equal instalments collected by Direct Debit on 01 August, 01 September, 01 October, and 01 November 2024 |
| June 2024 | Minimum fee payment of 50% to (re-)enrol followed by 2 equal instalments due by 01 September 2024 and 16 January 2025 | Minimum fee payment of 50% to (re-)enrol then 4 equal instalments collected by Direct Debit on 01 October, 01 November, 01 December 2024, and 01 January 2025 |
| July 2024 | Minimum fee payment of 50% to (re-)enrol followed by 2 equal instalments due by 01 October 2024 and 01 February 2025 | Minimum fee payment of 50% to (re-)enrol then 4 equal instalments collected by Direct Debit on 01 November, 01 December 2024, 01 January, and 01 February 2025 |

* Valid UK Bank details must be submitted via e:Vision a minimum of 15 days before the first collection date

Home and International Fee Paying Undergraduate Taught Students (Full and Part Time)

Students Commencing in September 2023

| Liability Period | Percentage of Tuition Fees to be charged |
|-----------------------------------|---|
| 02 October 2023 -16 October 2023 | No charge (refund of payments made to date) |
| 17 October 2023 - 22 January 2024 | 25% (refund of additional payments made) |
| 23 January 2024 - 24 April 2024 | 50% (refund of additional payments made) |
| 25 April 2024 Onwards | 100% (No refund will be made) |

Students Commencing in January 2024

| Liability Period | Percentage of Tuition Fees to be charged |
|------------------------------------|--|
| 30 January 2024 - 13 February 2024 | No charge (refund of payments made to date minus administration fee) |
| 14 February - 24 April 2024 | 25% (refund of additional payments made) |
| 25 April 2024 - 16 September 2024 | 50% (refund of additional payments made) |
| 17 September 2024 Onwards | 100% (No refund will be made) |

Students Commencing in April 2024 (44 Week course)

| Liability Period | Percentage of Tuition Fees to be charged |
|---------------------------------|--|
| 23 April 2024 - 07 May 2024 | No charge (refund of payments made to date minus administration fee) |
| 08 May 2024 - 14 August 2024 | 25% (refund of additional payments made) |
| 15 August 2024 - 8 January 2025 | 50% (refund of additional payments made) |
| 09 January 2025 Onwards | 100% (No refund will be made) |

Appendix III

Home and International Fee-Paying Postgraduate Taught
Postgraduate Taught Students commencing in September 2023

| Liability Period | Percentage of Tuition Fees to be charged |
|-----------------------------------|---|
| 02 October 2023 - 16 October 2023 | No charge (refund of payments made to date) |
| 17 October 2023 - 31 January 2024 | Fees will be charged at one third of the total fees for the Academic Year (refund of additional payments made) |
| 01 February 2024 - 31 May 2024 | Fees will be charged at two thirds of the total fees for the Academic Year (refund of additional payments made) |
| 01 June 2024 - Onwards | Full fees will be charged (no refund will be made) |

Postgraduate Taught Students commencing on 30 January 2024

| Liability Period | Percentage of Tuition Fees to be charged |
|------------------------------------|---|
| 30 January 2024 - 13 February 2024 | No charge (refund of payments made to date minus administration fee) |
| 14 February 2024 - 29 May 2024 | Fees will be charged at one third of the total fees for the Academic Year (refund of additional payments made) |
| 30 May 2024 - 30 September 2024 | Fees will be charged at two thirds of the total fees for the Academic Year (refund of additional payments made) |
| 01 October 2024 - Onwards | Full fees will be charged (no refund will be made) |

Appendix IV

Home and International Fee-Paying Postgraduate Research
Postgraduate Research Students commencing in September or October 2023

| Liability Period | Percentage of Tuition Fees to be charged |
|---------------------------------------|--|
| 02 October 2023 – 16 October 2023 | No Charge (refund of payments made minus administration fee) |
| 17 October 2023 – 31 October 2023 | Fees will be charged at one/twelfth (1/12) of the total fees for the Academic Year (refund of additional payments made) |
| 01 November 2023 – 30 November 2023 | Fees will be charged at two/twelfths (1/6) of the total fees for the Academic Year (refund of additional payments made) |
| 01 December 2023 – 31 December 2023 | Fees will be charged at three/twelfths (1/4) of the total fees for the Academic Year (refund of additional payments made) |
| 01 January 2024 – 31 January 2024 | Fees will be charged at four/twelfths (1/3) of the total fees for the Academic Year (refund of additional payments made) |
| 01 February 2024 – 28 February 2024 | Fees will be charged at five/twelfths (5/12) of the total fees for the Academic Year (refund of additional payments made) |
| 01 March 2024 – 31 March 2024 | Fees will be charged at six/twelfths (1/2) of the total fees for the Academic Year (refund of additional payments made) |
| 01 April 2024 – 30 April 2024 | Fees will be charged at seven/twelfth (7/12) of the total fees for the Academic Year (refund of additional payments made) |
| 01 May 2024 – 31 May 2024 | Fees will be charged at eight/twelfths (2/3) of the total fees for the Academic Year (refund of additional payments made) |
| 01 June 2024 – 30 June 2024 | Fees will be charged at nine/twelfths (3/4) of the total fees for the Academic Year (refund of additional payments made) |
| 01 July 2024 – 31 July 2024 | Fees will be charged at ten/twelfths (5/6) of the total fees for the Academic Year (refund of additional payments made) |
| 01 August 2024 – 31 August 2024 | Fees will be charged at eleven/twelfths (11/12) of the total fees for the Academic Year (refund of additional payments made) |
| 01 September 2024 – 30 September 2024 | Full fees will be charged (no refund will be made) |

Postgraduate Research Students commencing in February 2024

| Liability Period | Percentage of Tuition Fees to be charged |
|---------------------------------------|--|
| 01 February 2024 - 15 February 2024 | No charge (refund of payments made to date minus administration fee) |
| 16 February 2024 - 28 February 2024 | Fees will be charged at one/twelfth (1/12) of the total fees for the Academic Year (refund of additional payments made) |
| 01 March 2024 - 31 March 2024 | Fees will be charged at two/twelfths (1/6) of the total fees for the Academic Year (refund of additional payments made) |
| 01 April 2024 - 30 April 2024 | Fees will be charged at three/twelfths (1/4) of the total fees for the Academic Year (refund of additional payments made) |
| 01 May 2024 - 31 May 2024 | Fees will be charged at four/twelfths (1/3) of the total fees for the Academic Year (refund of additional payments made) |
| 01 June 2024 - 30 June 2024 | Fees will be charged at five/twelfths (5/12) of the total fees for the Academic Year (refund of additional payments made) |
| 01 July 2024 - 31 July 2024 | Fees will be charged at six/twelfths (1/2) of the total fees for the Academic Year (refund of additional payments made) |
| 01 August 2024 -31 August 2024 | Fees will be charged at seven/twelfth (7/12) of the total fees for the Academic Year (refund of additional payments made) |
| 01 September 2024 - 30 September 2024 | Fees will be charged at eight/twelfths (2/3) of the total fees for the Academic Year (refund of additional payments made) |
| 01 October 2024 - 31 October 2024 | Fees will be charged at nine/twelfths (3/4) of the total fees for the Academic Year (refund of additional payments made) |
| 01 November 2024 - 30 November 2024 | Fees will be charged at ten/twelfths (5/6) of the total fees for the Academic Year (refund of additional payments made) |
| 01 December 2024 -31 December 2024 | Fees will be charged at eleven/twelfths (11/12) of the total fees for the Academic Year (refund of additional payments made) |
| 01 January 2025 - 31 January 2025 | Full fees will be charged (no refund will be made) |

Postgraduate Research Students commencing in
June 2024

| Liability Period | Percentage of Tuition Fees to be charged |
|---------------------------------------|--|
| 01 June 2024 – 15 June 2024 | No charge (refund of payments made to date minus administration fee) |
| 16 June 2024 – 30 June 2024 | Fees will be charged at one/twelfth (1/12) of the total fees for the Academic Year (refund of additional payments made) |
| 01 July 2024 – 31 July 2024 | Fees will be charged at two/twelfths (1/6) of the total fees for the Academic Year (refund of additional payments made) |
| 01 August 2024 – 31 August 2024 | Fees will be charged at three/twelfths (1/4) of the total fees for the Academic Year (refund of additional payments made) |
| 01 September 2024 – 30 September 2024 | Fees will be charged at four/twelfths (1/3) of the total fees for the Academic Year (refund of additional payments made) |
| 01 October 2024 – 31 October 2024 | Fees will be charged at five/twelfths (5/12) of the total fees for the Academic Year (refund of additional payments made) |
| 01 November 2024 – 30 November 2024 | Fees will be charged at six/twelfths (1/2) of the total fees for the Academic Year (refund of additional payments made) |
| 01 December 2024 – 31 December 2024 | Fees will be charged at seven/twelfth (7/12) of the total fees for the Academic Year (refund of additional payments made) |
| 01 January 2025 – 31 January 2025 | Fees will be charged at eight/twelfths (2/3) of the total fees for the Academic Year (refund of additional payments made) |
| 01 February 2025 – 28 February 2025 | Fees will be charged at nine/twelfths (3/4) of the total fees for the Academic Year (refund of additional payments made) |
| 01 March 2025 – 31 March 2025 | Fees will be charged at ten/twelfths (5/6) of the total fees for the Academic Year (refund of additional payments made) |
| 01 April 2025 – 30 April 2025 | Fees will be charged at eleven/twelfths (11/12) of the total fees for the Academic Year (refund of additional payments made) |
| 01 May 2025 – 31 May 2025 | Full fees will be charged (no refund will be made) |

Appendix V
Pre-Sessional Course

20 weeks course commencing April 2024

| Liability Period | Percentage of Tuition Fees to be charged |
|-------------------------------|--|
| 15 April 2024 - 29 April 2024 | No charge (refund of payments made to date minus administration fee) |
| 30 April - 02 July 2024 | 50% (refund of additional payments made) |
| - Onwards | Full fees will be charged (no refund will be made) |

10 weeks course commencing June 2024

| Liability Period | Percentage of Tuition Fees to be charged |
|----------------------------|--|
| 24 June 2024 - 8 July 2024 | No charge (refund of payments made to date minus administration fee) |
| 9 July 2024 - Onwards | Full fees will be charged (no refund will be made) |

6 weeks course commencing June 2024

| Liability Period | Percentage of Tuition Fees to be charged |
|-------------------------------|--|
| 22 July 2024 - 05 August 2024 | No charge (refund of payments made to date minus administration fee) |
| 06 August 2024 - Onwards | Full fees will be charged (no refund will be made) |

