

## **PAYMENT OF TUITION FEES**

### **Procedures for Paying Tuition Fees**

1. Students are permitted to pay their fee, or any contribution thereto, as follows:

a) Home/EU Undergraduates

- Payment in full at the start of the academic session;
- Payment by direct debit in three instalments – 1st 25%, 2nd 25% and 3rd 50% - on the appropriate due dates (providing you have a UK bank account) upon acceptance by the Finance Department (Income Section) (NB. payment in one instalment if the sum due is £300 or less);
- Where direct debit is not applicable, by payment of one-third at the start of the academic session followed by two subsequent payments of one-third of the fee on the appropriate due dates.

NB. Students who have applied for Student Finance England, Student Finance Wales (EU), Student Finance Northern Ireland or Scottish Awards Agency funding and have not received an award letter within 30 days of the commencement of their course will be required to pay 25% of the fee as a first instalment.

b) Home Postgraduates and All Overseas Students

- Payment in full before or on enrolment;
- Payment by direct debit in three instalments (normally payable in November, January and April), upon acceptance by the Finance Department (NB. payment in one instalment if the sum due is £300 or less);
- Where direct debit is not applicable, by payment of one-third of the fee before or on enrolment, followed by payment of one-third of the fee in January and April.

c) Calendar Year Students

- Payment in full at the start of their academic year;
- Payment of one-third of the fee due at the start of their academic year, followed by payment of one-third of the fee after 90 days and 180 days of the start.

### Sponsored Students (other than Student Finance)

2. Students should provide proof of sponsorship to the Finance Department and it is the responsibility of the student to inform their sponsor that tuition fees are to be paid by 31 December following enrolment. In the event of sponsors not paying fees when due, the student becomes personally responsible for paying the full fee. Payment to be made in accordance with 1 a) or b) above.

If a student is in receipt of part-sponsorship for tuition fees, unless the sponsor decrees otherwise, the sponsored part of the fee will be deducted and the student is liable for the balance on an annual basis, payment to be made in accordance with 1 a) or b) above.

For calendar year students it is the responsibility of the student to inform their sponsor that the fees are to be paid within 90 days of the start of their academic year.

### Professional Career Development Loans (PCDLs)

3. Students receiving PCDLs are liable to pay their share of fees in accordance with the methods of payment detailed at 1 a) and b) above.

### Refund of Tuition Fees

4. In the event of withdrawal, following a two-week grace period at the start of a course when no tuition fees are charged:

All Undergraduate Home/EU students who are funded by a Student Finance tuition fee loan will not receive a tuition fee refund should their account be in credit as this will be clawed back by Student Finance.

For more detail see the Finance web page:

<http://www.cardiff.ac.uk/fince/students/undergraduate/index.html>

All other students will be charged - less any non-refundable deposit - on a pro-rata basis on the number of weeks in attendance from the start of the scheme and an appropriate refund made if necessary.

### Payment of Other Monies

Students are required to pay any other monies owing to the University in accordance with stipulated deadlines. Continuing students who have debts to the University arising from the previous academic session will be registered with outstanding finance issues for 30 days from the commencement of the course. Students will be advised of these arrangements and will also be advised of the importance of notifying the Finance Department if they have any individual circumstances that may be causing difficulty in resolving their situation. If arrangements for payment of the outstanding monies have not been made by the specified deadline, the University reserves the right to proceed in accordance with the Senate Regulation: Procedure for Payment of Tuition Fees and Other Monies.

## Bursaries and Studentships

If an award is to be made to a student not already in the University, the awarding School must ensure an offer of admission is made through the Academic Registry in accordance with its standard procedures.

## Operation of the Procedure for Payment of Tuition Fees and Other Monies

Prior to any enforcement of the Senate Procedure, the Finance Department will write to students after the deadline for payment of the tuition fee or any other monies.

Students will be advised:

- a) that the deadline for payment has passed;
- b) that settlement is required within 7 working days;
- c) that the Finance Department must be notified if they have any circumstances causing difficulty in making due payment;
- d) that in the event of non-compliance with either b) or c) above, the Senate Procedure will be invoked, and registration with the University will be cancelled forthwith.

The Finance Department has the discretion to defer/delay any enforcement of the Senate Procedure in the light of a student's personal circumstances.

If the matter has not been resolved following the issue of an e-mail by the Finance Department, the Senate Regulation: 'Payment of Tuition Fees and Other Monies', will be invoked. Students will be notified in by e-mail that their registration with the University is being cancelled. This confirmation will be sent to both the home and contact e-mail addresses. De-registered students will be advised of a final opportunity to present in writing any information which they feel may be relevant to their case and has not yet been made known to the University. The names of de-registered students will be confirmed to Registry, who will be responsible for notifying the relevant parties of the cancellation of registration (i.e. academic schools, libraries, other administrative departments).

23.15 If a student breaches any special arrangements for payment that have been approved by the Finance Department, he/she shall be automatically subject to de-registration.

## **PROCEDURES IN THE EVENT OF NON-PAYMENT OF TUITION FEE AND NON STUDENT DEBT**

### Tuition Fee Debt: Registered – Outstanding Finance Issues

Students who are unable to fulfil their financial obligations at enrolment will be registered with outstanding finance issues for 30 days from the commencement of the course. Students will be advised of these arrangements, and will also be advised of the importance of notifying the Finance Department if they have any individual circumstances that may be causing difficulty in resolving their situation by the deadline. If arrangements for the payment of

tuition fees or confirmation of sponsorship have not been made within 30 days of enrolment, the University reserves the right to proceed in accordance with the Senate Regulation: Procedure for Payment of Tuition Fees and Other Monies.

#### Non Payment of Fees by Due Date

At enrolment, students will receive confirmation of tuition fee payment dates, in accordance with the method of payment chosen. Students will also be advised of the importance of notifying the Finance Department if they have any individual circumstances that may be causing difficulty in making due payment by the deadline. If payment has not been received the University reserves the right to proceed in accordance with the Senate Regulation: Procedure for Payment of Tuition Fees and Other Monies.

If action is not taken in accordance with the Procedure for Payment of Tuition Fees and Other Monies, the University also reserves the right to refuse permission to attend the Graduation Ceremony.