

Tuition Fee Regulations

**2021
/22**

1. Student status assessment

- 1.1 The university is required to verify your right to study in the UK in order to comply with Home Office regulations. This may affect your right to enrol.
- 1.2 When you enrol on a course at LSBU, we will assess whether you are a Home, EU or Overseas student. The reason we do this is to determine the level of fees payable (if appropriate) and for our regulatory returns. You must complete a Student Status Assessment form and provide evidence to support the answers you give. If you hold a student visa you will not be eligible to join a part-time course.
- 1.3 Your student status assessment normally remains unchanged for the duration of your course of study. However, there are some circumstances when your status may change after the start of your course. If your circumstances change, you will be required to provide proof and to complete a further Student Status Assessment form, before a decision can be made. *Any new rate of fee payable will be charged from the next academic year.* Your status cannot change during an academic year.
- 1.4 On 23 June 2020, the UK government announced that any **new** EU students who do not have either EU settled or pre-settled status starting at a university in England in the 2021/22 academic year would no longer be eligible for Home fee status or have access to student loans. This means that such students will be charged the international rate of fee. The government has guaranteed that EU students who started their current course at an English university in or before 2020/21, and who continue on the same course, will still benefit from funding support (student loans) and retain the same fee level as Home students for the duration of the course. EU students not holding immigration status will be required to apply for a student visa to study in the UK. Further information can be found on our website: www.lsbu.ac.uk/international/eu-student-information

2. Payment arrangements for different types of students

- 2.1 There are different payment arrangements for different types of students. Where 'EU continuing student' appears below or elsewhere in these regulations, this refers to students who commenced their current course in or before academic year 2020/21.
 - Full-time Home, continuing EU, new settled-status or pre-settled EU and EEA migrant worker undergraduates (see section 3)
 - Part-time Home, continuing EU, new settled-status or pre-settled EU and EEA migrant worker undergraduates (see section 4, section 5 and section 6 or section 7)
 - Full- and part-time Overseas/International or new EU undergraduates without settled or pre-settled status (see section 5 and section 6 or section 7)
 - Full- and part-time Home or EU or Overseas postgraduates (see section 5 and section 6 or section 7)
 - Full- and part-time Home or continuing EU postgraduate students in receipt of a postgraduate or doctoral loan (see section 5.10)
 - Full- and part-time new EU postgraduate students, with settled status, in receipt of a postgraduate or doctoral loan (see section 5.10)
 - Full- and part-time new EU postgraduate students, with pre-settled status (see section 5.10)

3. Full-time undergraduates assessed as Home students

- 3.1 Applications for maintenance loans (where eligible), tuition fee loans and other support can be made online to Student Finance England (SFE) (see contacts section). www.gov.uk/browse/education/student-finance
- 3.2 Payment will be made by the Student Loans Company. **Check your eligibility at www.lsbu.ac.uk/fees/underGrad.html. You will be sent a Payment Advice as part of your Financial Notification letter from the SLC setting out your entitlements.**

- 3.3 You will be given the option to take out a loan for your tuition fees. You must tell SFE as part of your application how much tuition fee loan you wish to borrow. Any amount you do not borrow will be payable in full before your record can be updated to fully enrolled or by your re-enrolment deadline unless it is agreed at your enrolment that you can pay in instalments.

Visit www.lsbu.ac.uk/fees/underGrad.html to find out more.

- 3.4 For continuing/re-enrolling students, the exam board decision may allow some students to pass to the next level with outstanding modules at the previous level. This means that students will progress to the next stage of their course and also complete any outstanding modules from the previous year.
- 3.5 For continuing/re-enrolling students, the exam board decision for some students will be 'continue outstanding modules' or 'repeat failed modules with attendance'. In both cases this means that you must repeat all failed modules and are ineligible to take any additional modules. **Students remain liable for payment of the repeat module(s) in lieu of funding confirmation from SFE.**
- 3.6 **Payment arrangements for new students.** As part of your enrolment we will check whether you have applied for and been awarded a tuition fee loan. You will be asked to make payment in full of any amount not covered by your tuition fee loan.
- 3.7 **Payment arrangements for continuing students.** You will need to have your Payment Advice available when you re-enrol online. It will set out the following:
 - a) Your course fee
 - b) Your tuition fee loan amount
 - c) The amount you pay to your universityYou will be asked to make payment of any amount not covered by your tuition fee loan.
- 3.8 If you are eligible but choose not to take out a tuition fee loan you will be expected to make payment of your tuition fees in full at your online enrolment or by the published re-enrolment deadline unless it is agreed at your enrolment that you can pay in instalments. An exception to this would be if you choose not to take out a tuition fee loan for religious reasons or if you

are refused or are ineligible for a tuition fee loan. Such students will be able to pay in instalments.

- 3.9** Some courses contain field trips, the cost of which is not covered by the Student Loans Company. Your School will give you details of how much you need to pay and the date for payment.
- 3.10 Previous study.** You can usually get student finance funding for your first full degree. If you have studied a higher education course before and had funding for this course, you may not get funding for a second course. As a general rule tuition fee loans are available for the full length of the course plus one extra year if needed. This extra year can cover any false starts or course/university transfers. The number of years that students are eligible for funding is calculated as follows:

$$\boxed{\text{Length of current course}} + \boxed{\text{one additional year}} - \boxed{\text{years of previous study}}$$

Please note: your funding may be affected if you are thinking of withdrawing, interrupting or changing course.

- 3.11 Postgraduate courses eligible for undergraduate SFE funding.** The arrangements above also apply to specific postgraduate courses which are eligible for the undergraduate package of SFE funding. This includes PGCE and MArch courses and pre-registration PG nursing courses including PGDip Adult Nursing. Eligible students can apply for a maximum loan of £9250 per year. Any additional amount payable in excess of £9250, remains the responsibility of the student.

4. Part-time undergraduate Home and continuing EU students or new EU students with settled or pre-settled status

- 4.1 Starting their studies in 21/22 or continuing having started since 12/13.**
- 4.1.1** If you are a Home or continuing EU student or new EU student with settled or pre-settled status studying a first degree at undergraduate level in 21/22 you may be eligible

for a non-income assessed tuition fee loan up to a maximum of £6,935.

You must be studying at a minimum intensity of 25% of the full-time equivalent per year, taking no more than four times the time it would take to complete the course if studied full-time (up to a maximum of 16 years).
Visit www.gov.uk/student-finance/loans-and-grants for more details

- 4.1.2** Some students studying a second undergraduate degree may be eligible for support funding depending on the subject area of that second degree.
- 4.1.3** You will need to show evidence of your tuition fee loan or that you have applied for such a loan, at your online enrolment.
- 4.1.4** If you are not in receipt of a tuition fee loan or are not sponsored, you will be expected to make full or part payment of your tuition fee at or before enrolment or by the published re-enrolment deadline. A minimum payment of 50% of the full tuition fee will be required to complete enrolment/re-enrolment.
- 4.2** The total standard fee for part-time undergraduate students enrolling in 21/22 is averaged out equally per annum over the standard length of the course. For example fees for a Home/EU student on a four-year course are £6,935 per annum. Students with APEL will have their fee adjusted as follows. The standard yearly fee for the 21/22 year will be reduced by the total of: APEL module credit x £75 (for students who started their course in 16/17 or earlier) or APEL module credit x £77.08 (for students who started their course in 17/18 or later).
- 4.3** It is your responsibility to contact SFE to make sure your application is processed and you receive a letter confirming your fee loan entitlement.
- 4.4** Students not eligible for the part-time study fee loan can pay as self-funded, sponsored or part-self-funding/part-sponsored students.

5. Self-funding students

(not applicable to full-time Home and continuing EU undergraduates or new EU students in receipt of a tuition fee loan)

- 5.1** Self-funding students studying for a whole year (2 semesters) can choose to either pay in full or pay by initial down payment and instalments. The number of instalments and due dates depend on whether you are a new or continuing student or are funding your tuition fees via a SFE postgraduate loan. If you pay in full you may be entitled to an early settlement discount.

- 5.2** New students and continuing students from 17/18 onwards: pay 1/2 of the annual tuition fee, followed by two instalments of 1/4 of the fee – due on the dates given in the table in the next column.

Continuing students who started their courses in 16/17 or earlier: pay 1/3 of the annual tuition fee, followed by four instalments of 1/6 of the fee – due on the dates given in the table in the next column.

New and continuing postgraduate students funding their studies by a SFE postgraduate loan pay the fees by the due dates given in the table in the next column.

- 5.3** Students who wish to pay their tuition fees in instalments will be required to set up a Recurring Card Payment (RCP) plan at enrolment/re-enrolment. Instructions on how to set up an RCP are included in the online enrolment/re-enrolment process.
- 5.4** The payment deadlines for self-funding or part-self-funding students on programmes starting in September, October, November or December 2021 are detailed in the table on the following page.

| Amount due | New students and continuing students from 17/18 and onwards | Continuing students who started in 16/17 or earlier | PG Loan/ Doctoral Loan (new and continuing students) |
|----------------------|--|--|--|
| Full payment | New students: at the online enrolment arranged for you. Continuing students from 17/18 and onwards: By 2 September 2021 (with no Summer resits) or by 24 September 2021 (with Summer resits) | By 2 September 2021 (with no Summer resits) 24 September 2021 (with Summer resits) | |
| Or | | | |
| Initial down payment | New students: 1/2 of the annual fee, at the online enrolment arranged for you. Continuing students: from 17/18 and onwards: 1/2 of the annual fee by 2 September 2021 (with no Summer resits) or by 24 September 2021 (with Summer resits) | 1/3 of the annual fee by 2 September 2021 (with no Summer resits) or by 24 September 2021 (with Summer resits) | |
| 1st instalment | 1/4 by 1 December 2021 | 1/6 by 1 December 2021 | 1/3 of the annual fee by 29 October 2021 |
| 2nd instalment | 1/4 by 28 January 2022 | 1/6 by 28 January 2022 | 1/3 by 28 January 2022 |
| 3rd instalment | | 1/6 by 18 April 2022 | 1/3 by 3 May 2022 |
| 4th instalment | | 1/6 by 31 May 2022 | |

NB Students studying for fewer than 2 semesters in any one academic year are not eligible to pay by instalments.

5.5 If you fail to make a payment by the due dates you will incur an additional £25 enrolment charge for each agreed instalment missed, up to a maximum of £100.

5.6 Early Settlement Discount. If you are a self-funding student and are enrolling for a whole year's study and pay in full at enrolment or by the relevant re-enrolment date as set out above, you may be entitled to an early settlement discount of 5% of your year's course fee.

The discount is not applicable if you are in receipt of or eligible for any SFE tuition fee funding or if you are the recipient of a tuition fee bursary. Further, the discount will not be applied to any additional fees, eg field trip costs. Students in receipt of a Loyalty Award or Overseas self-funded students in receipt of an International or Merit Scholarship may also qualify for the 5% early settlement discount on the balance of their fee once any discount has been applied. Please note that students in receipt of the 20% or 50% Loyalty Award do not qualify for the International or Merit Scholarships.

NB Students studying for fewer than 2 semesters in any one academic year must pay their tuition fees in full at enrolment and are not eligible for the early settlement discount.

5.7 The early settlement discount will be applied after any International or Loyalty Award discount is applied.

5.8 Discounts do not apply to fees for repeat modules.

5.9 Deposit. Any deposit paid in advance will be treated as part of the initial down payment of fees. The minimum payable by Overseas students in order to be enrolled will be the larger of 1/3 of your full year's tuition fees or the £3,500 deposit paid in order to obtain your CAS. Overseas deposits are non-refundable.

5.10 Postgraduate/Postgraduate Doctoral Loans. Any student applying for a postgraduate loan (PGL) or postgraduate doctoral loan (PGDL) via SFE will be required to provide evidence that their loan is in place at enrolment in order to be granted the instalment arrangement set out at 5.2, 5.4, 9.1 and 9.2.

Students who are unable to provide evidence of their loan will be required to make payment of at least 1/2 of their annual tuition fee at enrolment.

If you intend to use a PGL or PGDL loan as a contribution towards your fees and wish to pay by instalments you will be required to complete a Recurring Card Payment (RCP) plan.

Students should be aware that universities have an obligation to inform SFE of any changes to your programme of study, after enrolment, which may affect your eligibility for the PGL or PGDL loan. These include:

- transfers to programmes that do not qualify for the loan scheme (for example from MSc to PGDip programmes)
- the award of APL or APEL credit giving you exemption from studying the full masters programme
- you've received a PGL/PGDL before
- you are in receipt of Research Council Funding, a Social Work Bursary, are eligible for an NHS bursary
- you already have a qualification at the same level
- withdrawal/interruption from your course and
- exiting the course with a lower qualification

As a result of this notification, SFE may cancel your loan and reclaim any overpayment deemed to have been made. PGL and PGDL eligibility criteria can be found at www.gov.uk/funding-for-postgraduate-study

6. Sponsored students

6.1 On enrolment/re-enrolment, you will be asked to provide details of how you will be funding your studies, including whether you are sponsored by an employer or other organisation.

Please note that the contract is between you and the university. This means that even if you have a financial sponsor, you will remain personally responsible for payment of fees if we are unable to collect the fees from your sponsor or if your sponsor is unable to pay.

6.2 Students studying as apprentices: If you are a student studying as an apprentice, the cost of your apprenticeship is usually covered by the Education & Skills Funding Agency (ESFA) and your employer. While you remain employed as an apprentice, you will not be responsible for any fees and charges relating to the tuition or assessment of your course. You accept responsibility for payment of any other charges that you may incur whilst at the university. Should your employment status change or any amendments be made to

your existing contract of employment, your funding eligibility will be impacted and it is your responsibility to inform the university immediately.

- 6.3** The standard payment terms for sponsor invoices are 30 days from the date of the invoice and all invoices must be paid in full.
- 6.4** Refunds will not be made to sponsors/employers who have paid tuition fees in full for students who then leave their employ but remain enrolled on the course. This does not affect refunds for students who interrupt or withdraw from their course.
- 6.5 NHS contract-funded students.** HEE funding is now only available to students who have, for any reason, extended their study from the following cohorts (below) or who enrol on courses which still attract HEE funding:

- Undergraduate 3-Year Courses: September 2016 cohort (0916) or prior.
- Postgraduate 2-Year Courses: September 2017 cohort (0917) or prior.

If you cannot provide proof of approval for the payment of tuition fees or the university does not hold any approval for your extension you will remain personally responsible for payment of fees and charges, regardless of any arrangements held by the university with HEE. This can relate to fees for the whole or part of the year, modules, the course or payments associated with attendance on the course. Further, you may get approval for an extension and still have to meet any difference between payments approved or granted and those due.

For further information please also refer to:

- <https://www.gov.uk/nhs-bursaries/eligibility>
- <https://www.nhsbsa.nhs.uk/nhs-bursary-students>

7. Part-self-funding/ part-sponsored students

- 7.1** If your sponsor is only paying part of your fees your contributions are payable in the same way as those of self-funding students. You will be required to provide full sponsor details at enrolment. You will remain personally responsible for payment of fees and charges, even if there is an arrangement for the university to receive payment on your behalf from a sponsor or any other third party.

8. Health and Social Care CPD_ Open students

- 8.1** Students who decide to take a slower route or modules on a standalone basis will be enrolled on CPD_OPEN.
- 8.2** If you are self-funded full payment is required prior to starting the module.
- 8.3** The period of registration for courses is six years maximum; all credits counting towards an award have to be achieved within a six-year academic registration period.
- 8.4** The fee needs to be confirmed by a sponsor or paid prior to enrolment. For enrolment on CPD_OPEN, HSC does not offer payment by instalments.
- 8.5** No refund can be made once enrolled on CPD_OPEN. This applies to study days and workshops as well.
- 8.6** Students who do not complete a module/element and return in a subsequent academic year to either repeat or enrol on the same module will normally be expected to pay for the module again.

9. Non-September start programmes

- 9.1** The payment deadlines for self-funding/part-self-funding students on programmes starting in January, February or

| Amount due | New students and continuing students from 17/18 and onwards | Continuing students who started in 16/17 or earlier | PG Loan/ Doctoral Loan (new and continuing students) |
|----------------------|--|--|--|
| Full payment | New students: at the online enrolment arranged for you. Continuing students from 17/18 and onwards: By the start of your new academic year. | By the start of your new academic year | |
| Or | | | |
| Initial down payment | New students: 1/2 of the annual fee at the online enrolment arranged for you. Continuing students from 17/18 and onwards: 1/2 of the annual fee by the start of your new academic year. | 1/3 of the annual fee by the start of your new academic year | |
| 1st instalment | 1/4 by 18 April 2022 | 1/6 by 18 April 2022 | 1/3 of the annual fee by 28 February 2022 |
| 2nd instalment | 1/4 by 31 May 2022 | 1/6 by 31 May 2022 | 1/3 by 3 May 2022 |
| 3rd instalment | | 1/6 by 19 August 2022 | 1/3 by 11 October 2022 |
| 4th instalment | | 1/6 by 11 October 2022 | |

March 2022 are detailed below:

9.2 The payment deadlines for self-funding/part-self-funding students on programmes starting in April, May or June 2022

| Amount due | New students and continuing students from 17/18 and onwards | Continuing students who started in 16/17 or earlier | PG Loan/ Doctoral Loan (new and continuing students) |
|----------------------|---|--|--|
| Full payment | New students: at the online enrolment arranged for you. Continuing students from 17/18 and onwards: By the start of your new academic year. | By the start of your new academic year | |
| Or | | | |
| Initial down payment | New students: 1/2 of the annual fee at the online enrolment arranged for you. Continuing students from 17/18 and onwards: 1/2 of the annual fee by the start of your new academic year | 1/3 of the annual fee by the start of your new academic year | |
| 1st instalment | 1/4 by 1 September 2022 | 1/6 by 1 September 2022 | 1/3 of the annual fee by 3 May 2022 |
| 2nd instalment | 1/4 by 25 November 2022 | 1/6 by 2 December 2022 | 1/3 by 12 October 2022 |
| 3rd instalment | | 1/6 by 27 January 2023 | 1/3 by 27 January 2023 |
| 4th instalment | | 1/6 by 24 March 2023 | |

10. Other fees

10.1 Residentials. Some courses include residentials, the cost of which is added to your total tuition fee. These costs are

non-refundable.

10.2 Some courses contain field trips, the cost of which is not covered by the Student Loans Company. Your School will give you details of how much you need to pay and the date for payment.

10.3 Additional activities and registration fees. Your course may require you to attend other teaching sessions outside the university for which you may be required to pay an additional fee. Some courses, e.g. HNDs, require registration with an external body for which a fee is also payable. These costs are non-refundable.

10.4 Repeat study. If you are required to repeat any part of your course your fees are payable at the module rate applicable, irrespective of whether you are not required to attend or only take part of the module(s) e.g. if you only have to retake exams or submit coursework.

Part-time undergraduate students who first enrolled in 16/17 who repeat or return from interruption in 20/21 will be charged at a rate of £75 per credit, up to a maximum of £6935 per annum.

Part-time undergraduate students who first enrolled in 17/18 (and onwards) who repeat or return from interruption in 20/21 will be charged at a rate of £77.08 per credit, up to a maximum of £6935 per annum.

10.5 Students who have interrupted and resume their studies will be charged for their studies including any deferred modules not previously fully charged for or any modules for which they had paid but which they did not complete prior to interruption.

10.6 Deferrals. Any student (new or continuing) taking deferred modules will be charged at the standard module fee rate for those deferrals.

10.7 Exemptions from fees for deferred modules. An application for exemption from fees will be considered if satisfactory evidence is produced to show that a circumstance listed below under (a) to (c) existed at the time when a student was deferred in a module or modules and was the main or only cause of the student's impaired ability to study for the module or modules

and fee exemption is a reasonable adjustment -

- (a) Disability
- (b) Gender reassignment
- (c) Pregnancy or maternity/paternity.

10.8 The combined total of all tuition fees to be charged to any student in a given academic year will not exceed the standard tuition fees for that year which are prescribed by that student's fee status, mode of study and course.

10.9 The fee charged for apprenticeship students who interrupt or withdraw will be based on the last date of learning in the academic year.

10.10 Students withdrawn from study in the first term due to failure of a Disclosure and Barring Service (DBS) check, will not be charged.

10.11 Following the Covid-19 outbreak, students who interrupted their studies in the 19/20 or 20/21 academic year to join the NHS Workforce, will not be charged additional tuition fees in 20/21 or 21/22 when re-enrolling back onto the same academic year (if full fees were charged/paid in 19/20 or 20/21).

11. How to pay your tuition fees

The university accepts debit cards (Delta, VISA Electron, VISA Debit, Maestro), credit cards (VISA and MasterCard only) and bank transfers. You can pay in the following ways:

11.1 Online

- All students visit payonline.lsbu.ac.uk

11.2 Bank transfer

All bank transfers should be made via our partner Western Union Business Solutions.

This service allows you, your parents and sponsors to pay your fees in your local currency and from your home bank account

without worrying about exchange rates or bank charges. Your payment will arrive quickly and in full to the university. Visit www.lsbu.ac.uk/courses/funding-information/western-union for more information or <https://student.globalpay.wu.com/geo-buyer/lsbu#!/>. This link requires the latest version of your internet browser.

11.3 The university does not accept cash or cheques.

12. Withdrawals, interruptions and refunds

12.1 If you wish to withdraw from or interrupt your studies it is your responsibility to make an appointment with the Student Life Centre to complete the withdrawal/interruption process as outlined at my.lsbu.ac.uk/my/portal/My-Course/Course-Administration/Interruption-or-Withdrawal-from-your-Studies

12.2 It is also your responsibility to:

- Discuss the decision with your personal tutor or Course Director.

12.3 You will continue to be liable for fees until your Interruption in Studies/Withdrawal from Studies has been agreed.

12.4 Students who progress and re-enrol on the dissertation stage of masters courses will not have their fee adjusted or be eligible for a refund if they later interrupt or withdraw.

12.5 If you continue to use your card after you claim to have withdrawn or interrupted your studies you will be treated as still enrolled and remain liable for fees.

Charges apply to all enrolled students (new and continuing) who withdraw, are excluded, or whose studies are terminated, or who interrupt or are suspended, or change mode of study/attendance.

12.6 If your Interruption of Studies/Withdrawal from Studies form is submitted by the following dates or you are withdrawn or suspended your fees will be adjusted as follows:

For September 2021 start programmes:

- By Friday 1 October 2021: you will not be liable to pay any fees and any fees you have already paid will be refunded (with the exception of any non-refundable deposit). This concession by

the university does not affect your legal rights.

- At any time before 3 January 2022: you must pay 25% of your full year's tuition fee plus any registration and residential fee
- At any time before 25 April 2022: you must pay 50% of your full year's tuition fee plus any registration and residential fee
- At any time on or after 25 April 2022, you must pay your full year's tuition fee plus any registration and residential fee.
- An exception to the above charges may be applied where a student has attempted modules and obtained module results and the fee for those modules exceeds either the 25% or 50% that would be charged for interruption/withdrawal by the appropriate deadline. In this instance, students may be charged in full for the modules attempted.

For January/February 2022 start programmes:

- By Friday 4 February 2022: you will not be liable to pay any fees and any fees you have already paid will be refunded (with the exception of any non-refundable deposit). This concession by the university does not affect your legal rights
- At any time before 25 April 2022: you must pay 25% of your full year's tuition fee plus any registration and residential fee
- At any time between 25 April 2022 and the start of the Autumn term 2022 (September 2022): you must pay 50% of your full year's tuition fee plus any registration and residential fee
- At any time after the start of the Autumn term (September 2022), you must pay your full year's tuition fee plus any registration and residential fee.

For April 2022 start programmes:

- By Friday 29 April 2022: you will not be liable to pay any fees and any fees you have already paid will be refunded (with the exception of any non-refundable deposit). This concession by the university does not affect your legal rights
- At any time before the start of the Autumn term 2022 (September 2022): you must pay 25% of your full year's tuition

fee plus any registration and residential fee

- At any time between the start of the Autumn term 2022 (September 2022) and before 23 January 2023: you must pay 50% of your full year's tuition fee plus any registration and residential fee
- At any time after 23 January 2023 you must pay your full year's tuition fee plus any registration and residential fee.

12.7 If you change mode of study/attendance you will be classified as starting a new course of study and will be charged the current rate of fees for new students.

12.8 If your period of continuous interruption exceeds 1 year you will be charged at the prevailing rate for new students in the year that you resume your studies.

12.9 If you are in receipt of any of the following tuition fee discounts (LSBU Loyalty Award, International or Institutional) and as a result of your withdrawal or interruption your overall fee liability is reduced, you will no longer be eligible for the discount/s. However, you will remain eligible for discounts if your interruption was the result of pregnancy, maternity or paternity.

12.10 Any refund is at the discretion of the university. You will need to complete the refund request form.

12.11 In all cases any refund due will be paid back to the original payer, and wherever possible to the original bank account. Refunds will not in any circumstances be paid to any third party. Visit www.lsbu.ac.uk/international/fees-and-funding/fee-refunds2#obtainingrefund

12.12 If you interrupt your studies for maternity/pregnancy reasons you will need to provide evidence in the form of your MATB1 form to the appropriate School Administration office. This will ensure that you are not charged again for any modules that you were studying at the point of interruption and that you continue to study on resumption.

12.13 If you interrupt your studies for health reasons, you will need to provide evidence in the form of notification from your GP

to the appropriate School Administration office.

- 12.14** Students enrolled on courses of less than 1 year/2 semesters' duration will not have their tuition fee adjusted or be entitled to any refund if they interrupt or withdraw.

13. Failure to pay tuition fees

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

- Be recorded on the Student Record System as a debtor
 - Have your access to facilities withdrawn
 - Have your coursework and exam marks withheld*
 - Have your certificates withheld*
 - Be refused attendance at degree ceremonies
 - Have your details and information regarding your debts passed to debt collection agents employed by the university, which may incur further costs for you to pay
 - Be prevented from enrolling or re-enrolling with the university until the debt is paid in cleared funds
 - Be excluded from the university.
- * *subject to your rights under data protection law.*

13.2 If you fail to make a payment by the due dates you will incur an additional £25 enrolment charge for each agreed instalment missed, up to a maximum of £100.

13.3 If your payment is returned unauthorised by your bank, you will be suspended and/or excluded immediately..

Useful contacts

London South Bank University

For queries about payment of your tuition fees i.e. payment deadlines and instalment plans, contact the Income Team:

Email: income@lsbu.ac.uk

For queries about your student record i.e. withdrawal/interruption/transfers that may affect the tuition fee due, contact:

LSBU Fees Office:

Email: fees@lsbu.ac.uk

Student Finance England

For Home students domiciled in England wishing to apply for higher education support online:

Visit the SFE website:

www.gov.uk/browse/education/student-finance

Tel: 0300 100 0607

8am to 8pm Monday to Friday

9am to 5.30pm on Saturdays and Sundays

Send applications to:

Student Finance England

PO Box 210

Darlington

County Durham DL1 9HJ

Student Finance Services European Team

For EU students wishing to apply for higher education support:

[Download an application form](#)

Email: EU_Team@slc.co.uk

Tel: (+44) (0) 141 243 3570

9am to 5.30pm Monday to Friday

Send applications to:

Student Finance England

PO Box 89

Darlington

Co Durham DL1 9AZ

Useful publications

London South Bank University publications:

[Academic Regulations](#)

[Research Degrees Code of Practice](#)

Student Finance publications:

Student Finance Calculator:

www.gov.uk/student-finance-calculator

Forms and guides for new and continuing students on full- and part-time UG courses: www.gov.uk/student-finance-forms

Forms and guides for applying for Disabled Students' Allowances (DSAs) 21/22: <https://www.gov.uk/student-finance-forms/y/uk-full-time/apply-dsa/year-1819>

Childcare grant and other support for full-time students 21/22:

www.gov.uk/student-finance-forms/y/uk-full-time/ccg-expenses