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LSBU

Tuition Fee Regulations 2022/23

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Tuition Fee Regulations 2022/23

1. Introduction

The Tuition Fee Regulations detail the rules setting out how and when tuition fees must be paid to the university. The policy details your responsibilities and ours regarding the tuition fees for all programmes, and the procedures applied if the tuition fees are not paid.

2. Scope – who is covered by these regulations?

The regulations apply to you if you are:

- an applicant to the university (*ie* for apprenticeships, undergraduate or postgraduate courses, full-time and part-time)
- a current student registered and/or enrolled at the university
- a student who is interrupting or has interrupted
- a student who is withdrawing or has withdrawn
- a past student at the university

3. Who is responsible for these regulations?

The Chief Finance Officer has overall responsibility for these regulations. Day-to-day responsibility is delegated to the Manager, Fees, Bursaries & Central Enrolment.

4. Student status assessment

- 4.1. The university is required to verify your right to study in the UK to comply with Home Office regulations. This may affect your right to enrol.
- 4.2. When you enrol on a course at LSBU, we will assess whether you are a Home or Overseas student. We do this to determine the level of tuition fees payable (if appropriate) and for our regulatory returns. You must complete a student status assessment 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.

- 4.3. Your student status assessment will remain unchanged for the duration of your course of study. Only in exceptional circumstances will your status change after the start of your course and you will have to provide proof of any change in your circumstances before a decision will be made. Any new rate of tuition fees payable will be charged from the next academic year. Your status cannot change during the academic year.
- 4.4. New EU students who do not have either EU settled or pre-settled status at a university in England in the 2022/23 academic year are no longer eligible for Home fee status and do not have access to student loans. Such students will be charged the Overseas rate of tuition fees. 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 will retain the same fee level as Home students for the duration of the course. EU students not holding Immigration Permission will be required to apply for a student visa to study in the UK. For further details, visit:
www.lsbu.ac.uk/international/eu-student-information

5. Payment arrangements for different types of student

- 5.1. There are different payment arrangements for different types of student. Where 'EU continuing' student appears 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 6)
 - part-time Home, continuing EU, new settled-status or pre-settled EU and EEA migrant worker undergraduates (see sections 7, 8, 9, 10)
 - full- and part-time Overseas undergraduates, or new EU undergraduates without settled or pre-settled status (see sections 8, 9, 10)
 - full- and part-time Home or new EU or Overseas postgraduates (see sections 8, 9, 10)
 - full- and part-time Home or continuing EU postgraduates in receipt of a postgraduate or doctoral loan (see section 8.11)
 - full- and part-time new EU postgraduates, with settled status, in receipt of a postgraduate or doctoral loan (see section 8.11)
 - full- and part-time new EU postgraduates, with pre-settled status (see section 8.11)

6. Full-time undergraduates assessed as Home students

- 6.1. Applications for maintenance loans (where eligible), tuition fee loans and other support can be made online to Student Finance England: www.gov.uk/browse/education/student-finance
- 6.2. The Student Loans Company will make payment. Check your eligibility: [Student finance for undergraduates: Eligibility - GOV.UK \(www.gov.uk\)](http://www.gov.uk/guidance/student-finance-for-undergraduates-eligibility)

As part of your Financial Notification letter from the Student Loans Company, setting out your entitlements, you will receive a Payment Advice.

- 6.3. You will be given the option to take out a loan for your tuition fees. You must tell Student Finance England [or SFW/SFNI/SAAS], 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 at your enrolment, or by your published re-enrolment deadline, before your record can be updated to fully enrolled, unless it is agreed that you can pay in instalments. For further details, visit: [How to pay | London South Bank University \(lsbu.ac.uk\)](http://www.lsbu.ac.uk/how-to-pay)
- 6.4. 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 complete any outstanding modules from the previous year (see section 13.8).
- 6.5. For some continuing/re-enrolling students, the exam board decision 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 Student Finance England.**
- 6.6. **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.
- 6.7. **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:
 - your course tuition fees
 - your tuition fee loan amount
 - the amount you pay to your university

You will be asked to make payment of any amount not covered by your tuition fee loan.

- 6.8. If you are eligible for but choose not to take out a tuition fee loan, you will be expected to pay your tuition fees in full at your online enrolment or by your published re-enrolment deadline, unless it is exceptionally agreed that you can pay in instalments, eg if you do not have a tuition fee loan for religious reasons. You may also exceptionally pay in instalments if you are ineligible for or are refused a tuition fee loan. You will be required to provide evidence of this. Self-funding students, studying on full-time undergraduate courses which attract government funding, are not eligible for the 5% early settlement discount.
- 6.9. Some courses include 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.
- 6.10. **Previous study.** You can usually get student finance funding for your first full degree. If you have undertaken a higher education course before and had funding for that course, you may not get funding for a second course. Generally, 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:

Length of current course + one additional year - years of previous study

Please note: your funding may be affected if you withdraw, interrupt, or change course.

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

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

7.1. Starting their studies in 22/23 or continuing, having started since 12/13:

- 7.1.1. If you are a Home or continuing EU student, or a new EU student with settled or pre-settled status, undertaking a first degree at undergraduate level in 22/23, you may be eligible for a

non-income assessed tuition fee loan up to a maximum of £6935. 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). For further details, visit: www.gov.uk/student-finance/loans-and-grants

- 7.1.2. Some students undertaking a second undergraduate degree may be eligible for support funding, depending on the subject area of that second degree.
 - 7.1.3. You will need to show evidence of your tuition fee loan, or that you have applied for such a loan, at your online enrolment/re-enrolment.
 - 7.1.4. 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 fees at or before enrolment or by your published re-enrolment deadline. A minimum of 50% of the full tuition fees will be required to complete enrolment/re-enrolment.
- 7.2. The total standard tuition fees for part-time undergraduates enrolling in 22/23 is averaged out equally per year over the standard length of the course. For example, tuition fees for a Home student on a four-year course are £6935 per year. Students with APEL will have their tuition fees adjusted as follows. The standard yearly tuition fees for 22/23 will be reduced by a 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).
- 7.3. It is your responsibility to contact Student Finance England to make sure your application is processed and that you receive a letter confirming your tuition fee loan entitlement.
 - 7.4. Students not eligible for the part-time study tuition fee loan can pay as self-funded, sponsored or part-self-funded/part-sponsored.

8. Self-funding students

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

- 8.1. Self-funding students studying for a full year (two 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 Student Finance England postgraduate loan. If you pay in full you may be entitled to the early settlement discount.

- 8.2. New students and continuing students pay 50% of the annual tuition fees, followed by two instalments of 25% of the tuition fees – due on the dates given in the table below.

New and continuing postgraduate students funding their studies by a Student Finance England postgraduate loan pay the fees by the due dates given in the table below.

- 8.3. Students who wish to pay their tuition fees in instalments must set up a Recurring Card Payment (RCP) plan at enrolment/re-enrolment. Instructions on how to set up an RCP plan are included in the online enrolment/re-enrolment process.
- 8.4. Fees quoted for PhD courses are based on your completing your PhD in three years plus one year writing-up (full-time) and five years plus one year writing-up (part-time). If your PhD studies, prior to the writing-up stage, extend beyond three years (full-time) or five years (part-time), you must pay the continuing student annual fee for each extended year.
- 8.5. The payment deadlines for self-funding or part-self-funding students on programmes starting in September, October, November or December 2022 are detailed in the table below:

Amount due	New students commencing in 22/23	Continuing students	Postgraduate/doctoral loan (new and continuing students)
Full payment	By 5 August 2022	By 2 September 2022 (with no summer resits) By 26 September (with summer resits)	
Or Initial down payment	½ of the annual fee by 5 August 2022	½ of the annual fee by 2 September 2022 (with no summer resits) By 26 September 2022 (with summer resits)	⅓ of the annual fee by 28 October 2022
1 st instalment	¼ by 1 December 2022	¼ by 1 December 2022	⅓ by 27 January 2023
2 nd instalment	¼ by 27 January 2023	¼ by 27 January 2023	⅓ by 8 May 2023

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

- 8.6. 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.
- 8.7. **Early settlement discount.** If you are self-funding student, enrolling for a whole year's study, and pay in full at enrolment or by your published re-enrolment deadline, you may be entitled to an early settlement discount of 5% of the year's course tuition fees.

The discount is **not** applicable if you are in receipt of any Student Finance England tuition fee funding, or if you are eligible for but choose not to apply for a tuition fee loan. 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 the tuition fees once any award/scholarship 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 scholarship.

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

- 8.8. The early settlement discount will be applied after any international or loyalty award is applied.
- 8.9. Discounts do not apply to tuition fees for repeat modules.
- 8.10. **Deposit.** Any deposit paid in advance to obtain your CAS will be treated as part of the initial down payment of tuition fees. The minimum payable by Overseas students to be fully enrolled will be 50% of the full year's tuition fees. Overseas deposits are non-refundable unless you are refused a CAS.
- 8.11. **Postgraduate/Postgraduate Doctoral Loans.** Any student applying for a postgraduate loan (PGL) or postgraduate doctoral loan (PGDL) via Student Finance England must provide evidence at enrolment that their loan is in place to be granted the PGL/PGDL instalments arrangement (*sections 8.2, 8.4, 12.1, 12.2*).

Students who are unable to provide evidence of their loan will have to make payment of at least 50% of their annual fee at enrolment.

If you intend to use a PGL or PGDL as a contribution towards your tuition fees and wish to pay in instalments, you must set up a Recurring

Card Payment (RCP) plan. Instructions on how to set up an RCP plan are included in the online enrolment/re-enrolment process.

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

- transfers to programmes that do not qualify for the loan scheme, eg from MSc to PGDip programmes
- the award of APL or APEL credit giving you exemption from studying the full masters programme
- having received a PGL/PGDL before
- being in receipt of Research Council funding, a Social Work bursary, or eligible for an NHS bursary
- already having a qualification at the same level
- withdrawing/interrupting from your course and
- exiting the course with a lower qualification

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

9. Sponsored students

- 9.1. 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 if you have a financial sponsor, you will remain personally responsible for payment of tuition fees if we are unable to collect these from your sponsor or if your sponsor is unable to pay.

- 9.2. **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 (EFSA) and your employer. While you remain employed as an apprentice, you will not be responsible for any tuition 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.

- 9.3. The standard payment terms for sponsor invoices are 30 days from the date of the invoice and all invoices must be paid in full.
- 9.4. 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 unless the student self-funds or is funded by another sponsor. For students who interrupt or withdraw, a partial refund may be made on request.
- 9.5. **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 three-year courses: September 2016 cohort (0916) or prior
 - postgraduate two-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 any tuition fees and charges, regardless of any arrangements held by the university with HEE. This can relate to tuition fees for the whole or part of the year, modules, the course, or payments associated with attendance on the course. Further, you may receive approval for an extension and still have to meet any difference between payments approved or granted and those due. For further details, visit:

www.gov.uk/nhs-bursaries/eligibility

www.nhsbsa.nhs.uk/nhs-bursary-students

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

- 10.1. If your sponsor is only paying part of your tuition fees, your contribution is payable in the same way as required by self-funding students. You must provide full sponsor details at enrolment. You will remain personally responsible for payment of tuition 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.

11. Health and Social Care CPD_Open students

- 11.1. Students who decide to take a slower route or modules on a standalone basis will be enrolled on CPD_Open.
- 11.2. If you are self-funded, full payment is required prior to starting the module.
- 11.3. The period of registration for courses is six years maximum; all credits counting towards an award must be achieved within a six-year academic registration period.
- 11.4. The fee needs to be confirmed by a sponsor or paid prior to enrolment. For enrolment on CPD_Open, Health and Social Care does not offer payment in instalments.
- 11.5. No refund can be made once enrolled on CPD_Open. This also applies to study days and workshops.
- 11.6. Students who do not complete a module/element and return in a subsequent academic year to either repeat or re-enrol on the same module will normally be expected to pay for the module.

12. Non-September start courses

- 12.1. The payment deadlines for self-funding/part-self-funding students on programmes starting in January, February or March 2023 are detailed below:

Amount due	New students commencing in 22/23	Continuing students	Postgraduate/doctoral loan (new and continuing students)
Full payment	By 5 December 2022	By the start of your new academic year	
Or Initial down payment	½ of the annual fee by 5 December 2022	½ of the annual fee by the start of your new academic year	⅓ of the annual fee by 24 February 2023
1 st instalment	¼ by 17 April 2023	¼ by 17 April 2023	⅓ by 8 May 2023
2 nd instalment	¼ by 31 May 2023	¼ by 31 May 2023	⅓ by 13 October 2023

- 12.2. The payment deadlines for self-funding/part-self-funding students on programmes starting in April, May or June 2023 are detailed below:

Amount due	New students commencing in 22/23	Continuing students	Postgraduate/doctoral loan (new and continuing students)
Full payment	By 17 March 2023	By the start of your new academic year	
Or Initial down payment	½ of the annual fee by 17 March 2023	½ of the annual fee by 17 March 2023	⅓ of the annual fee by 8 May 2023
1 st instalment	¼ by 1 September 2023	¼ by 1 September 2023	⅓ by 13 October 2023
2 nd instalment	¼ by 24 November 2023	¼ by 24 November 2023	⅓ by 31 January 2024

13. Other fees

- 13.1. **Residentials.** Some courses include residentials, the cost of which is added to your total tuition fees. These costs are non-refundable.
- 13.2. **Field trips.** Some courses include 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.
- 13.3. **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, eg HNDs, require registration with an external body for which a fee is also payable. These costs are non-refundable.
- 13.4 **Repeat study.** If you are required to repeat any part of your course, your tuition fees are payable at the module rate applicable, irrespective of whether you do not have to attend or must only retake part of the module(s), eg if you only have to retake exams or submit coursework.

Part-time undergraduates, who first enrolled in 16/17, who repeat or return from interruption in 22/23, will be charged at a rate of £75 per module credit, up to a maximum of £6935 per year.

Part-time undergraduates, who first enrolled in 17/18 (and onwards), who repeat or return from interruption in 22/23, will be charged at a rate of £77.08 per module credit, up to a maximum of £6935 per year.

- 13.5. 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 paid but which they did not complete prior to interruption.
- 13.6. **Deferrals.** Any student (new or continuing) taking deferred modules will be charged at the standard module fee rate for those deferrals.
- 13.7. **Exemptions from tuition fees for deferred students.** An application for exemption from tuition fees will be considered if satisfactory evidence is produced to show that a circumstance listed below existed at the time when a student was deferred in the module(s) and was the main or only cause of the student's impaired ability to study for the module(s) and tuition fee exemption is a reasonable adjustment:
- disability
 - gender reassignment
 - pregnancy, maternity/paternity or adoption.
- 13.8. 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.
- 13.9. The tuition fees charged for apprenticeship students who interrupt or withdraw will be based on the last date of learning in the academic year.
- 13.10. Students withdrawn from study in the first term due to failure of a Disclosure and Barring Service (DBS) check will not be charged.

14. How to pay your tuition fees

- 14.1. 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:

Online

<https://payonline.lsbu.ac.uk/open>

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 tuition 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. For further details, visit:

www.lsbu.ac.uk/courses/funding-information/western-union

<https://student.globalpay.wu.com/geo-buyer/lsbu#!/>

14.2. The university does not accept cash or cheques.

15. Withdrawals, interruptions, course changes and refunds

- 15.1. 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: [Interruption or Withdrawal from your Studies - my.lsbu | London South Bank University](#)
- 15.2. It is also your responsibility to discuss the decision with your personal tutor or course director.
- 15.3. You will continue to be liable for tuition fees until your interruption in studies/withdrawal from studies has been agreed.
- 15.4. 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.
- 15.5. If you continue to use your student ID card after you claim to have withdrawn or interrupted your studies you will be treated as still enrolled and remain liable for tuition 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.

- 15.6. If your interruption in studies/withdrawal from studies form is submitted, or you are withdrawn or suspended, by the following dates, your tuition fees will be adjusted as follows:

For September 2022 start programmes

- By 3 October 2022: you will not be liable to pay any tuition fees and any tuition fees you have already paid will be refunded (except for any non-refundable deposit). This concession by the university does not affect your legal rights
- At any time before 2 January 2023: you must pay 25% of your full year's tuition fees plus any registration and residential fee
- At any time before 24 April 2023: you must pay 50% of your full year's tuition fees plus any registration and residential fee

- At any time on or after 24 April 2023: you must pay your full year's tuition fees 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 2023 start programmes

- By 3 February 2023: you will not be liable to pay any tuition fees and any tuition fees you have already paid will be refunded (except for any non-refundable deposit). This concession by the university does not affect your legal rights
- At any time before 24 April 2023: you must pay 25% of your full year's tuition fees plus any registration and residential fee
- At any time between 24 April 2023 and the start of the autumn term 2023 (September 2023): you must pay 50% of your full year's tuition fees plus any registration and residential fee
- At any time after the start of the autumn term (September 2023): you must pay your full year's tuition fees plus any registration and residential fee.

For April 2023 start programmes

- By 28 April 2023: you will not be liable to pay any tuition fees and any tuition fees you have already paid will be refunded (except for 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 (September 2023): you must pay 25% of your full year's tuition fees plus any registration and residential fee
- At any time between the start of the autumn term (September 2023) and before 12 January 2024: you must pay 50% of your full year's tuition fees plus any registration and residential fee
- At any time after 12 January 2024: you must pay your full year's tuition fees plus any registration and residential fee

15.7. 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 tuition fees for new students.

- 15.8. If you are a PhD student and you transfer to the writing-up stage during the academic year, you will be charged *pro rata* for the period from when you re-enrolled to when you transferred to writing-up plus the writing-up fee.
- 15.9. If your period of continuous interruption exceeds one year, you will be charged at the prevailing rate for new students in the year that you resume your studies.
- 15.10. If you are in receipt of a loyalty or international fee discount and, because of your withdrawal or interruption, your overall fee liability is reduced, you will no longer be eligible for the discount. However, you will remain eligible for discounts if your interruption was the result of pregnancy, maternity, paternity or adoption.
- 15.11. Any refund is at the discretion of the university. You will need to complete the refund request form.
- 15.12. 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. For further details, visit: [Fee refunds | London South Bank University \(lsbu.ac.uk\)](https://www.lsbu.ac.uk/fee-refunds)
- 15.13. If you interrupt your studies for maternity/paternity reasons, you will have 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 (and had paid for) at the point of interruption, and that you continue to study on resumption. If you are adopting a child, you will need to supply evidence of adoption to the appropriate school administration office, to ensure that you are not charged again for any modules that you were studying (and had paid for) at the point of interruption and that you continue to study on resumption.
- 15.14. 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.
- 15.15. Students studying for fewer than two semesters in any one academic year will not have their fee adjusted or be entitled to any refund if they interrupt or withdraw.

16. Failure to pay your tuition fees

- 16.1. If you fail to pay your tuition fees by the due dates for payment, the university may:
- record you on the student record system as a debtor
 - withdraw your access to facilities

- withhold your coursework and exam marks, subject to your rights under data protection law
- withhold your certificates, subject to your rights under data protection law
- refuse your attendance at degree ceremonies
- pass your details and information regarding your debts to debt collection agents employed by the university, through which you may incur further costs
- prevent you from enrolling or re-enrolling with the university until the debt is paid in cleared funds. Visa-sponsored students may need to be reported to the Home Office in such circumstances
- withdraw or interrupt you from the university under the interruption and withdrawal procedure for non-compliance with the enrolment terms. Visa-sponsored students will be reported to the Home Office in such circumstances.

16.2. 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.

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

17. Useful contacts

London South Bank University

You can access MyAccount to raise a tuition fees query. You can also raise queries with the Income Team, regarding any agreed payment plan or to check your tuition fees balance:

[Home - LSBU MyAccount](#)

Student Finance England

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

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

Tel: 0300 100 0607

8am to 8pm Monday to Friday

9am to 5.30pm Saturday and Sunday

Student Finance England

PO Box 210

Darlington

County Durham DL1 9HJ

18. Useful publications

London South Bank University

Academic Regulations

https://www.lsbu.ac.uk/_data/assets/pdf_file/0008/84347/Academic_Regulations_2021-2022.pdf

Research Degrees Code of Practice

http://www.lsbu.ac.uk/_data/assets/pdf_file/0007/115693/lda-research-degrees-code-of-practice.pdf

Student Finance

Student Finance Calculator

www.gov.uk/student-finance-calculator

Forms and guides for new and continuing students on full- and part-time undergraduate courses

www.gov.uk/student-finance-forms

Forms and guides for applying for Disabled Students' Allowances (DSAs) 22/23

www.gov.uk/student-finance-forms/y/uk-fulltime/apply-dsa/year-2223

Childcare grant and other support for full-time students 22/23

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