

# **Tuition Fee Regulations**

**2016  
/17**

## 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.

## 2. Payment arrangements for different types of students

**2.1** There are different payment arrangements for different types of students.

- Full-time Home or EU undergraduates (see section 3)
- Part-time Home or EU undergraduates (see section 4, section 5 and section 6 or section 7)
- Full and part-time Overseas undergraduates (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)

## 3. Full-time undergraduate Home and EU students

**3.1** Applications for maintenance, tuition fee loans and other support can be made online to Student Finance England (see contacts section).

**3.2** Payment will be made by the Student Loans Company. The support you are entitled to will differ depending on whether you are eligible for the New or Old package of Student Support.

*Check your eligibility at [www.lsbu.ac.uk/fees/underGrad.html](http://www.lsbu.ac.uk/fees/underGrad.html)*

You will be sent a **Payment Advice** as part of your financial **Notification letter from the SLG** setting out your entitlements.

**3.3** Students who started their studies from 2006/7 onwards:

You will be given the option to take out a loan for your tuition fees\*. You must tell Student Finance England as part of your application how much tuition fee loan you wish to borrow. Any amount you do not borrow is payable at your published face to face enrolment session or by your re-enrolment deadline. Visit [www.lsbu.ac.uk/fees/underGrad.html](http://www.lsbu.ac.uk/fees/underGrad.html) to find out more

**3.4** The exam board decision may allow some students to pass to the next level with outstanding modules at the previous level.

**3.5** 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 in lieu of funding confirmation from SFE.**

**3.6** **Payment arrangements for new students.** As part of your face-to-face 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:

- Your Course Fee
- 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

**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 face-to-face enrolment session or by the published re-enrolment deadline

**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 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:

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

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

\* Please note: tuition fee support does not cover field trip costs

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## 4. Part-time undergraduate Home and EU students

### 4.1 Starting their studies in 16/17 or continuing having started in 15/16, 14/15, 13/14 or 12/13.

**4.1.1** If you are a Home or EU student studying a first degree at undergraduate level in 16/17 you may be eligible for a non income assessed tuition fee loan up to a maximum of £6,750.

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](http://www.gov.uk/student-finance/loans-and-grants-for-more-details)

**4.1.2** Some students studying a 2nd undergraduate degree may be eligible for support funding depending on the subject area of that 2nd 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 face-to-face enrolment session.

**4.1.4** 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 face-to-face enrolment session or by the published re-enrolment deadline.

**4.2** The total standard fee for part-time undergraduate students enrolling in 16/17 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 £6750 per annum. Students with APEL will have their fee adjusted as follows. The standard yearly fee for the 16/17 year will be reduced by the total of: APEL module credit x £75.

### 4.3 Continuing having started before 12/13.

**4.3.1** You may be eligible for an income assessed, non repayable Part-time Fee Grant and Course Grant to help with the costs of your tuition fees and other course costs, such as books and travelling expenses. The amount you are awarded will depend on both your household income and the intensity of your course. Even if you are granted the maximum level of Part-time Fee Grant it will not cover the total cost of your yearly tuition fees.

Visit [www.lsbu.ac.uk/courses/undergraduate/part-time-study-for-more-details](http://www.lsbu.ac.uk/courses/undergraduate/part-time-study-for-more-details).

**4.3.2** On re-enrolment you will need to pay at least the initial down-payment of your tuition fees in order to be enrolled.

**4.4** It is your responsibility to contact Student Finance England to make sure your application is processed and you receive a letter confirming your Fee loan/Grant entitlement.

**4.5** Students not eligible for the Part-time Fee loan/Grant can pay as self-funded, sponsored or Part Self-Sponsored students.

## 5. Self-funding students

(not applicable to full-time Home and EU undergraduates)

**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 four instalments. If you pay in full you may be entitled to an early settlement discount.

**5.2** When you enrol or re-enrol it is essential that you either

- pay the full fee plus any registration fee, or
- pay 1/3rd of the annual fee, and the full amount of any registration fee (the four instalments of 1/6th each of the fee are due on the dates given in the table in the next column).

### 5.3 Payment arrangements for self-funding students

Amount due	New students	Continuing students
Full payment	At the face-to-face enrolment session you have been invited to attend	By 2 September 2016 (if you have no Summer resits) or by 26 September 2016 (if you have Summer resits)
Or		
Initial down payment	At the face-to-face enrolment session you have been invited to attend	By 2 September 2016 (if you have no Summer resits) or by 26 September 2016 (if you have Summer resits)
1st instalment	2 December 2016	2 December 2016
2nd instalment	2 February 2017	2 February 2017
3rd instalment	11 April 2017	11 April 2017
4th instalment	2 June 2017	2 June 2017

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

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

**5.5 Early Settlement Discount.** If you are a self-funding student and are enrolling for a whole year's study and pay in full at your face-to-face enrolment session 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 student support tuition fee funding, scholarship, discount or bursary or for registration fees. However, if you are an overseas self-funded student in receipt of an international, 10% Graduate Loyalty or MBA Excellence Scholarship you may also qualify for the 5% early settlement discount.

**NB** Students studying for less than 2 semesters in any one academic year are not eligible for the Early Settlement Discount.



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**5.6** Multiple discounts will be applied in the following order: International, Graduate Loyalty, MBA Excellence, early settlement.

**5.7** Discounts do not apply to fees for repeat modules

**5.8 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 1/3rd of your full years tuition fees or the £3,500 deposit paid in order to obtain your CAS. Overseas deposits are non refundable.

**5.9 Postgraduate loans.** Any student applying for a postgraduate loan via Student Finance England will be required to make payment of at least 1/3rd of their annual tuition fee at their face to face enrolment session.

Students should be aware that universities have an obligation to inform Student Finance England of any changes to your program of study, after enrolment, which may affect your eligibility for the Postgraduate loan. This includes:

- transfers to programs that do not qualify for the loan scheme (for example from MSc to PGDip programs)
  - the award of APL or APEL credit giving you exemption from studying the full masters' program
  - withdrawal/interruption 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.

## 6. Sponsored students

**6.1** If you are sponsored by your employer or another organisation, you will need to complete the Tuition Fee Sponsorship form.

Visit [mylsbu.ac.uk/my/wcam/myconnect/Tuition-fee-sponsorship-form.pdf](http://mylsbu.ac.uk/my/wcam/myconnect/Tuition-fee-sponsorship-form.pdf)

Print off a hard copy and bring it to your face-to-face enrolment session. 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.

**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 Skills Funding Agency 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 accommodation or any other charges that you may incur whilst at the University. Should your employment status change or any amendments are 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.

### 6.4 NHS London Strategic Health Authority Contract Students.

Some students have their tuition fees paid via a contract that LSBU has with the NHS London Strategic Health Authority (SHA). When you enrol or re-enrol you need to confirm which Primary Care Trust, NHS Trust (Acute Hospital), Foundation Trust, Mental Health Trust or Ambulance Trust you work for, or will be spending your clinical placement with, as part of the LSBU/NHS London Contract.

LSBU will validate the information you provide against the contract. 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 Strategic Health Authority.

## 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. Please also remember to complete the Tuition Fee Sponsorship form and bring it to your face-to-face enrolment session (see 6.1). 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. Career development loans

**8.1 Some students may choose to fund their studies by Career Development loan.** In order to have this funding in place at the start of your course you need to apply 8 to 10 weeks in advance. If you've already had your loan agreed in advance you will need to bring to enrolment a schedule from your bank detailing the instalment amounts for fees and the dates these will be paid to the University. If you are in the process of applying for a Career Development loan LSBU will certify your application. While you are awaiting a decision on your loan, in order to commence your studies you will need to pay at least the initial down payment of your year's tuition fee (see Self Funding students). If you have a contribution to make over and above any CDL amount, this is payable as per self funding students.

Visit [www.lsbu.ac.uk/courses/postgraduate/fees-and-funding](http://www.lsbu.ac.uk/courses/postgraduate/fees-and-funding) for more details

## 9. Health and Social Care CPD Open students

**9.1** If you are self-funded full payment is required prior to starting the module

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## 10. Non-September start programmes

**10.1** The payment deadlines for self-funding/part self-funding students on non-September start programmes are:

Amount due	New students	Continuing students
Full payment	At the face-to-face enrolment session you have been invited to attend	By the start of your new academic year
Or		
Initial down payment	At the face-to-face enrolment session you have been invited to attend	By the start of your new academic year
1st instalment	11 April 2017	11 April 2017
2nd instalment	2 June 2017	2 June 2017
3rd instalment	11 August 2017	11 August 2017
4th instalment	13 October 2017	13 October 2017

## 11. Other fees

**11.1 Residentials.** Some courses include residentials, the cost of which is added to your total tuition fee. These costs are non-refundable.

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

**11.3 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.

**11.4 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 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 enrolling in 16/17 who repeat or return from interruption in 17/18 will be charged at a rate of £75 per credit, up to a maximum of £6750 per a num.

**11.5** Students who have interrupted and resume their studies will be charged for their studies including any deferred modules not previously fully charged for.

**11.6 Deferrals.** As of 14/15 any student (new or continuing) taking deferred modules will be charged at the standard module fee rate for those deferrals.

**11.7 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

**11.8** 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.

## 12. How to pay your tuition fees

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

### 12.1 Online

- All Students via MyLSBU
- Please visit [payonline@lsbu.ac.uk](http://payonline@lsbu.ac.uk)

### 12.2 By phone

- Call 020 7815 6304 / 6305 / 6311 / 6324 / 6328 / 6334 / 6335 / 6363

### 12.3 In person

- At your scheduled enrolment session.
- At the Cash Office, Technopark, 90 London Road. Hours are restricted for 2016/17 to 12-2pm Mon-Fri. If you need to make a cash transaction outside these hours, contact [income@lsbu.ac.uk](mailto:income@lsbu.ac.uk) to arrange an appointment.

### 12.4 Bank transfer

#### Bankers

#### National Westminster Bank plc (NatWest)

City of London Branch  
PO Box 12258  
Princes Street  
London, EC2R 8PA

#### LSBU account

London South Bank University  
103 Borough Road  
London, SE1 0AA

For payments within the United Kingdom, the following account details should be used:

**Sort code:** 60-00-01

**Account number:** 39218635 (Sterling account)

All cross-border (i.e. from/to abroad) payments should be made using the following IBAN number and BIC code:

**IBAN:** GB33NW86000039218635

**BIC code:** NWBKGB21

#### Payment details

Payment details You must include your name, student number and reason for transfer (such as tuition fees, hall deposit, accommodation fees, etc).

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## 13. Withdrawals, interruptions and refunds

**13.1** If you wish to withdraw or interrupt from your studies it is your responsibility to make an appointment with the Student Life Centre to complete the withdrawal/interruption process as outlined at

[mylsbu.ac.uk/my/portal/My-Course/Course-Administration/interruption-or-withdrawal-from-your-studies](http://mylsbu.ac.uk/my/portal/My-Course/Course-Administration/interruption-or-withdrawal-from-your-studies)

**13.2** It is also your responsibility to:

Discuss the decision with your personal tutor or Course Director

**13.3** You will continue to be liable for fees until the date you submit your interruption of Studies/Withdrawal from Studies form as provided during your advisory meeting with the Student Life Centre, even if you stop attending or fail to access facilities.

**13.4** 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 for all enrolled students (new & continuing) who withdraw, are terminated or excluded, or who interrupt or are suspended, or change mode of study/attendance**

**13.5** 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 2016 start programs:**

- For new students only: by Friday 7th October 2016, 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 9th January 2017, you must pay 25% of your full years' tuition fee plus any registration and residential fee

- At any time before 24th April 2017, you must pay 50% of your full years' tuition fee plus any registration and residential fee
- At any time on or after 24th April 2017, you must pay your full years' tuition fee plus any registration and residential fee

**For January/February 2017 start programs:**

- For new students only: by Friday 10th February 2017, 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 24th April 2017, you must pay 25% of your full years' tuition fee plus any registration and residential fee
- At any time between 24th April 2017 and the start of the Autumn term 2017 (Sept 2017), you must pay 50% of your full years' tuition fee plus any registration and residential fee
- At any time after the start of the Autumn term (Sept 2017), you must pay your full years' tuition fee plus any registration and residential fee

**13.6** 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.

**13.7** 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

**13.8** If you are in receipt of any of the following tuition fee discounts (National Scholarship Program (NSP), Graduate Loyalty/Alumni, International or Institutional, MBA Excellence Scholarship), and as a result of your withdrawal or interruption your overall fee liability is reduced, you will no longer be eligible for the discounts.

**13.9** Any refund is at the discretion of the University. You will need to complete the refund request form.

**13.10** In all cases any refund due will be paid back to the original payee, and wherever possible to the original bank account.

Refunds will not in any circumstances be paid to any third party.

Visit [mylsbu.ac.uk/my/wcm/myconnect](http://mylsbu.ac.uk/my/wcm/myconnect)

**13.11** 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.

**13.12** 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.

## 14. Failure to pay tuition fees

**14.1** 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

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

**14.3** If you cancel your cheque, or it is returned by the bank unpaid, or your card transaction is returned unauthorised by your bank, you will be suspended and/or excluded immediately.



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### Useful contacts

#### London South Bank University

For queries about payment of your tuition fees i.e. payment deadlines, instalments and making card payment over the phone, contact the relevant Credit Control team member for your School:

##### SASC/WLSS:

Melanie Gordon: 020 7815 6304 / [Gordonam@lsbu.ac.uk](mailto:Gordonam@lsbu.ac.uk)

##### BUS/AAC:

Andrea Stenilkova: 020 7815 6324 / [stenilk@lsbu.ac.uk](mailto:stenilk@lsbu.ac.uk)

##### NENG/RBEA:

Frank Joseph: 020 7815 6335 / [josephfc@lsbu.ac.uk](mailto:josephfc@lsbu.ac.uk)

##### HSC:

Vic Van Rensburg: 020 7815 6334 / 6305 / [vanrensv@lsbu.ac.uk](mailto:vanrensv@lsbu.ac.uk)

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

##### LSBU Fees & Bursaries Office:

Tel: 020 7815 6181

Email: [fees@lsbu.ac.uk](mailto: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](http://www.gov.uk/browse/education/student-finance)),

phone 0300 100 06 07

(8am and 8pm Monday to Friday),  
(9am and 5.30pm on Saturdays and Sundays)

or

##### send applications to:

Student Finance England  
PO Box 210,  
Darlington, DL1 9HU

### Student Finance Services European Team

For EU students wishing to apply for higher education support:

##### download an application form

Email [EU\\_Team@sfc.co.uk](mailto:EU_Team@sfc.co.uk)

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

(9am and 5.30pm Monday to Friday)

or

##### send applications to:

PO Box 89,  
Darlington,  
Co Durham, DL1 9AZ

### Useful publications

#### London South Bank University publications

[Academic Regulations for Taught Programmes 2015/16](#)

[Regulations for Research Degrees](#)

### Student Finance publications

Student Finance Calculator Student Finance Calculator:

[www.gov.uk/student-finance-calculator](http://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](http://www.gov.uk/student-finance-forms)

Forms and guides for applying for Disabled Students' Allowances (DSAs) 16/17: <https://www.gov.uk/student-finance-forms/y/uk-full-time/apply-dsa/year-1617>

Childcare grant and other support for full-time students 16/17: [www.gov.uk/student-finance-forms/y/uk-full-time/ccg-expenses](http://www.gov.uk/student-finance-forms/y/uk-full-time/ccg-expenses)

