



**London
South Bank
University**

EST 1892

Tuition Fee Regulations

**2019
/20**

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 (SFE) (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 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 is payable at your published face-to-face enrolment session or by your re-enrolment deadline.
- Visit 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 of the repeat module(s) 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:

- b) Your tuition fee loan amount
c) 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. 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 EU students

4.1 Starting their studies in 19/20 or continuing having started since 12/13.

4.1.1 If you are a Home or EU student studying a first degree at undergraduate level in 19/20 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 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. 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.

4.2 The total standard fee for part-time undergraduate students enrolling in 19/20 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 19/20 year will be reduced by the total of: APEL module credit x £75.

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 fee study 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 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 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 onward: pay 1/2 of the annual tuition fee and the full amount of any registration 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 and the full amount of any registration fee, following 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 Payment arrangements for self-funding students:

Amount due	New students and continuing students from 17/18 and 18/19	Continuing students who started in 16/17 or earlier	PGLoan/ Doctoral Loan (new and continuing students)
Full payment	New students: At the face-to-face enrolment session you have been invited to attend Continuing students from 17/18 and 18/19: By 3 September 2019 (with no Summer resits) or by 27 September 2019 (with Summer resits)	By 3 September 2019 (with no Summer resits) 27 September 2019 (with Summer resits)	
Or			
Initial down payment	New students: 1/2 of the annual fee, at the face-to-face enrolment session you have been invited to attend. Continuing students from 17/18 and 18/19: 1/2 of the annual fee by 3 September 2019 (with no Summer resits) or by 27 September 2019 (with Summer resits)	1/3 of the annual fee by 3 September 2019 (with no Summer resits) or by 27 September 2019 (with Summer resits)	
1st instalment	1/4 by 2 December 2019	1/6 by 2 December 2019	1/3 of the annual fee by 31 October 2019
2nd instalment	1/4 by 31 January 2020	1/6 by 31 January 2020	1/3 by 31 January 2020
3rd instalment		1/6 by 27 April 2020	1/3 by 27 April 2020
4th instalment		1/6 by 1 June 2020	

NB Students studying for fewer 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 due dates you will incur an additional £25 enrolment charge for each agreed 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 SFE tuition fee funding, scholarship, discount or bursary or to registration fees. However if you are an overseas self-funded student in receipt of an International or 10% LSBU Loyalty Award you may also qualify for the 5% early settlement discount. Students in receipt of the 20% Loyalty Award do not qualify for the International Scholarship.

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.

5.6 Multiple discounts will be applied in the following order: International, LSBU 10% Loyalty Award, 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 1/3 of your full year's tuition fees or the £3,500 deposit paid in order to obtain your CAS. Overseas deposits are non-refundable.

5.9 Postgraduate Loans. Any student applying for a postgraduate loan via SFE will be required to provide evidence that their loan is in place at their face-to-face enrolment appointment in order to be granted the instalment arrangement set out at 5.3.

Students that 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 their face-to-face enrolment session.

If you intend to use a postgraduate 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 postgraduate 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
- 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.

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 http://www.lsbu.ac.uk/_data/assets/pdf/file/0014/45212/tuition-fee-sponsorship-form.pdf

Print off a hard copy and bring it to your face-to-face enrolment session. **Please note** 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 Education & 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 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.

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. 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 March 2020 are:

Amount due	New students and continuing students from 17/18 and 18/19	Continuing students who started in 16/17 or earlier	PGLoan/ Doctoral Loan (new and continuing students)
Full payment	New students: At the face-to-face enrolment session you have been invited to attend Continuing students from 17/18 and 18/19: 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 face-to-face enrolment session you have been invited to attend Continuing students from 17/18 and 18/19: 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 27 April 2020	1/6 by 27 April 2020	1/3 of the annual fee by 28 February 2020
2nd instalment	1/4 by 1 June 2020	1/6 by 1 June 2020	1/3 by 1 June 2020
3rd instalment		1/6 by 10 August 2020	1/3 by 12 October 2020
4th instalment		1/6 by 12 October 2020	

9.2 The payment deadlines for self-funding/part self-funding students on programmes starting in April, May or June 2020 are:

Amount due	New students and continuing students from 17/18 and 18/19	Continuing students who started in 16/17 or earlier	PGLoan/ Doctoral Loan (new and continuing students)
Full payment	New students: At the face-to-face enrolment session you have been invited to attend Continuing students from 17/18 and 18/19: 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 face-to-face enrolment session you have been invited to attend. Continuing students from 17/18 and 18/19: 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 3 September 2020	1/6 by 3 September 2020	1/3 of the annual fee by 1 June 2020
2nd instalment	1/4 by 2 December 2020	1/6 by 2 December 2020	1/3 by 12 October 2020
3rd instalment		1/6 by 29 January 2021	1/3 by 29 January 2021
4th instalment		1/6 by 26 March 2021	

10. Career development loans

10.1 The Professional and Career Development Loan scheme is now closed for new applications. You will not be affected if you have an existing loan.

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 School 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 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 enrolled in 17/18 who repeat or return from interruption in 19/20 will be charged at a rate of £75 per credit, up to a maximum of £6935 per annum.

Part-time undergraduate students who enrolled in 18/19 who repeat or return from interruption in 19/20 will be charged at a rate of £75 per credit, up to a maximum of £6935 per annum.

Part-time undergraduate students enrolling in 19/20 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.

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 or any modules for which they had paid but which they did not complete prior to interruption.

11.6 Deferrals. 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/paternity.

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.

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

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

12. 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:

12.1 Online

- All students via MyLSBU
- Visit payonline.lsbu.ac.uk

12.2 In person

- At your scheduled enrolment session

12.3 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.

12.4 The University does not accept cash or cheques.

13. Withdrawals, interruptions and refunds

13.1 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

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 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. This has been in operation since 16/17.

13.5 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.

13.6 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 2019 start programmes:

- **For new students only:** by Friday 4 October 2019: 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 6 January 2020: you must pay 25% of your full year's tuition fee plus any registration and residential fee

- At any time before 27 April 2020: you must pay 50% of your full year's tuition fee plus any registration and residential fee

- At any time on or after 27 April 2020, 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 2020 start programmes:

- **For new students only:** by Friday 7 February 2020: 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 27 April 2020: you must pay 25% of your full year's tuition fee plus any registration and residential fee

- At any time between 27 April 2020 and the start of the Autumn term 2020 (Sept 2020): 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 2020), you must pay your full year's tuition fee plus any registration and residential fee.

13.7 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.

- 13.8** 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.
- 13.9** 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.
- 13.10** Any refund is at the discretion of the University. You will need to complete the refund request form.
- 13.11** 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 <https://my.lsbu.ac.uk/my/wcm/myconnect/b753b667-4262-4a23-9cd0-c8faa6939b58/441-1718-PRO-FIN-Refund+request+form-1.pdf?MOD=AJPERES>
- 13.12** 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.
- 13.13** 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.
- 13.14** 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.

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.
- * subject to your rights under data protection law.*

14.2 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.

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.

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: 020 7815 6363/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 & Bursaries Office:
Tel: 020 7815 6181
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

Phone: 0300 100 06 07
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
Phone: (+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) 19/20: <https://www.gov.uk/student-finance-forms/y/uk-full-time/apply-dsa/year-1819>

Childcare grant and other support for full-time students 19/20:
www.gov.uk/student-finance-forms/y/uk-full-time/ccg-expenses