



Fees Policy: Academic Session 2017/18

Definitions

Bursary	A sum of money awarded to a student to enable them to study based on financial criteria or progress. A bursary does not have to be repaid.
Cleared Funds	Money that has been transferred from your bank account and now appears in UEL's bank account (this process can take a number of weeks).
Confirmation of Acceptance for Studies (CAS)	Confirmation of Acceptance for Studies (CAS) issued to International applicants and current international students who have fulfilled the necessary requirements for a Tier 4 student visa. CAS reference number is required for student visa purposes.
Customer Reference Number	The unique identification number allocated by the Student Loans Company (SLC) or Student Awards Agency for Scotland (SAAS) upon registering with them.
Deadline Date	The last date by which something must be done.
Deferral of a place	Postponing your place until the next intake point.
Distance Learning Programme	Study that requires no attendance at the UEL campuses. Students will study from a location of their choice and liaise with tutors and peers online.
Early Payment Discount	A discount applied when the tuition fee is paid in full by the deadline date and applicable if students are self-financing, paying all or part of their tuition fees, or, a fee sponsor is paying all or part of a student's tuition fees.
Engagement	Engagement activities would include attendance in classes, use of online learning materials, submission of work and frequent use of a student ID card to gain access to university buildings and facilities.
Enrolment	Enrolment at UEL is the process whereby you complete the registration process and officially become a UEL student.
EU Student (European)	Typically, a person who has the right to live in the EU without restriction and is in the UK specifically to study. Eligible to apply for a Tuition Fee Loan (if full-time) or Fee Grant (if part-time).
Fee Sponsor	An organisation or company that that has agreed to pay your tuition fees (or part of them).
Fee Status	Can be either Home/EU or Overseas and refers to the level of fee a student pays for their course.
Home Office	The government department dealing with visa and immigration matters.
Instalment plan	The agreed facility to pay fees in five instalments arranged at enrolment.
Intermission	Taking an agreed period of time out of study.
International Offer Letter	The letter issued to International students advising them of the conditions of an offer of a place.
International Student Reply Form	This form serves as a confirmation that an international student has paid a deposit and accepted the offer of a place at UEL, as well as accepting their Tier 4 responsibilities and terms of admittance.
Scholarship	An award of funding based on a student's prior academic achievements and/or potential. It is paid as a deduction of tuition fees and does not have to be repaid.
Self-financing	A self-financing student is a student who pays their own tuition fees and their tuition fees are not being paid by a sponsor or funding body.

Settlement Agreement	An agreement under which you pay overdue fees by instalments.
Student Awards Agency for Scotland (SAAS)	An agency of the Scottish government giving financial support to eligible students doing a course of higher education in the UK.
Student Loans Company (SLC)	A not for profit company in the UK that provides financial support to students in universities and colleges in the UK.
Student Finance	For the purpose of this document Student Finance England, Wales or Northern Ireland will be referred to as the Student Loans Company (SLC).
UEL-Direct	UEL's student web portal.
UK Student (Home)	Typically, a British citizen or a person who has the right to live in the UK without restriction and has been living here for 3 years prior to starting the course. Eligible to apply for full SFE funding.

Section A - Introduction

You must read this policy carefully as it relates to all students who apply to study or continue their studies during the academic year 2017/18. If you have difficulty in reading or understanding the policy please contact The Hub on +44(0)20 8223 4444 or email them at thehub@uel.ac.uk

This policy applies to all students and sets out:

- How your tuition fee is determined
- Bursaries and Scholarships that may be available to you
- When and how you need to pay your tuition fees
- Regulations which apply to refunds, withdrawals, intermissions and deferrals

Your Tuition Fee is the amount paid to undertake a programme; this is usually charged annually. Occasionally additional charges may be made to cover materials and consumables required for your programme of study. Academic Registry/your School will advise you of the charges and how these will be collected. Failure to pay any such charges by the due date may result in penalties being applied and your access to university facilities restricted.

You may also be excluded from your programme of study for non-payment of tuition fees. Exclusion part-way through an academic year or programme may extend the total length of study and increase the total cost of your studies at UEL (if it is agreed that you can return to them at a later date).

Your tuition fee is determined by:

- The programme you are studying
- If you are studying full or part-time
- Whether you are a UK/EU or International Student
- When you started studies with us

Fees quoted in this policy apply to session 2017/18 only; all fees may be subject to increases in subsequent years of study.

Unregulated Tuition Fees (where the UK government has not set a maximum fee to be charged) are generally charged annually and may increase each year you are on the programme. Any annual increase will be limited to a maximum of 5% of the previous year's fee.

Regulated Tuition Fees (where the UK government has set a maximum fee to be charged) may also be subject to an annual increase. Any annual increase will be in line with the increase determined by the UK government.

Students will be notified of annual tuition fee due at the point of re-enrolment onto the programme.

Full-time or part-time

The number of modules registered within a year of study will define your mode of attendance as either full-time or part-time for fee purposes:

Undergraduate students studying 91 credits or more in one academic year are classified as full-time students.

Postgraduate Year 1 students registered for less than 120 credits in an academic calendar year, with a maximum of 60 credits in a term are classified as Part-time students.

Postgraduate Year 1 students registered for 120 credits or more in an academic year are classified as Full-time students.

Exceptionally, students who take 2 x 30 credit modules in Year 1 may take 4 x 30-credit modules in Year 2 and remain part-time.

All students on a student visa are only able to study part-time if they are required to do re-sits and if this is allowable under the requirements of their visa.

We will regularly review the number of modules for which you have been registered and compare this with the fees you were originally charged. Where the original charge differs due to an increase or decrease in the number of modules being studied we will amend your records appropriately and add or deduct further charges where necessary.

UK/EU or International Student

Prior to enrolment at UEL, your fee status will have been assessed as "Home", "European Union" or "Overseas". This assessment is based upon your immigration status and residence history. If you do not meet the criteria required to be classified as a UK/EU student then you will be charged an Overseas tuition fee. If you have received an International Offer Letter from us this means that, based on the evidence we have, we have assessed you as an International Student for fees purposes.

It is important that you understand the University's assessment of your fee status before accepting any offer; **you must therefore respond to any requests for additional information required to make this assessment in a timely manner.**

If you feel you have been incorrectly assessed, you will need to complete a fee assessment form and provide information and evidence of your status, circumstances and reasons why you feel that you have been wrongly assessed. The form can be downloaded from <http://www.uel.ac.uk/fee-assessment> and contains guidance about the information required. Our Applicant Enquiries Team can advise on completing the fee assessment form – please email study@uel.ac.uk or call on +44 (0) 208 223 3333.

The Admissions team is responsible for assessing your fee status. For further details on how we assess fee status please visit <https://www.uel.ac.uk/Undergraduate/Fees-and-Funding/Fee-Status-Assessment>

Tuition fee assessments are made in line with guidance from the [UK Council for International Student Affairs](#) who can offer further guidance and information on whether you should pay home or international fees.

Please go to the area of the document relevant to your fee status:

- UK/EU - Section B
- International – Section C
- Your War (Competency Based Learning)

If you have questions about how much you owe or are having difficulty paying your fees, please email the Credit Control team creditcontrol@uel.ac.uk

Please note that fee payment plans, where you can pay your tuition fees in instalments, are not available to students undertaking short courses (for example pre-sessional, pre-entry or summer Schools) – whether you are paying the fees yourself or are sponsored, full course fee payment is required to complete enrolment. Short courses do not qualify for early payment discounts or the alumni discount.

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Section B - UK/EU

You must read Section A - Introduction to ensure that you read the section of the Fees Policy that is relevant to you; UK/EU or International.

Key Messages:

- All programmes fall within the Manual of General Regulations <https://www.uel.ac.uk/Discover/Governance/PoliciesRegulations-Corporate-documents/Student-Policies/Manual-of-General-Regulations> with the exception of postgraduate research and some programmes which UEL delivers through a collaborative arrangement with a partner. The taught part of some professional doctorates may also fall within these regulations.
- You are required to enrol or re-enrol for each successive year or other relevant part of a programme. To complete your enrolment you must log in to your account in UEL-Direct at www.uel.ac.uk/ueldirect and complete the enrolment task, which includes:
 - Ensuring that we are holding correct personal details for you
 - Agreeing to abide by our regulations and policies
 - Paying your Tuition Fees or confirming who is paying your fees
- **Charges will be added** if you do not fully enrol by the deadline dates and you will not be able to obtain your Student ID card. For returning students, any previous Student ID card issued may be de-activated. The deadline for enrolment is generally the end of the second calendar week of teaching after your programme (re)commences. For our main intakes the enrolment deadlines are set out in Appendix G.
- Where a professional body requires it, we will also charge UK/EU students a non-refundable deposit as a condition of the offer of a place. This information will be available at application stage.
- When we refer to payment dates we mean the date at which we have the cleared funds in our bank account. We do not accept cheques.
- If the SLC, SAAS or any fee sponsor withdraws financial support and refuses to pay all or part of your fees, then you will become responsible for your fees and must pay any outstanding fees immediately. You may have to apply for funding each academic year and this will be your responsibility
- If your tuition fees are not paid, any results, certificate of award or transcript for which you may be eligible will be withheld until all outstanding balances are paid in full.

Section B.1 – How might my fees change over the course of my studies? *(Applicable to UK/EU Fees only)*

B.1.1 Undergraduate home/EU students who commenced studies prior to September 2017 will be charged the full-time fee level (pro-rata for part-time students) applicable in 2016/7 for the remainder of their course provided that:

- They do not take a break in study of more than 2 years
- They do not withdraw from the programme
- They are not required to make a new course application if transferring programme

If students do take a study break of more than 2 years, withdraw from the programme or transfer to another programme which requires re-application, then B.1.2 will apply – see below.

B.1.2 Undergraduate home/EU students who commenced study on or after September 2017 will be charged the full-time fee level (pro-rata for part-time students) in place for the current academic year of study. This means that your tuition fee may increase year-on-year in line with the levels permitted by government, usually in line with the rate of inflation.

In all cases we will inform you of your tuition fee for next-year studies at the point of re-enrolment.

If you are unsure what this means for you, please contact Applicant Enquiries Team on +44 (0) 208 223 3333 or study@uel.ac.uk .

Section B.2 - Enrolment with UEL (UK/EU)

Enrolment at UEL is the process whereby you complete the registration process in full and officially become a UEL student.

Payment of tuition fees is part of enrolment. If you do not complete the formal process of enrolment but, by your actions, are deemed to be undertaking activities compatible with the status of an enrolled student, we will formally enrol you and charge the relevant tuition fee. Such activities would include, but are not limited to, attendance in classes, submission of work and frequent use of a student ID card to gain access to UEL buildings and facilities. Late enrolment charges **may be applied** if you do not complete your enrolment by the relevant deadline.

In order to enrol, you will need to clear any outstanding debts you owe in full before you will be allowed to re-enrol.

You may exceptionally be studying on a programme that has a mid-term start date. Where this is the case you will be notified of an alternative deadline date for payment of your fees (which will usually be the end of the second calendar week of teaching on the programme).

If you do not complete your enrolment by the enrolment deadline date and fail to make the appropriate payment to complete your enrolment by the enrolment deadline date, you may be charged an administration fee of £100 to cover the costs incurred by late enrolment.

If you are on the pre-degree programme New Beginnings and you are permitted to (re)enrol late, an administration fee of £20 to cover the costs incurred by late enrolment may be added to the amount you need to pay.

When we refer to payment dates we mean the date at which we have the cleared funds in our bank account. This can be by electronic transfer of funds into our bank account, by bankers draft or by paying using a debit or credit card. **We do not accept personal cheques.**

Section B.3 – Tuition Fees (UK/EU)

For fee information please see the Appendix relevant to your level of study:

Undergraduate Programmes	Appendix A
Postgraduate Taught Programmes	Appendix B
Postgraduate Research	Appendix C

Section B.4 - Bursaries and Scholarships (UK/EU)

The University offers a range of Bursaries and Scholarships, for details please go to the appendix relevant to your level of study:

Undergraduate	Appendix D
Postgraduate Taught Programmes	Appendix E
Postgraduate Research Programmes	Appendix F

Where you are eligible for multiple Bursaries, Scholarships and/or Discounts these will be applied in the order stated below:

1st	Scholarships / Bursaries
2nd	Alumni Discount
3rd	Any other discount (excluding Early Payment Discount)
4th	Early Payment Discount

Section B.5 - Payment Options (UK/EU)

B.5.1 Early Payment Discount (UK/EU)

The Early Payment Discount is applied when your fee is paid in full by the deadline date and applicable if you are Self Financing, paying all or part of your tuition fees, or, a Fee Sponsor (see B.5.4) is paying all or part of your tuition fees. Short courses (for example pre-sessional, pre-entry and summer Schools) are not eligible for an Early Payment Discount.

Please note:

- The discount will be applied proportionately between you and any fee sponsor
- The discount will only be applied to the amount you and/or the fee sponsor are paying
- It will be applied after all other deductions, Bursaries and Scholarships
- All fees due, less the Early Payment Discount, must have been received as cleared funds by UEL by the Deadline date below:

The early payment discount deadline dates are set out in Appendix G.

B.5.2 Instalment Plan (UK/EU)

You can sign up to a five (consecutive) month instalment plan as part of your on-line enrolment process. There are no additional charges added for choosing this option. Payment will be made in five equal monthly instalments. The monthly instalment amount is calculated as follows: Your tuition fee, divided by 5 = Instalment amount (per month for 5 months).

If you wish to select this option you must pay the first instalment (20% of the fee you are due to pay) using a debit or credit card on line. You must then set up a recurring card payment schedule. This option will only be available up to the enrolment deadline date.

Please note that enrolment is not complete unless you have a valid direct recurring card schedule in place.

If you do not have a UK bank account or a credit card (American Express & Diners Club are not accepted) that you can use to set up the on-line recurring payment schedule, or you are unable to pay in five equal instalments, please contact the Credit Control Team directly (<http://www.uel.ac.uk/financialservices/stewardship/creditcontrol/>) to discuss your situation and whether it is possible for you to set up a monthly instalment agreement off-line.

B.5.3 (a) Undergraduate - Student Loan Company (SLC) or Student Awards Agency for Scotland (SAAS) (UK/EU)

If you are classified as a UK/EU student for fees purposes, are undertaking a first degree programme, PGCE/PCET or Professional Diploma in Architecture Part 2, you are entitled to apply to have your fees paid by the Student Loan Company (SLC) or Student Awards Agency for Scotland (SAAS).

In order to fully enrol you must have submitted an application for funding to the SLC/SAAS. If you have not already done so, you should immediately apply on-line at www.gov.uk/student-finance

Please be aware that if you have had SLC/SAAS funding for a previous course, or are repeating study, you may not be eligible for SLC/SAAS funding. If you have not received a final assessment from SLC/SAAS confirming your funding, you should check your eligibility with Student Finance/SLC/SAAS prior to enrolling. We will refuse to enrol students without a final assessment confirming funding. If we consider that you will be ineligible for that funding; you may however enrol as a Self-Financing student.

If you do not have SLC/SAAS funding agreed for the current academic year and would like to discuss your eligibility for funding, please visit The Hub, located at Docklands (East Building) and Stratford (University House) and ask to speak to a member of SMART (Student Money Advice & Rights Team) who can discuss eligibility or related queries with you. Alternatively, you can call on +44 (0) 223 4444 or email thehub@uel.ac.uk

Important: Should the SLC/SAAS refuse to pay your Tuition Fees for any reason, at any time, you will be responsible for the outstanding fees.

B.5.3 (b) Postgraduate - Student Finance England (SFE)

From the academic year 2016/17, the Government are providing a loan for postgraduate Masters study. The Postgraduate Loan (PGL) will provide non means-tested loans of up to £10,000 to taught and research masters students. It will be paid to students as a contribution towards Tuition Fees, living costs and other course costs. Applications are made directly through [Student Finance England](#).

In order to fully enrol and set up a payment plan based around your PGL payment schedule you must have submitted an application for funding to SFE and received a Post Graduate Loan Summary confirming the agreed loan amount, your course details and expected payment schedule. If you have not already done so, you should immediately apply on-line at www.gov.uk/student-finance.

If you do not have PGL funding agreed for the current academic year and would like to discuss your eligibility for funding, please visit The Hub, located at Docklands (East Building) and Stratford (University House) and ask to speak to a member of SMART (Student Money Advice & Rights Team) who can discuss eligibility or related queries with you. Alternatively, you can call on +44 (0) 223 4444 or email thehub@uel.ac.uk

Important: Should your application for PGL funding be unsuccessful, for any reason, you will be responsible for the outstanding fees.

B.5.4 Fee Sponsor (UK/EU)

A Fee Sponsor is an employer or another organisation who will pay your Tuition Fees; a member of your family will not be classified as a fee sponsor even if they wish to transfer funds to us from a company they are involved with.

You should return a completed company sponsor details form (to be found in your online enrolment) showing that your fee sponsor will pay the whole fee or a specified part of that fee.

Your Fee Sponsor will be invoiced for the proportion of the fee agreed on the company sponsor details form. The invoice must be paid in full within 30 days. If your Fee Sponsor is unable to adhere to our 30 days terms please contact our Credit Control team <https://www.uel.ac.uk/discover/professional-services/finance> to discuss prior to completing enrolment.

If your fee sponsor has agreed to pay all your Tuition Fees and they pay the balance in full before the early payment deadline date (see section B.5.1) then they will qualify for a reduction in the fee payable. Please note that invoices for fees minus the early payment discount can only be issued upon completion of payment and enrolment.

Important: Should your Fee Sponsor refuse to pay your Tuition Fees for any reason, at any time, you will be responsible for the outstanding Tuition Fees.

We reserve the right to refuse a company or organisation as a Fee Sponsor. If a sponsor is refused your status will remain as Self-financing for fee payment.

B.5.5 Scholarship Awarding Body (UK/EU)

Please note that you will not be able to complete your enrolment online. If you are due to receive a scholarship from an awarding body, for instance social work scholarships, you will need to take your proof of scholarship to the Credit Control team. You will then be able to set up either a payment plan for the remaining amount of the Tuition Fees or pay in full.

Important: Should your Fee Sponsor refuse to pay your Tuition Fees for any reason, at any time, you will be responsible for the outstanding Tuition Fees.

B.5.6 Career Development Loan (UK/EU)

Please note that you will not be able to complete your enrolment online. If you have a Career Development Loan, you will need to take your confirmed loan agreement, and details of the instalment payment dates (if received) to the Credit Control team.

B.5.7 UEL Staff Discount (UK/EU)

To complete your enrolment you will need to tell us during the online enrolment process that you are a staff member. Your budget holder/Dean/Director will be emailed to authorise your staff fee discount. Once this authorisation has been received your enrolment will be complete.

You are required to check that your UEL Staff Discount has been authorised and are advised to check online (via UEL Direct) that your enrolment has been completed by the deadline date.

Important: Should your budget holder / Dean of School / Director of Service refuse to authorise a UEL Staff Discount for any reason, at any time, you will be responsible for the outstanding fees.

B.5.8 Norwegian/Swedish Student Loans (UK/EU)

Please note that you will not be able to complete your enrolment online. To complete your enrolment you will need to bring proof of your student loan and details of the loan payment dates to the Credit Control Team.

B.5.9 American Federal Student Aid (UK/EU)

If you are in receipt of Federal Student Aid and you wish to pay your Tuition Fees with your Federal Student Aid payments you will not be able to complete your enrolment online. To complete your enrolment please visit the Credit Control team.

Section B.6 - How to pay your Tuition Fees (UK/EU)

All payments must be in pounds sterling. We are not responsible for any fluctuation in exchange rates and/or any bank charges.

You should not ask your fee sponsor, other third party or a family member to transfer maintenance or other funds to us if they are not for payment of Tuition Fees or other charges payable to us. We are unable to refund these funds to you and will return them to the original payee.

B.6.1 Debit or Credit Card Online Payment Facility (UK/EU)

If you are a currently enrolled student, you can view your statement and pay your Tuition Fees by card or PayPal through UELDirect 24/7 by logging into www.uel.ac.uk/ueldirect and following the links. You will need your student number and password to use this method.

If you are a student (currently enrolled or not) or are making a payment on behalf of a student, you can make payments against your Tuition Fees account via the following link <https://epay.uel.ac.uk/open/default.asp>. You must have the Student ID number and date of birth to log in.

B.6.2 Offline Debit or Credit Card payment (Except American Express and Diners Club card) (UK/EU)

You can pay by Debit or Credit card by telephone - please call the Card hotline telephone numbers: +44(0)20 8223 2030 or +44(0)20 8223 2974

B.6.3 Travelex (UK/EU)

This option enables you to pay in your local currency and is available 24/7 through the UEL website, by logging onto UEL Direct using your Student ID number and password as advised in the offer letter and following the link from 'My Record' to this option. Please read the instructions and follow them so that your payment can be completed correctly.

B.6.4 Directly into the University's bank account (by internet, telephone banking or from any bank counter) **(UK/EU)** Please quote the following:

Bank name: Barclays Bank Account name: University of East London Sort code: 20-72-89 Account number: 40739529 IBAN number: GB05 BARC 2072 8940 7395 29 SWIFT / BIC CODE: BARCGB22 Reference number: your 7 digit student number and your name (e.g. 1799999 ELVIS PRESLEY)

You should ensure that you obtain a receipt which confirms the transfer as we may need to refer to this.

Please note that bank charges may be deducted from your payment by the banks before it is credited to our account. This may result in an underpayment being received and you will be required to pay any such difference to us.

B.6.6 Personal Cheque (UK/EU)

Please note we do not accept personal cheques and reserve the right to decline 'company' cheques.

If you have any queries regarding how to make payment or about payment you have made please contact the Income team (formerly Cashiers) incometeam@uel.ac.uk

Section B.7 - If you do not pay your Tuition Fees (UK/EU)

All Students are expected to abide by the Fees Policy and to pay their Tuition Fees in a timely manner. Students who consider themselves at risk of being unable to pay, or who become debtors, must discuss their situation with the Credit Control team at the earliest opportunity and, where necessary, agree and abide by a payment plan.

If you fail to pay in accordance with the Fees Policy and/or you become a debtor;

- We will restrict access to UEL libraries, computing facilities and other UEL facilities
- We may not allow you to (re)enrol in a further session until any outstanding Tuition Fees are paid in full.
- We may exclude you from the University.
- We will use external agencies to recover debts.
- We will withhold any results, certificates of award or transcript for which you may be eligible until all outstanding Tuition Fees and where relevant, any accrued recovery costs, have been paid in full.

Additionally, if you set up an instalment/payment plan;

- We will charge you £12.00 if your instalment payment is not received by the agreed due date or your payment is returned or recalled by your bank.
- If you default on more than one instalment we reserve the right to terminate an instalment/payment plan upon which the full account balance will become due.
- If you withdraw or adjust your programme we reserve the right to terminate an instalment/payment plan.
- We will withhold any results, certificates of award or transcript for which you may be eligible until all outstanding Tuition Fees and where relevant, any accrued recovery costs, have been paid in full.

If you default on a financial agreement with us and ask to pay the outstanding balance in instalments we reserve the right to charge you interest at the rate of 1% above the base rate of the Bank of England on the outstanding balance included in a settlement agreement.

Please note that we reserve the right to refuse payment proposals that we do not think are appropriate and in such circumstances you will not be entitled to attend any classes or use any of the university's facilities

Section B.8 - Changes in Study (UK/EU)

Please note should you suspend studying or withdraw from your programme or modules the following applies:

B.8.1 Deferral (UK/EU)

Only new students can defer their place (postpone their study). Deferral is not a right and must be requested in advance.

If you are a UK/EU student and have not commenced your studies and wish to defer your place, you should contact the Applicant Enquiries Team via email study@uel.ac.uk

If you are a postgraduate research student and have not commenced your studies and wish to defer your place, you should contact the Graduate School (<http://www.uel.ac.uk/gradschool/>).

You will normally only be permitted to defer your programme once and for a period of no longer than one year. You may be required to re-apply if you defer for more than one year.

If a deferral of your place is agreed, we will keep any surplus payments on your account until you commence your studies.

B.8.2 Intermission (UK/EU)

If you are a UK/EU student and need to intermit (take a break from your studies), you must request this in advance of the period of intermission and discuss the potential academic implications of taking a break with your programme leader or personal tutor.

Postgraduate Research students are not normally permitted to intermit.

You should contact The Hub on +44 (0) 223 4444 or thehub@uel.ac.uk prior to formally requesting a break in studies as we may be able to provide support that will enable you to continue with your programme of study. It is also important that you fully understand the implications of taking a break – it may adversely affect future funding, the total cost and length of your studies and/or have a negative impact on your continued study at UEL.

If, after speaking to The Hub, you still decide to take a break from your programme you must inform The Hub of your decision and the reasons for that decision in writing by emailing thehub@uel.ac.uk . You must do this as soon as you have made your decision so that you limit the amount of Tuition Fees you are required to pay.

Please see section "Tuition Fees" below for information on your Tuition Fee liability following intermission.

B.8.3 Withdrawal from Module(s) (UK/EU)

You may withdraw from a module on request to your School within the first two teaching weeks of the module and, where permissible within the terms of the regulations, register for another. Withdrawal from modules after this two-week period will not be permitted except under exceptional circumstances. Requests for approval to withdraw from a module after this period should be made in writing to The Hub via email to thehub@uel.ac.uk.

Unauthorised absence will be treated as withdrawal except in exceptional circumstance, please see the [Engagement Attendance Policy](#) for further Information

Please see sections B.8.7, B.8.8 and B.8.9 below for information on your Tuition Fee liability following withdrawal from modules.

B.8.4 Withdrawal from Programme (UK/EU)

You should contact The Hub on +44 (0) 223 4444 or thehub@uel.ac.uk prior to formally requesting to withdraw from studies as we may be able to provide support that will enable you to continue with your programme of study. It is also important that you fully understand the implications of withdrawing as it may adversely affect future funding, Tuition Fees and/or have a negative impact on future study opportunities at UEL.

If, after speaking to The Hub, you still decide to withdraw from your programme you must inform The Hub of your decision and the reasons for that decision in writing by emailing thehub@uel.ac.uk. You must do this as soon as you have made your decision so that you limit the amount of Tuition Fees you are required to pay. A period of non-Engagement may also lead to forced withdrawal by the university.

If you decide to withdraw from your programme of study, you must return your Student ID card and any learning materials as required by our scholarships and bursaries terms and conditions.

If you withdraw from your programme of study you will lose your access rights to all our buildings and facilities. If you wish to recommence your studies in the future you will be required to re-apply, and will be classed as a New student for fees purposes.

Please see sections B.8.7, B.8.8 and B.8.9 below for information on your Tuition Fee liability following withdrawal from a programme.

B.8.5 Exclusion (UK/EU)

You may be excluded from your programme as a result of breaches of Manual of General Regulations or outstanding Tuition Fee debt owed to UEL.

Please see sections B.8.7, B.8.8 and B.8.9 below for information on your Tuition Fee liability following exclusion from a programme.

B.8.6 Tuition Fees - Short Courses (UK/EU)

You will be charged as per the terms and conditions of the individual course set out when you registered.

B.8.7 Tuition Fees - Undergraduate, including RIBA part 2, Integrated Masters and PGCE programmes (UK/EU)

You will be liable for a percentage of fees for your programme/module where your last date of Engagement is past the cut off dates set out below:

If you have applied for a Tuition Fee loan from the Student Loan Company (SLC) or Student Awards Agency for Scotland (SAAS) we will advise them of your withdrawal/intermission and the fees you will be required to repay will be in line with their regulations.

Liability	Term 1	Term 2
25%	20 th October 2017	9 th February 2018
50%	2 nd January 2018	10 th April 2018
100%	10 th April 2018	21 st September 2018

B.8.8 Tuition Fees - Postgraduate, excluding PGCE, RIBA part 2 and Integrated Masters (UK/EU)

You will be liable for a percentage of fees for your programme if your last date of Engagement is past the cut off dates set out below:

% of fee due following cut off date	Cut off dates for:		
	Term 1 start Student	Term 2 start Student	Term 3 start student
50%	20 October 2017	9 February 2018	29 June 2018
100%	9 February 2018	12 October 2018	12 October 2018

Full-time taught postgraduate students on Masters Programmes who have attended 4 taught modules and withdraw prior to completing their dissertations will not be entitled to any refund/credit for the proportion of the programme that has not been undertaken. If students withdraw after the first term deadline date but before the second term deadline they are liable for half the full year fee.

B.8.9 Tuition fees – Postgraduate, excluding PGCE, RIBA part 2 and Integrated Masters (UK/EU) - following withdrawal from module(s) only

If you are withdrawn from module(s) but remain enrolled on your programme, you will not be charged for the withdrawn module(s) provided that you have not engaged with the module after the second week of teaching. Please note that reducing the number of modules that you take in an academic year may change your status as either a full or part time student – please see Section A – Introduction for further information on study loads and full time / part time status.

If you have engaged with the module(s) after the second week of teaching you will be charged for those module(s).

Section B.9 – Refunds (UK/EU)

You are entitled to request a refund for any overpayment. Credit balances will be held on account for 6 years from the date payment was received and a refund request must be made within this time.

The Request for Refund form may be found here:

https://uelac.sharepoint.com/FinancialServices/_layouts/15/WopiFrame.aspx?sourcedoc=%7BC4D3028E-9F84-472F-94067B3CF4924E91%7D&file=Tuition-Fee-Refund-Request-Form.docx&action=default&DefaultItemOpen=1

Your entitlement to a refund will depend on a number of factors:

- The date which the change in your study commenced (see Section B.8.5 - Changes in Study).
- Whether you have any outstanding debts with UEL - the amount owed will be deducted from a refund.
- The date payment was received does not exceed 6 years.

If you are entitled to a refund, the refund will be:

- Made to the original person who paid the fee
- Made to the country from which the funds originated
- Paid back to the original debit/credit card (where the original payment was made by Debit/Credit Card)
- Made in pounds sterling, **UEL** are not responsible for any fluctuation in exchange rates and bank charges

There may be a charge for processing a refund, please see table below for information:

Refund Type	Charge
Bank Transfer	No Charge
Debit/Credit Card	No Charge
Cheque	£25.00

Refunds cannot be made in cash.

Section C - Overseas

You must read Section A - Introduction to ensure that you read the section of the Fees Policy that is relevant to you; UK/EU or International.

Section C – International Students

Key Messages:

- All programmes fall within the Manual of General Regulations <https://www.uel.ac.uk/Discover/Governance/PoliciesRegulations-Corporate-documents/Student-Policies/Manual-of-General-Regulations> , with the exception of postgraduate research and some programmes which UEL delivers through a collaborative arrangement with a partner. The taught part of some professional doctorates may also fall within these regulations.
- You are required to enrol or re-enrol for each successive year or other relevant part of a programme. To complete your enrolment you must log in to your account in UEL-Direct at www.uel.ac.uk/ueldirect and complete the enrolment task, which includes:
 - Ensuring that we are holding correct personal details for you
 - Agreeing to abide by our regulations and policies
 - Paying your Tuition Fees or confirming who is paying your fees.
- Charges will be added if you do not fully enrol by the deadline dates and you will not be able to obtain your Student ID card. For returning students, any previous Student ID card issued may be de-activated. The deadline for enrolment is the end of the second calendar week of teaching after your programme (re)commences. For our main intakes the enrolment deadline dates are set out in Appendix G.
- When we refer to payment dates we mean the date at which we have the cleared funds in our bank account. We do not accept personal cheques.
- If your Tuition Fees are not paid, any results, certificate of award or transcript for which you may be eligible will be withheld until all outstanding balances are paid in full.
- Maintenance funds for living costs should not be transferred to UEL. If they are transferred, we will be unable to make them available to you and will return them to the original payee. An administration charge may be deducted from the refund.
- International applicants are required to pay a non-refundable Tuition Fee deposit or the full fee for a one term programme as part of the conditions of their offer. This is applicable to all international applicants regardless of whether you require a Tier 4 student visa to be in the UK. If you do not enrol and start your studies as expected, you will forfeit this deposit unless you provide verifiable evidence that your Tier 4 student visa application has been refused by the Home Office or UEL has been unable to issue your Confirmation of Acceptance for Study (CAS) after undertaking our compliance checks. If you have already started your studies, your Tuition Fee deposit is forfeit, even if your visa is later refused.
- The deposit required varies by the type of study you will be undertaking:

Type of study	Deposit
Undergraduate	£4,000
Postgraduate Taught	£3,000
Postgraduate Research	£6,000
MBA	£5,000

- Any such refund will be made to the original payer in the country of origin in accordance with our Refund Policy.
- If UEL has sponsored you under Tier 4 to study in the UK, you will be required to provide verifiable evidence of leaving the UK prior to consideration of a Tuition Fee refund of any additional monies in excess of the non-refundable deposit payment.

- If we are exceptionally unable to offer the programme detailed on your Confirmation of Acceptance for Studies, or a suitable alternative and you secure admission to another UK Government funded higher education institution, you will be entitled to have any monies paid to us transferred to the other institution. This is subject to providing an official offer letter from your new institution.

Section C.1 - New International Student

In support of your Tier 4 student visa application we are required to confirm the amount you have paid towards your Tuition Fees when assigning you a Confirmation of Acceptance for Studies (CAS). We advise that you pay your Tuition Fees in full for the first year of your programme, which will be reflected on your CAS, as you are required to demonstrate that you have sufficient funding for all Tuition Fees and living costs as part of your Tier 4 visa application.

As a new International students applying through a contracted UEL advisor (agent), you can pay your deposit payment by bankers draft payable to the University of East London. This draft should be given to the advisor. You will then need to complete our online International Student Reply Form. Our advisors should not ask for payments to be made to themselves or anyone else other than the University of East London. If further guidance and advice about payment is required, contact our Applicant Enquiries Team on +44 (0) 223 3333 or study@uel.ac.uk

As an international student you must arrange to fulfil the conditions of your offer and accept your place as soon as possible in order to allow sufficient time to obtain a student visa, travel to the UK and enrol on your course by our latest date to enrol (see section C.2).

You must meet the academic and Tier 4 (if applicable) conditions and make the Tuition Fee deposit payment (as outlined in your International Offer Letter). New international students must then complete and submit the International Student Reply Form. Maintenance and further immigration checks for Tier 4 students will also be undertaken before a Confirmation of Acceptance of Studies (CAS), or an unconditional offer (if you do not need to apply for a Tier 4 student visa), is issued.

In submitting the International Student Reply Form you are required to confirm that you have read, understood and accept this Fees Policy; a link to this policy is therefore included in the Student Reply Form.

In line with the compliance responsibilities of our Tier 4 Sponsor licence, UEL is required to notify the UK Home Office (UK Visa and Immigration) of any applicant who has been assigned a Confirmation of Acceptance for Studies (CAS) and does not enrol as expected. We are also required to report any significant change of circumstance to the Home Office affecting students on a Tier 4 student visa during their studies. This includes, but is not limited to, if a student is withdrawn from their programme, discontinues their studies with the University, is on a break (intermits) or is excluded for any reason. For further information please see the [Engagement Attendance Policy](#)

Section C.2 – Enrolment (*International*)

Enrolment at UEL is the process whereby you complete the registration process and officially become a UEL student. Payment of Tuition Fees is part of enrolment. If you do not complete the formal process of enrolment but, by your actions, are deemed to be undertaking activities compatible with the status of an enrolled student, the University will formally enrol you and charge the relevant Tuition Fee. Such activities would include attendance in classes, use of online learning materials, submission of work and frequent use of a student ID card to gain access to university buildings and facilities. Late enrolment charges **may be** applied if you do not complete your enrolment by the relevant deadline.

In order to enrol all students will need to clear any outstanding debts they owe in full before they will be allowed to re-enrol for the current academic year.

You may exceptionally be studying on a programme that has a mid-term start date. Where this is the case you will be notified of an alternative deadline date for payment of your fees (which will usually be the end of the first calendar week of teaching on the programme).

If you do not complete your enrolment by the enrolment deadline date and fail to make the appropriate payment to complete your enrolment by the enrolment deadline date, you may be charged £100 for late enrolment.

International students on a student visa are expected to enrol by the latest date of enrolment as stated on their Confirmation of Acceptance for Studies (CAS). Any exceptions will need to be carefully considered by the International Compliance and Advice team. If permission is not given, you will not be allowed to start your programme and we will be required to report this to the Home Office, in line with our [Tier 4 Sponsor licence compliance responsibilities](#).

When we refer to payment dates we mean the date at which we have the cleared funds in our bank account. This can be by electronic transfer of funds into our bank account, by bankers draft or by paying using a debit or credit card. We do not accept personal cheques.

Section C.3 – Tuition Fees (*International*)

For Tuition Fee information please see the Appendix relevant to your level of study:

Undergraduate Programmes	Appendix A
Postgraduate Taught Programmes	Appendix B
Postgraduate Research	Appendix C

Section C.4 - Bursaries and Scholarships (*International*)

The University offers a range of Bursaries and Scholarships, for details please go to the appendix relevant to your level of study:

Undergraduate	Appendix D
Postgraduate Taught Programmes	Appendix E
Postgraduate Research Programmes	Appendix F

As an International Student you may be eligible for additional scholarships and bursaries on application, please go to <http://www.uel.ac.uk/international/fees/>.

Where you are eligible for multiple Bursaries, Scholarships and/or Discounts these will be applied in the order stated below:

1st	Scholarships
2nd	Alumni Discount
3rd	Any other discount (excluding Early and Extra Early Payment Discount)
4th	Early/Extra Early Payment Discount

Section C.5 - Payment Options (*International*)

C.5.1 Early Payment Discount (*International*)

The Early Payment Discount is applied when your Tuition Fee is paid in full by the due date and applicable if you are Self Financing, paying all or part of your Tuition Fees, or, a Fee Sponsor is paying all or part of your Tuition Fees. Please note:

- The discount will be applied proportionately between you and any Fee Sponsor.
- The discount will only be applied to the amount you and/or the Fee Sponsor are paying.
- It will be applied after all other deductions, Bursaries and Scholarships.
- All fees due, less the Early Payment Discount, must have been received as cleared funds by UEL by the Deadline dates below:

The early payment discount deadline dates are set out in Appendix G.

Short courses (for example pre-sessional, pre-entry and summer Schools) are not eligible for an Early Payment Discount.

C.5.2 Instalment Plan (*International*)

New international students are required to make a deposit payment as part of the conditions of their offer. The remaining balance can be paid in five (consecutive) monthly and equal instalments during the first term with the first instalment payable when completing your enrolment. The monthly instalment amount is calculated as follows: Tuition Fee balance (following deposit payment), divided by 5 = Instalment amount (per month for 5 months).

Re-enrolling international students can sign up to a five (consecutive) month instalment plan as part of your on-line enrolment process. There are no additional charges added for choosing this option. Payment will be made in five equal instalments and the monthly instalment amount is calculated as follows: Your tuition fee, divided by 5 = Instalment amount (per month for 5 months).

If you wish to select the instalment option you must pay the first instalment (20% of the Tuition Fee you are due to pay) using a debit or credit card on line. You must then set up a recurring card payment schedule

This option will only be available up to the enrolment deadline date.

Please note that enrolment is not complete unless you have a valid recurring card schedule in place.

If you do not have a UK bank account or a credit card (American Express & Diners Club are not accepted) that you can use to set up the on-line recurring payment schedule, or you are unable to pay in five equal instalments, please contact the Credit Control Team directly (<http://www.uel.ac.uk/financialservices/stewardship/creditcontrol/>) to discuss your situation and whether it is possible for you to set up a monthly instalment agreement off-line.

C.5.3 Fee Sponsor (*International*)

A Fee Sponsor is an employer or another organisation who will pay your Tuition Fees. A member of your family will not be classified as a Fee Sponsor even if they wish to transfer funds to us from a company they are involved with.

You should return a completed company sponsor details form (found in your online enrolment) showing that your Fee Sponsor will pay the whole Tuition Fee or a specified part of that Tuition Fee. The completed form should be returned to the Credit Control team.

Upon our receipt and acceptance of the completed company sponsor details form, your Fee Sponsor will be invoiced for the proportion of the Tuition Fee stated on the received form and the invoice must be paid in full within 30 days. If your Fee Sponsor is unable to adhere to our 30 days terms please contact our Credit Control team to discuss this prior to completing your enrolment (<http://www.uel.ac.uk/financialservices/stewardship/creditcontrol/>)

If your Fee Sponsor has agreed to pay all your Tuition Fees and they pay the balance in full before the early payment deadline dates then they will qualify for a reduction in the Tuition Fee payable. Please note that invoices for Tuition Fees minus the Early Payment Discount can only be issued upon completion of payment and enrolment.

Important: Should your Fee Sponsor refuse to pay your Tuition Fees for any reason, at any time, you will be responsible for the outstanding Tuition Fees.

We reserve the right to refuse a company or organisation as a Fee Sponsor. If a Fee Sponsor is refused your status will remain as Self Financing for Tuition Fee payment.

C.5.4 Scholarship Awarding Body (*International*)

Please note that you will not be able to complete your enrolment online. If you are due to receive a scholarship from an awarding body, for instance social work scholarships, you will need to take your proof of scholarship to the Credit Control team. You will then be able to set up either a payment plan for the remaining amount of the Tuition Fees or pay in full.

Important: Should your Fee Sponsor refuse to pay your fees for any reason, at any time, you will be responsible for the outstanding Tuition Fees.

C.5.5 Career Development Loan (*International*)

Please note that you will not be able to complete your enrolment online. If you have a Career Development Loan, you will need to take your confirmed loan agreement, and details of the instalment/payment dates (if received) to the Credit Control team.

C.5.6 UEL Staff Discount (*International*)

To complete your enrolment you will need to tell us during the online enrolment process that you are a staff member. Your budget holder/Dean/Director will be emailed to authorise your staff fee discount. Once this authorisation has been received your enrolment will be complete.

You are required to check that your UEL staff discount has been authorised and are advised to check online (via UEL Direct) that your enrolment has been completed by the deadline date.

Important: Should your budget holder / Dean of School / Director of Service refuse to authorise a UEL staff discount for any reason, at any time, you will be responsible for the outstanding fees.

C.5.7 Swedish/ Norwegian Student Loans (*International*)

Please note that you will not be able to complete your enrolment online. To complete your enrolment you will need to take proof of your student loan and details of the loan payment dates to the Credit Control Team

C.5.8 American Federal Student Aid (*International*)

If you are in receipt of Federal Student Aid and you wish to pay your tuition fees with your Federal Student Aid payments you will not be able to complete your enrolment online. To complete your enrolment please visit the Credit Control team.

Section C.6 - How to pay your fees (*International*)

All payments must be in pounds sterling. We are not responsible for any fluctuation in exchange rates and any bank charges.

You should not ask your Fee Sponsor, other third party or a family member to transfer maintenance or other funds to us if they are not for payment of Tuition Fees or other charges payable to us. We are unable to refund these funds to you and will return them to the original payee.

C.6.1 Online Payment Facility (*International*)

If you are a currently enrolled student, you can view your statement and pay your Tuition Fees by card or PayPal through UELDirect 24/7 by logging into www.uel.ac.uk/direct/ and following the links. You will need your Student ID number and password to use this method.

If you are a student (currently enrolled or not) or are making a payment on behalf of a student, you can make payments against your tuition fees account via the following the link <https://epay.uel.ac.uk/open/default.asp>. You must have the Student ID number and date of birth to log in.

C.6.2 Debit or Credit Card (Except American Express and Diners Club card) (*International*)

You can pay by Debit or Credit card:

- Online, log into UEL Direct and pay through the Payment Task
- Telephone, please call the Card hotline telephone numbers: +44(0)20 8223 2030 or +44(0)20 8223 2974

C.6.3 Travelex (*International*)

This option enables you to pay in your local currency and is available 24/7 through the UEL website, by logging onto UEL Direct using your Student number and password as advised in the offer letter and following the link from 'My Record' to this option . Please read the instructions and follow them so that your payment can be completed correctly.

C.6.4 Directly into the University's bank account (by internet, telephone banking or from any bank counter) (*International*)

Please quote the following:

**Bank name: Barclays Bank Account name: University of East London Sort code: 20-72-89 Account number: 40739529
IBAN number: GB05 BARC 2072 8940 7395 29 SWIFT / BIC CODE: BARCGB22 Reference number: your 7 digit student number and your name (e.g. 1299999 ELVIS PRESLEY)**

You should ensure that you obtain a receipt which confirms the transfer as we may need to refer to this. New International Students will need to send a copy of this as a scanned email attachment to the International Admissions Office after you have submitted your International Student Reply form.

Please note that bank charges may be deducted from your payment by the banks before it is credited to our account. This may result in an underpayment being received and you will be required to pay any such difference to us.

C.6.5 Banker's Draft (*International*) All

banker's drafts must:

- be made payable to the "University of East London";
- be in pounds sterling and drawn against a London bank.

- have your 7 digit student number and name written on the back.
- the draft should be submitted in person at UEL or posted to UEL.

Please go to (<http://www.uel.ac.uk/financialservices/stewardship/cashiers/paying/>) for contact details and opening times of our Income Offices.

Section C.7 - If you do not pay your Tuition Fees (*International*)

All Students are expected to abide by the Fees Policy and to pay their Tuition Fees in a timely manner. Students who consider themselves at risk of being unable to pay, or who become debtors, must discuss their situation with the Credit Control team at the earliest opportunity and, where necessary, agree and abide by a payment plan.

If you fail to pay in accordance with the fees policy and/or you become a debtor;

- We will restrict access to UEL libraries, computing facilities and other UEL facilities
- We may not allow you to (re)enrol in a further session until any outstanding tuition fees are paid in full.
- We may exclude you from the University.
- We will use external agencies to recover debts.
- We will withhold any results, certificates of award or transcript for which you may be eligible until all outstanding tuition fees and where relevant, any accrued recovery costs, have been paid in full.

Additionally, if you set up an instalment/payment plan;

- We will charge you £12.00 if your instalment payment is not received by the agreed due date or your payment is returned or recalled by your bank.
- If you default on more than one instalment we reserve the right to terminate an instalment/payment plan upon which the full account balance will become due.
- If you withdraw or adjust your programme we reserve the right to terminate an instalment/payment plan.
- We will withhold any results, certificates of award or transcript for which you may be eligible until all outstanding tuition fees and where relevant, any accrued recovery costs, have been paid in full.

If you default on a financial agreement with us and ask to pay the outstanding balance in instalments we reserve the right to charge you interest at the rate of 1% above the base rate of the Bank of England on the outstanding balance included in a settlement agreement.

Please note that we reserve the right to refuse payment proposals that we do not think are appropriate and in such circumstances you will not be entitled to attend any classes or use any of the university's facilities

Section C.8 - Changes in Study (*International*)

Please note should you suspend studying or withdraw from your programme, or modules, the following apply:

C.8.1 Deferral and Intermission (*International*)

International students on a student visa who are in the UK cannot normally defer their admission or intermit (take a break) during their programme as this breaches the basis on which the visa was issued.

Such students should note that the UK Home Office has strict requirements which must be adhered to by both students and the University. Students on a student visa may only request a deferral of a place or intermission (break from studies) in the event of exceptional personal circumstances that can be supported by verifiable documentary evidence. A student in these circumstances would be required to return to their home country and provide evidence of this.

If there are exceptional circumstances you must agree this with your School before deferring or intermitting and discuss the potential academic implications of taking a break with your programme leader or personal tutor. You must also seek advice from our International Student Advice team as any decision to defer or intermit is likely to affect your student visa. If you still decide to take a break in studies after speaking to your School and the International Student Advice team, you must inform the Hub in writing by emailing thehub@uel.ac.uk. You must do this as soon as you have made your final decision so that you limit the amount of Tuition Fees you are required to pay (see section C.6.8.5).

The University is required to notify the Home Office of Tier 4 students who defer or take a break from studies for any reason by updating your Confirmation of Acceptance for Studies (CAS). This is in line with our compliance responsibilities as a Tier 4 Sponsor. The Home Office takes this to mean that we are no longer sponsoring you under Tier 4 and you will be required to leave the UK and provide us with evidence of this. You will need to meet the requirements for a new CAS in order to apply for a new Tier 4 student visa to be able to resume your studies at UEL in the future. Retrospective intermissions are not normally granted.

If you are an international student and have not entered the UK and wish to defer your place, you should contact our Applicant Enquiries Team on +44 (0) 223 3333 or admissions.international@uel.ac.uk

You will normally only be permitted to defer your programme once and for a period of no longer than one year. You may be required to re-apply if you defer for more than one year. Please note that if you defer your place you will be charged the applicable tuition fees for the academic year you start your studies.

Please see Tuition Fees below for information on your Tuition Fee liability, if a deferral of your place is agreed, we will keep any surplus payments on your account until you commence your studies.

C.8.2 Withdrawal from Module(s) (*International*)

You may withdraw from a module on request to your School within the first two weeks of the term and, where permissible within the terms of the regulations, register for another. Withdrawal from modules after this two-week period will not be permitted except under exceptional circumstances. Requests for approval to withdraw from a module after this period should be made in writing to thehub@uel.ac.uk

Unauthorised absence will be treated as withdrawal except in exceptional circumstances, please see [Engagement Attendance Policy](#) for further information.

Please see section "Tuition Fees" below for information on your Tuition Fee liability following module withdrawal.

C.8.3 Withdrawal from Programme (*International*)

International students on a Tier 4 student visa must contact the International Student Advice by email to isa@uel.ac.uk team prior to making a decision to withdraw from their programme of study as you need to understand the implications of leaving your programme of study for your current visa, your ability to stay in the UK and possible impacts on future visa applications.

If you still decide to withdraw from your programme after speaking to the International Student Advice team, you must inform the Hub in writing by emailing thehub@uel.ac.uk

If you decide to withdraw from your programme of study, you must return your Student ID card and any learning materials as required by our scholarships and bursaries terms and conditions.

If you withdraw from your programme of study you will lose your access rights to all our buildings and facilities. If you wish to recommence your studies in the future you will be required to re-apply for new admission to the University.

A period of non-Engagement may also lead to withdrawal by the university – please see [Engagement Attendance Policy](#) for further information.

The University is required to notify the UK Home Office of Tier 4 students who are withdrawn from their programme of study by updating their Confirmation of Acceptance for Studies (CAS). This is in line with our compliance responsibilities as a Tier 4 Sponsor. The UK Home Office takes this to mean that we are no longer sponsoring you under Tier 4 and you will be required to leave the UK and provide us with evidence of this.

Please see section "Tuition Fees" below for information on your Tuition Fee liability following withdrawal from a programme.

C.8.4 Exclusion (*International*)

You may be excluded from your programme as a result of breaches of Manual of General Regulations, Terms of Admittance, breach of visa conditions, failure to keep UEL informed of your current visa/passport status and supply associated documentation or because you have an outstanding debt owed to UEL.

For international students on a Tier 4 student visa exclusion is considered a significant change in your study circumstances and the University is therefore required to report this to the UK Home Office, in line with the compliance responsibilities of our Tier 4 sponsor licence. The UK Home Office takes this to mean that we are no longer sponsoring you under Tier 4 and you will be required to leave the UK and provide us with evidence of this. You will need to meet the requirements for a new Confirmation of Acceptance of Studies in order to apply for a new Tier 4 student visa to be able to resume your studies at UEL in the future.

Please see Tuition Fees below for information on your Tuition Fee liability following exclusion.

C.8.5 Tuition Fees (International)

You will be liable for a percentage of fees for your programme/module where the last date of Engagement is past the cut off dates set out below:

% of fee due following cut off date	Cut off dates for:		
	Term 1 start Student	Term 2 Start Student (PG only)	Term 3 Start Student (PG only)
50%	20 October 2017	9 February 2018	22 June 2018
100%	9 February 2018 (Undergraduate)	N/A	N/A
100%	16 February 2018 (Postgraduate)	12 October 2018	12 October 2018

Full-time taught postgraduate students on Masters programmes who have attended 4 taught modules and withdraw prior to completing their dissertations will not be entitled to any refund/credit for the proportion of the programme that has not been undertaken. If students withdraw after the first term deadline date but before the second term deadline they are liable for half the full year Tuition Fee.

C.8.6 Tuition Fees – following withdrawal from module(s) only

If you are withdrawn from module(s) but remain enrolled on your programme, you will not be charged for the withdrawn module(s) provided that you have not engaged with the module after the second week of teaching. Please note that reducing the number of modules that you take in an academic year may change your status as either a full or part time student – please see Section A – Introduction, for further information on study loads and full time / part time status. **Please note that students on a Tier 4 visa are not normally permitted to study part time.**

If you have engaged with the module(s) after the second week of teaching you will be charged for those module(s).

Section C.9 – Refunds (International)

You are entitled to request a refund for any overpayment. Credit balances will be held on account for 6 years from the date payment was received and a refund request must be made within this time.

The Request for Refund form may be found at

https://uelac.sharepoint.com/FinancialServices/_layouts/15/WopiFrame.aspx?sourcedoc=%7BC4D3028E-9F84-472F-94067B3CF4924E91%7D&file=Tuition-Fee-Refund-Request-Form.docx&action=default&DefaultItemOpen=1

Your entitlement to a refund will depend on a number of factors:

- The date which the change in your study commenced, see Section C.8.5 - Changes in Study.
- Whether you have any outstanding debts with UEL - the amount owed will be deducted from a refund
- The date payment was received does not exceed 6 years
- If you have a Tier 4 visa your refund will only be processed once you have confirmed you have returned to your country of origin and provided proof of your return

If you are entitled to a refund, the refund will be:

- Made to the original person who paid the fee.
- Made to the country from which the funds originated.
- Paid back to the original debit/credit card (where the original payment was made by Debit/Credit Card)
- Made in pounds sterling (UEL are not responsible for any fluctuation in exchange rates and bank charges)

International applicants are required to pay a non-refundable Tuition Fee deposit or the full fee for a one term programme as part of the conditions of their offer. This is applicable to all international applicants regardless of whether you require a Tier 4 student visa to be in the UK. If you do not enrol and start your studies as expected you will forfeit this deposit unless you provide verifiable evidence that your application for a Tier 4 student visa has been refused by the UK Home Office or UEL has been unable to issue your Confirmation of Acceptance for Study (CAS) after undertaking our compliance checks. If you have already started your studies, your Tuition Fee deposit is forfeit, even if your visa is later refused.

For the avoidance of doubt, the deposit will only be refunded in the case of a visa refusal (and once you provide us with the refusal notice) or UEL has been unable to issue your Confirmation of Acceptance for Study (CAS). If you have been assessed as an international student but do not need a student visa to study in the UK, you should ensure that the programme you have chosen is the right programme for you as we will be unable to refund your deposit should you change your mind.

If we are exceptionally unable to offer the programme or offer a suitable alternative, to the one outlined on your Confirmation of Acceptance for Studies (CAS), prior to enrolment and you secure admission to another UK Government funded higher education institution, you will be entitled to have any monies paid to us, transferred to the other institution. This is subject to providing an official offer letter from your new institution; we will not make payments to private colleges in the UK or to institutions overseas.

If you request a refund but do not provide us with evidence of your return to your country of origin within six months (from the start of the term if you have not enrolled, or from the last date of Engagement as confirmed by your School), you will forfeit all monies paid to us and these will not be refunded irrespective of whether an application is made.

There may be a charge for processing a refund, please see table below for information:

Refund Type	Charge
Bank Transfer	No Charge
Debit/Credit Card	No Charge
Cheque	£25.00

Refunds cannot be made in cash.

Section D – YourWay (Competency Based Learning)

Key Messages:

- All programmes fall within the Manual of General Regulations <https://www.uel.ac.uk/Discover/Governance/PoliciesRegulations-Corporate-documents/Student-Policies/Manual-of-General-Regulations> with the exception of postgraduate research and some programmes which UEL delivers through a collaborative arrangement with a partner. The taught part of some professional doctorates may also fall within these regulations.
- You are required to enrol or re-enrol for each **subscription**. To complete your enrolment you must log in to your account in UEL-Direct at www.uel.ac.uk/ueldirect and complete the enrolment task, which includes:
 - Ensuring that we are holding correct personal details for you
 - Agreeing to abide by our regulations and policies
 - Paying your Tuition Fees or confirming who is paying your fees
- **Charges will be added** if you do not fully enrol by the deadline dates and we will not provide access to material until enrolment is fully completed. The deadline for enrolment is generally the end of the second calendar week of teaching after your programme (re)commences.
- When we refer to payment dates we mean the date at which we have the cleared funds in our bank account. We do not accept cheques.
- If the SLC, SAAS or any fee sponsor withdraws financial support and refuses to pay all or part of your fees, then you will become responsible for your fees and must pay any outstanding fees immediately. You may have to apply for funding each academic year and this will be your responsibility
- If your tuition fees are not paid, any results, certificate of award or transcript for which you may be eligible will be withheld until all outstanding balances are paid in full.

Section D.1 – How might my fees change over the course of my studies?

Students who commenced study on or after September 2017 will be charged the Tuition Fee in place for the current academic year of study. Tuition Fees may increase year on-year in line with the levels permitted by government, usually in line with the rate of inflation.

If you are unsure what this means for you, please contact Applicant Enquiries Team on +44 (0) 208 223 3333 or study@uel.ac.uk.

Section D.2 - Enrolment with UEL

Payment of Tuition Fees is a requirement of Enrolment.

In order to enrol, you will need to clear any outstanding debts you owe in full before you will be allowed to re-enrol.

When we refer to payment dates we mean the date at which we have the cleared funds in our bank account. This can be by electronic transfer of funds into our bank account, by bankers draft or by paying using a debit or credit card. **We do not accept personal cheques.**

Section D.3 – Tuition Fees

For the academic year 2017/18 the Tuition Fees for YourWay (Competency Based Learning) are:

6 Month Subscription	£3,000
12 Month Subscription	£6,000

Section D.4 - Bursaries and Scholarships

Students studying the YourWay programme are not eligible for Bursaries and/or Scholarships.

Section D.5 - Payment Options

D.5.1 Early Payment Discount

Students studying the YourWay programme are not eligible for Early Payment Discount.

D.5.2 Instalment Plan (12 month self-funded)

If a student is self-funding (i.e. not receiving SLC, SAAS or any other means of third party funding) a 12 month subscription to YourWay via a five (consecutive) month instalment plan is available. There are no additional charges added for choosing this option. Payment will be made in five equal monthly instalments. The monthly instalment amount is calculated as follows: the total Tuition Fee, divided by 5 = Instalment amount (per month for 5 months).

If you wish to select this option you must pay the first instalment (20% of the Tuition Fee you are due to pay) using a debit or credit card on line. You must then set up a recurring card payment schedule. This option will only be available up to the enrolment deadline date.

Please note that enrolment is not complete unless you have a valid direct recurring card schedule in place.

If you do not have a UK bank account or a credit card (American Express & Diners Club are not accepted) that you can use to set up the on-line recurring payment schedule, or you are unable to pay in five equal instalments, please contact the Credit Control Team directly (<http://www.uel.ac.uk/financialservices/stewardship/creditcontrol/>) to discuss your situation and whether it is possible for you to set up a monthly instalment agreement off-line.

D.5.3 Instalment Plan (6 month self-funded)

Students subscribing to study YourWay as a 6 month subscription will have to pay their fees upfront and are not eligible to pay fees in instalments.

D.5.4 YourWay- Student Loan Company (SLC) or Student Awards Agency for Scotland (SAAS)

If you are classified as a UK/EU student for fees purposes and studying the 12 month subscription you may be eligible to apply and have your fees paid by the Student Loan Company (SLC) or Student Awards Agency for Scotland (SAAS).

In order to fully enrol you must have submitted an application for funding to the SLC/SAAS. If you have not already done so, you should immediately apply on-line at www.gov.uk/student-finance

Please be aware that if you have had SLC/SAAS funding for a previous course, or are repeating study, you may not be eligible for SLC/SAAS funding. If you have not received a final assessment from SLC/SAAS confirming your funding, you should check your eligibility with Student Finance/SLC/SAAS prior to enrolling. We will refuse to enrol students without a final assessment confirming funding. If we consider that you will be ineligible for that funding; you may however enrol as a Self-Financing student.

If you do not have SLC/SAAS funding agreed for the current academic year and would like to discuss your eligibility for funding, please visit The Hub, located at Docklands (East Building) and Stratford (University House) and ask to speak to a member of SMART (Student Money Advice & Rights Team) who can discuss eligibility or related queries with you. Alternatively, you can call on +44 (0) 223 4444 or email thehub@uel.ac.uk

Important: Should the SLC/SAAS refuse to pay your Tuition Fees for any reason, at any time, you will be responsible for the outstanding fees.

D.5.5 Fee Sponsor

A Fee Sponsor is an employer or another organisation who will pay your Tuition Fees; a member of your family will not be classified as a fee sponsor even if they wish to transfer funds to us from a company they are involved with.

You should return a completed company sponsor details form (to be found in your online enrolment) showing that your fee sponsor will pay the whole fee or a specified part of that fee.

Your Fee Sponsor will be invoiced for the proportion of the fee agreed on the company sponsor details form. The invoice must be paid in full within 30 days. If your Fee Sponsor is unable to adhere to our 30 days terms please contact our Credit Control team <https://www.uel.ac.uk/discover/professional-services/finance> to discuss prior to completing enrolment.

If your fee sponsor has agreed to pay all your Tuition Fees and they pay the balance in full before the early payment deadline date (see section B.5.1) then they will qualify for a reduction in the fee payable. Please note that invoices for fees minus the early payment discount can only be issued upon completion of payment and enrolment.

Important: Should your Fee Sponsor refuse to pay your Tuition Fees for any reason, at any time, you will be responsible for the outstanding Tuition Fees.

We reserve the right to refuse a company or organisation as a Fee Sponsor. If a sponsor is refused your status will remain as Self-financing for fee payment.

Section D.6 - How to pay your Tuition Fees

All payments must be in pounds sterling. We are not responsible for any fluctuation in exchange rates and/or any bank charges.

You should not ask your fee sponsor, other third party or a family member to transfer maintenance or other funds to us if they are not for payment of Tuition Fees or other charges payable to us. We are unable to refund these funds to you and will return them to the original payee.

D.6.1 Debit or Credit Card Online Payment Facility

If you are a currently enrolled student, you can view your statement and pay your Tuition Fees by card or PayPal through UELDirect 24/7 by logging into www.uel.ac.uk/ueldirect and following the links. You will need your student number and password to use this method.

If you are a student (currently enrolled or not) or are making a payment on behalf of a student, you can make payments against your Tuition Fees account via the following link <https://epay.uel.ac.uk/open/default.asp>. You must have the Student ID number and date of birth to log in.

D.6.2 Offline Debit or Credit Card payment (Except American Express and Diners Club card)

You can pay by Debit or Credit card by telephone - please call the Card hotline telephone numbers: +44(0)20 8223 2030 or +44(0)20 8223 2974

D.6.3 Travelex

This option enables you to pay in your local currency and is available 24/7 through the UEL website, by logging onto UEL Direct using your Student ID number and password as advised in the offer letter and following the link from 'My Record' to this option. Please read the instructions and follow them so that your payment can be completed correctly.

D.6.4 Directly into the University's bank account (by internet, telephone banking or from any bank counter) Please quote the following:

Bank name: Barclays Bank Account name: University of East London Sort code: 20-72-89 Account number: 40739529 IBAN number: GB05 BARC 2072 8940 7395 29 SWIFT / BIC CODE: BARCGB22 Reference number: your 7 digit student number and your name (e.g. 1799999 ELVIS PRESLEY)

You should ensure that you obtain a receipt which confirms the transfer as we may need to refer to this.

Please note that bank charges may be deducted from your payment by the banks before it is credited to our account. This may result in an underpayment being received and you will be required to pay any such difference to us.

D.6.5 Bankers Draft

All bankers' drafts must:

- be made payable to the "University of East London"
- be in pounds sterling and drawn against a London bank
- have your 7 digit student number and name written on the back
- be posted to UEL

Please go to (<http://www.uel.ac.uk/financialservices/stewardship/cashiers/paying/>) for contact details and opening times of our Income Offices.

Section D.7 - If you do not pay your Tuition Fees

All Students are expected to abide by the Fees Policy and to pay their Tuition Fees in a timely manner. Students who consider themselves at risk of being unable to pay, or who become debtors, must discuss their situation with the Credit Control team at the earliest opportunity and, where necessary, agree and abide by a payment plan.

If you fail to pay in accordance with the Fees Policy and/or you become a debtor;

- We will suspend access to online material
- We may not allow you to (re)enrol in a further session until any outstanding Tuition Fees are paid in full.
- We may exclude you from the University.
- We will use external agencies to recover debts.
- We will withhold any results, certificates of award or transcript for which you may be eligible until all outstanding Tuition Fees and where relevant, any accrued recovery costs, have been paid in full.

Additionally, if you set up an instalment/payment plan;

- We will charge you £12.00 if your instalment payment is not received by the agreed due date or your payment is returned or recalled by your bank.
- If you default on more than one instalment we reserve the right to terminate an instalment/payment plan upon which the full account balance will become due.
- If you withdraw or adjust your programme we reserve the right to terminate an instalment/payment plan.
- We will withhold any results, certificates of award or transcript for which you may be eligible until all outstanding Tuition Fees and where relevant, any accrued recovery costs, have been paid in full.

If you default on a financial agreement with us and ask to pay the outstanding balance in instalments we reserve the right to charge you interest at the rate of 1% above the base rate of the Bank of England on the outstanding balance included in a settlement agreement.

Please note that we reserve the right to refuse payment proposals that we do not think are appropriate and in such circumstances you will not be entitled to attend any classes or use any of the university's facilities

Section D.8 - Changes in Study

Please note should you suspend studying or withdraw from your programme or modules the following applies:

D.8.1 Deferral

Only new students can defer their place (postpone their study). Deferral is not a right and must be requested in advance.

If you are a UK/EU student and have not commenced your studies and wish to defer your place, you should contact the Applicant Enquiries Team via email study@uel.ac.uk

You will normally only be permitted to defer your entry onto the programme once and you must enter the programme no later than the commencement of the next subscription period.

If a deferral of your place is agreed, we will keep any surplus payments on your account until you commence your studies.

D.8.2 Intermission

If you are a UK/EU student and need to intermit (take a break from your studies), you must request this in advance of the period of intermission and discuss the potential academic implications of taking a break with your progress coach.

You should contact The Hub on +44 (0) 223 4444 or thehub@uel.ac.uk prior to formally requesting a break in studies as we may be able to provide support that will enable you to continue with your programme of study. It is also important that you fully understand the implications of taking a break – it may adversely affect future funding, the total cost and length of your studies and/or have a negative impact on your continued study at UEL.

If, after speaking to The Hub, you still decide to take a break from your programme you must inform The Hub of your decision and the reasons for that decision in writing by emailing thehub@uel.ac.uk. You must do this as soon as you have made your decision so that you limit the amount of Tuition Fees you are required to pay.

Please see section "Tuition Fees" below for information on your Tuition Fee liability following intermission.

D.8.4 Withdrawal from Programme

You should contact The Hub on +44 (0) 223 4444 or thehub@uel.ac.uk prior to formally requesting to withdraw from studies as we may be able to provide support that will enable you to continue with your programme of study. It is also important that you fully understand the implications of withdrawing as it may adversely affect future funding, Tuition Fees and/or have a negative impact on future study opportunities at UEL.

If, after speaking to The Hub, you still decide to withdraw from your programme you must inform The Hub of your decision and the reasons for that decision in writing by emailing thehub@uel.ac.uk. You must do this as soon as you have made your decision so that you limit the amount of Tuition Fees you are required to pay. A period of non-Engagement may also lead to forced withdrawal by the university.

If you decide to withdraw from your programme of study, you must return your Student ID card and any learning materials as required by our scholarships and bursaries terms and conditions.

If you withdraw from your programme of study you will lose your access rights to all our buildings and facilities. If you wish to recommence your studies in the future you will be required to re-apply, and will be classed as a New student for fees purposes.

Please see sections D.8.6 below for information on your Subscription Fee liability following withdrawal from a programme.

D.8.5 Exclusion

You may be excluded from your programme as a result of breaches of Manual of General Regulations or outstanding Tuition Fee debt owed to UEL.

Please see section B.8.6 below for information on your Subscription Fee liability following exclusion from a programme.

D.8.6 Subscription Fees

Students are not eligible for a refund on the programme after the 14 day enrolment deadline date for your subscription period.

If you have applied for a Tuition Fee loan from the Student Loan Company (SLC) or Student Awards Agency for Scotland (SAAS) we will advise them of your withdrawal/intermission and the fees you will be required to repay will be in line with their regulations.

Section D.9 – Refunds

You are entitled to request a refund for any overpayment. Credit balances will be held on account for 6 years from the date payment was received and a refund request must be made within this time.

The Request for Refund form may be found here:

https://uelac.sharepoint.com/FinancialServices/_layouts/15/WopiFrame.aspx?sourcedoc=%7BC4D3028E-9F84-472F-94067B3CF4924E91%7D&file=Tuition-Fee-Refund-Request-Form.docx&action=default&DefaultItemOpen=1

Your entitlement to a refund will depend on a number of factors:

- The date which the change in your study commenced (see Section B.8.5 - Changes in Study).
- Whether you have any outstanding debts with UEL - the amount owed will be deducted from a refund.
- The date payment was received does not exceed 6 years.

If you are entitled to a refund, the refund will be:

- Made to the original person who paid the fee
- Made to the country from which the funds originated
- Paid back to the original debit/credit card (where the original payment was made by Debit/Credit Card)
- Made in pounds sterling, **UEL** are not responsible for any fluctuation in exchange rates and bank charges

There may be a charge for processing a refund, please see table below for information:

Refund Type	Charge
-------------	--------

Bank Transfer	No Charge
Debit/Credit Card	No Charge
Cheque	£25.00

Refunds cannot be made in cash.

Appendix A - Undergraduate Tuition Fees

Fees for 2017/18	UK/EU/Channel Islands			International	
	Students entering HE after 1 September 2017	Students entering HE after 1 September 2012 and before 31 August 2017	Students entering HE before 1 September 2012 and after 1 September 2006		
Full-time (pro-rated for less than 120 credits)	£9,250	£9,000	£3,465	Full-time (pro-rated for less than 120 credits)	£11,440
Full year Placement (same apply to international and Channel Island students)	£1,030	£1,030	£1,030	Full year Placement (same apply to international and Channel Island students)	£1,030
Distance Learning (pro-rated for less than 120 credits)	£5,500 - £9,250 <i>(this is variable depending on the programme)</i>	N/A	£3,465	Distance Learning (pro-rated for less than 120 credits)	£5,500 - £11,440 <i>(this is variable depending on the programme)</i>

If you are on the pre-degree programme, **New Beginnings** programme, you will receive a UEL Bursary of £1,300 for each 20 credit module taken and this will be offset directly against your Tuition Fees. This will make your module fee £200 (NB: international students are not permitted to study this programme).

If you are attending the University as an Erasmus exchange student, you are not liable for a Tuition Fee to us but are required to pay fees to your home institution as usual. Please contact the Academic Partnerships Office for further information – apo@uel.ac.uk or +44 (0) 223 2337.

Part-Time or Full-Time

The number of modules registered within a year of study will define your mode of attendance as either full-time or part-time for Tuition Fee purposes. Students studying 91 credits or more are classified as full-time students. Students on a student visa are only able to study part-time if they are required to do re-sits and if this is allowable under the requirements of their visa.

Please note that to be eligible for SLC funding, new part-time UK/EU undergraduate students must be studying at least 25% of a full time equivalent course intensity in each academic year. This equates to a minimum of 1x30 credit modules per year.

We will regularly review the number of modules for which you have been registered and compare this with the Tuition Fees you were originally charged. Where the original charge differs due to an increase or decrease in the number of modules being studied we will amend your records appropriately and add or deduct further charges where necessary.

Appendix B - Postgraduate Tuition Fees - Taught Programmes

The award you are studying for/will receive depends on the number of credits you study, modules are normally 30 credits in size (modules of different sizes are charged pro-rata):

- Postgraduate Masters comprises 180 credits.
- Postgraduate Diploma comprises 120 credits
- Postgraduate Certificate comprises 60 credits.

The Tuition Fees charged to Home and Overseas postgraduate students can be found in the programme summaries <http://www.uel.ac.uk/postgraduate/>.

TAUGHT POSTGRADUATE PROGRAMMES

All taught (on campus) postgraduate programmes sit within the Academic Framework and fees shown on the web are based on 30 credit modules unless otherwise stated. The “annual” fee (required for admissions letters for international students) has been calculated by multiplying the 30-credit module fee by the appropriate number of 30 credit modules for a validated award (e.g. x 6 for a Masters, x 4 for a PGDip and x 2 for a PGCert).

2017/18 PGT – UK/EU Tuition Fee bands

Band	Full Time Tuition Fees (based on 6 modules for a full Masters)	30 Credit module Tuition Fee
A1	£6,360	£1,060
A2	£6,900	£1,150
B	£8,100	£1,350
C	£8,640	£1,440
D	£9,660	£1,610
E (New Band for 17/18)	£11,100	£1,850
F **MBA only**	£12,500	£2,084

2017/18 PGT - International Tuition Fees

Full Time Tuition Fees (based on 6 modules for a full Masters)	30 Credit module Tuition Fee
£12,480	£2,080
<i>**all programmes except MBA which is £12,500 **</i>	<i>**all programmes except MBA which is £2,084 **</i>

Please refer to our course pages for individual programme fees – www.uel.ac.uk/study

2017/18 Postgraduate Distance Learning Home/EU & International Fees

School	Full Time Tuition Fees (based on 6 modules for a full Masters)	30 Credit module Tuition Fee
Psychology & Cass	Same as equivalent on-campus Home/EU PGT Tuition Fee	Same as equivalent on-campus Home/EU PGT Tuition Fee
All Other	£6,570	£1,095

PGCE and Professional Diploma in Architecture Part 2

PGCE and Professional Diploma in Architecture Part 2 students are treated as undergraduate students for Tuition Fees purposes.

Part-Time or Full-Time

The number of modules registered within a year of study will define your mode of attendance as either full-time or part-time for Tuition Fee purposes. Students on a student visa are only able to study part-time if they are required to do re-sit, in line with Tier 4 requirements.

Postgraduate Year 1 students registered for less than 120 credits in an academic calendar year, with a maximum of 60 credits in a term are classified as Part-time students.

Postgraduate Year 1 students registered for 120 credits or more in an academic calendar year are classified as Full-time students

Exceptionally, students who take 2 x 30 credit modules in Year 1 may take 4 x 30-credit modules in Year 2 and remain part-time.

We will regularly review the number of modules for which you have been registered by your School and compare this with the Tuition Fees you were originally charged. Where the original charge differs due to an increase or decrease in the number of modules being studied we will amend your records appropriately and add or deduct further charges where necessary.

Appendix C - Postgraduate Research Fees

Professional Doctorate and higher doctorate programmes have individual fees which can be found in their programme summaries (<http://www.uel.ac.uk/postgraduate/>).

Postgraduate research and Professional Doctorate Students in the “writing up” phase

“Write up” status is for students who have completed the research phase of their study and is only available for twelve months. The only supervision offered in this phase is related to the creation of the work submitted for the oral examination.

A “writing up” phase is not available for a small number of programmes where the level of support required is more than that expected for writing-up. In these cases the standard annual programme fee will be charged. Your School will be able to tell you whether or not a Write-Up Fee or an Annual Fee will be charged in your last year.

Home/International students **£900** (£450 rebate if thesis is handed in within first six months of ‘write-up’ status)

Split-site arrangements for MPhil/PhD students domiciled outside of the UK: If you are an International MPhil/PhD student domiciled outside of the UK, you can study for a UEL award without having to bear the costs of moving to, and studying in, London. You will receive a 25% discount of what is charged to an on-campus International MPhil/PhD student.

For more information about split-site arrangements go to <http://www.uel.ac.uk/gradschool/>

Unless otherwise indicated Annual Fees will apply even where the taught part of any programme is modular. Students will be charged the annual fee upon (re)enrolment each year and until write-up phase (where appropriate) or the end of the registration period.

All Postgraduate research programmes attract the same Fees, regardless of School/programme.

Fees for 2017/18	UK/EU		International	
	Part Time	Full Time	Part time	Full Time
MPhil/PHD	£2,410	£4,820	£6,425	£12,850
PhD by Published Work	£4,820	N/A	£10,500	N/A

Additional ‘bench fees’ of up to **£6,000** will be applicable to some programmes. If bench fees are applicable to your programme, these will be discussed with you at your interview and will be set out in your offer letter.

Postgraduate research fees will increase on an annual basis in line with the Research Councils UK (RCUK) recommendations. Over the past two years, the rate of increase has been 3%.

Appendix D - Undergraduate Bursaries and Scholarships

PGCE and Professional Diploma in Architecture Part 2 or March Architecture students are treated as undergraduate students for Tuition Fees purposes and are only eligible for undergraduate scholarships and bursaries.

The table below highlights the range of bursaries available dependent on when you entered UEL. For further information on these bursaries, a number of other scholarships you can apply for and our eligibility terms and conditions, please go to <http://www.uel.ac.uk/ug-finance-2017>

Table D.1

UK/EU	
Year of Entry to UEL	Scholarship/Bursary Available
Students entering UEL before 1 September 2012 and after 1 September 2006	Progress Bursary Standard Bursary Part Time Bursary
Students entering UEL after 1 September 2012 and before 1 September 2014	Progress Bursary Free Books Scheme Summer Support Fund Sir John Cass Foundation Grant Foyer University Bursary National Scholarship Programme (NSP) Sport Scholarships
Students entering UEL after 1 September 2014 and before 1 September 2015	Progress Bursary Free Tablet Scheme and E-Books Scheme Going Global New Beginnings Bursary Foyer University Bursary Sir John Cass Foundation Grant National Scholarship Programme (NSP) Sports Scholarships Clearing Scholarships
Students entering UEL after 1 September 2015	Free Tablet Scheme and E-Books Scheme Financial Aid Scheme Sports Scholarships Team UEL EU Start Up Fund Care Leaver and Foyer Bursary Welcome Bursary Short Courses (NB, ILC, IB) Bursaries UEL Civic Engagement Going Global Clearing Scholarships Vice chancellor Scholarship Dean Scholarship Merit Scholarship

Students entering UEL after 1 September 2017 (with fees of £9,250)	Free Tablet Scheme and E-Books Scheme EU Start Up Fund Care Leaver and Foyer Bursary Welcome Bursary Short Courses (NB, ILC, IB) Bursaries UEL Civic Engagement Going Global Vice chancellor Scholarship
	Dean Scholarship Merit Scholarship Partner scholarship Family Scholarship Sports Scholarships Team UEL

International	
Year of Entry to UEL	Scholarship/Bursary Available
Students entering UEL before 1 September 2012 and after 1 September 2006	International Bursary
Students entering UEL after 1 September 2012 and before 1 September 2014	Free Books Scheme
Students entering UEL after 1 September 2014	Free Tablet Scheme and E-Books Scheme
Students entering UEL after 1 September 2016	Free Tablet Scheme and E-Books Scheme Open Civic Engagement Scholarship Academic Merit Scholarship Scheme – All Nationalities Social Ambassador Scholarship UG Civic Engagement for USA and Canadian Students International Merit Scholarship Scheme for Malaysian and Indonesian Students
Students entering UEL after 1 September 2017 (with fees of £11,440)	Free Tablet Scheme and E-Books Scheme Open Civic Engagement Scholarship Academic Merit Scholarship Scheme – All Nationalities Social Ambassador Scholarship UG Civic Engagement for USA and Canadian Students International Merit Scholarship Scheme for Malaysian and Indonesian Students

Appendix E – Postgraduate Bursaries and Scholarships - Taught Programmes

PGCE and Professional Diploma in Architecture Part 2 or March Architecture students are treated as undergraduate students for fees purposes and are only eligible for undergraduate scholarships and bursaries.

The table below highlights the range of bursaries available dependent on when you entered UEL. For further information on these bursaries, a number of other scholarships you can apply for and our eligibility terms and conditions, please go to <http://www.uel.ac.uk/pg-finance-2017>

Table E.1

UK/EU	
Year of Entry to UEL	Scholarship/Bursary Available
Students entering UEL before 1 September 2012 and after 1 September 2006	Alumni Discount
Students entering UEL after 1 September 2012 and before 1 September 2015	Postgraduate Bursary Alumni Discount UEL Postgraduate Scholarship Sports Scholarships
Students entering UEL after 1 September 2015	Alumni Discount UEL Postgraduate Scholarship Women in STEM Postgraduate Scheme £500 Part – Time Fee Waiver
Students entering UEL after 1 September 2016	Alumni Discount UEL Postgraduate Scholarship £500 Part – Time Fee Waiver Sports Scholarships

International	
Year of Entry to UEL	Scholarship/Bursary Available
Students entering UEL before 1 September 2012 and after 1 September 2006	Alumni Discount
Students entering UEL after 1 September 2012 and before 1 September 2015	Postgraduate Bursary Alumni Discount
Students entering UEL after 1 September 2015	Alumni Discount
Students entering UEL after 1 September 2016	Open Civic Engagement Scholarship Social Ambassador Scholarship PG Civic Engagement for USA and Canadian Students Alumni Discount

Appendix F - Postgraduate Research Bursaries and Scholarships

You do not need to apply for the bursaries in Table F.1, if you are eligible for any of these bursaries they will be automatically applied.

There are a number of other Bursaries you may be eligible for an application; details of the bursaries in table F.1 and other bursaries you may be eligible for can be found at <http://www.uel.ac.uk/pgr-finance-2017>

Table F.1

Scholarship/ Bursary	UK/EU	International
Alumni Discount	Yes	Yes

Appendix G – 2017/18 intake and start of teaching dates and enrolment and early payment discount deadlines for International and UK/EU students

Fee Status	Intake	Start of teaching	Enrolment deadline	Early Payment discount deadline
International	PGCE	from 11th September 2017	22nd Sept 2017	1 st September 2017
	Term 1	2nd October 2017	6th October 2017	15 th Sept 2017
	Term 2	22nd January 2018	26th January 2018	12 th Jan 2018
	Term 3	11th June 2018	15th June 2018	1 st June 2018
UK/EU	PGCE	from 11th September 2017	22nd Sept 2017	1 st September 2017
	Term 1	2nd October 2017	13th October 2017	15th Sept 2017
	Term 2	22nd January 2018	2 nd February 2018	12 th Jan 2018
	Term 3	11th June 2018	22nd June 2018	1 st June 2018