

## **TUITION FEE PAYMENT SCHEDULE DATES**

At Bishop Grosseteste University tuition fees for Undergraduate and Postgraduate courses are charged as follows:

- 25% of the fees are due during Liability 1 (from the beginning of the course year until the 31 December)
- 25% of the fees are due during Liability 2 (from 1 January to 31 March)
- 50% of the fees are due during Liability 3 (from 1 April until the end of the course year)

Postgraduate courses can be charged as follows:

- 33% of the fees are due during Liability 1 (from the beginning of the course year until the 31 December)
- 33% of the fees are due during Liability 2 (from 1 January to 31 March)
- 33% of the fees are due during Liability 3 (from 1 April until the end of the course year)

A student is classed as being liable for tuition fees if they are enrolled during that period. The full charge is made for that period, regardless if the student has been enrolled for 1 week (or part thereof) or the whole period.

For example if a student intercalates or withdraws between the 1<sup>st</sup> and 2<sup>nd</sup> Liability points they will be responsible for 25% of the full course fees; if the intercalation or withdrawal does not take effect until the 1<sup>st</sup> week into Liability 2 they will be responsible for 50% of the full course fees.

If a student has withdrawn or intercalates from a course but has not submitted relevant paperwork, they will be classed as fully enrolled and charged accordingly until the official paperwork is received by Student Administration

Fees are not charged for the first 2 weeks of the course year if a student decides not to continue the course and withdraws using the correct procedures.

If a student returns following an intercalation, they will be charged for any repeat study. This will include attendance of any sessions within the period.

A student will be classed as liable to pay tuition fees, whether, finances are confirmed or provisional on enrolment. Please note that if payment is not forthcoming from either Student Loans Company or other sponsors, the student will be liable for their own fees, depending on the above scenarios.

It is appreciated that each individual circumstance is different, and dealt with accordingly. It is recommended therefore, that if a student is struggling with study and other associated issues, they should first speak to Student Advice.