

Tuition Fee Policy

Responsibility for Policy:	Registrar and Chief Operating Officer
Relevant to:	All LJMU Staff, Students and Academic Partnerships
Approved by:	Fee Setting Working Group, September 2020
Responsibility for Document Review:	Head of Registry Services.
Date introduced:	Date policy first came into use - 2002
Date(s) modified:	May 2014, September 2016, May 2017, May 2018, June 2019, July 2020
Next Review Date:	May 2021

RELEVANT DOCUMENTS

- Student Support Regulations
- Financial Regulations
- Academic Regulations

RELATED POLICIES & DOCUMENTS

- Financial Regulations

Tuition Fee Policy

It is a student's obligation to make arrangements at the beginning of a programme of study to pay all tuition fees, as stated in the student contract.

The University reserves the right to apply sanctions to those students who persistently refuse or fail to pay tuition fees in accordance with the University's standard payment policy.

Such sanctions may include the withdrawal of library lending facilities, the removal of access to ICT services, the withholding of transcripts, and ultimately withdrawal from your programme of study.

Any student with a tuition fee debt to the University will not be permitted to register for the next year of their programme of study, or any new programme, until the debt has been paid in full, or a repayment schedule that is satisfactory to the University has been agreed.

Students with debt at the end of their programme of study will not be allowed to attend the graduation ceremony, and certification will be withheld until said debt is paid in full.

The University reserves the right to pursue outstanding tuition fees via debt collection agencies, and may use legal proceedings in severe cases.

Tuition Fee – Refunds

If a student takes leave of absence or withdraws from their programme before completion, they may be entitled to a refund of tuition fees if they have paid all (or a proportion) of the fee themselves.

When a student leaves their programme, expected tuition fees will be recalculated dependent on the type of programme the student was attending, and the formal date the student left the course.

Students should request refunds in writing, and ensure they have returned their university ID card.

Refunds will only be made to the same payee or account as the original payment, and usually by the same payment method.

Sponsored Students (excluding Student Loans Company)

Refunds are only made to sponsors at the request of the sponsor, and are calculated in identical fashion to a student refund.

Where a sponsor has contributed a proportion of the fee, any refund will be made to the student in the first instance (until the refund exceeds the student's personal payment) unless the sponsor has specified that they will pay a percentage of any fees due.

For further details about this policy click [here](#) or contact [Registry Services](#).

Refund Schedule

If a student withdraws from their academic programme, or goes on a period of 'leave of absence', their tuition fees will be recalculated on the following basis:

All Undergraduate, PGCE, PGDE and M Arch Architecture students

Fees will be charged on a 25%, 25%, 50% basis, based on the start date of a programme, and the related liability point as recognised by the Student Loans Company.

For the 2020/2021 academic year the liability points are:

Liability Point 1 = On or after the 4th October 2020 for all students

Liability Point 2 = On or after the 4th January 2021 for all students

Liability Point 3 = On or after the 6th April 2021 for all students

For example:

Tuition Fee Charged	Liability Point 1	Liability Point 2	Liability Point 3
£9250	£2312.50	£4625	£9250
£9000	£2250	£4500	£9000
£7700	£1925	£3850	£7700
£3465	£866.25	£1732.50	£3465

Postgraduate Students

Students will be charged on a weekly basis for the proportion of the programme completed from the programme start date to the formal date of withdrawal, based on a 45 week academic year (with the exception of students being funded by Student Finance Northern Ireland, who will be charged in the same manner as UG).

The fee for a research student 'writing up' is not reduced should the student withdraw.

CPD's or Programmes less than 15 weeks in Length

There is no fee reduction for short programmes if a student withdraws.

If the student withdrawal date is disputed, then the last recorded date on which University resources or facilities were used will be taken as the date of withdrawal. Further details relating to withdrawal are available from [Registry Services](#).