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Manchester
Metropolitan
University

Financial and Legal Services

2016/17 Regulations for the Payment of University Fees and other related financial information

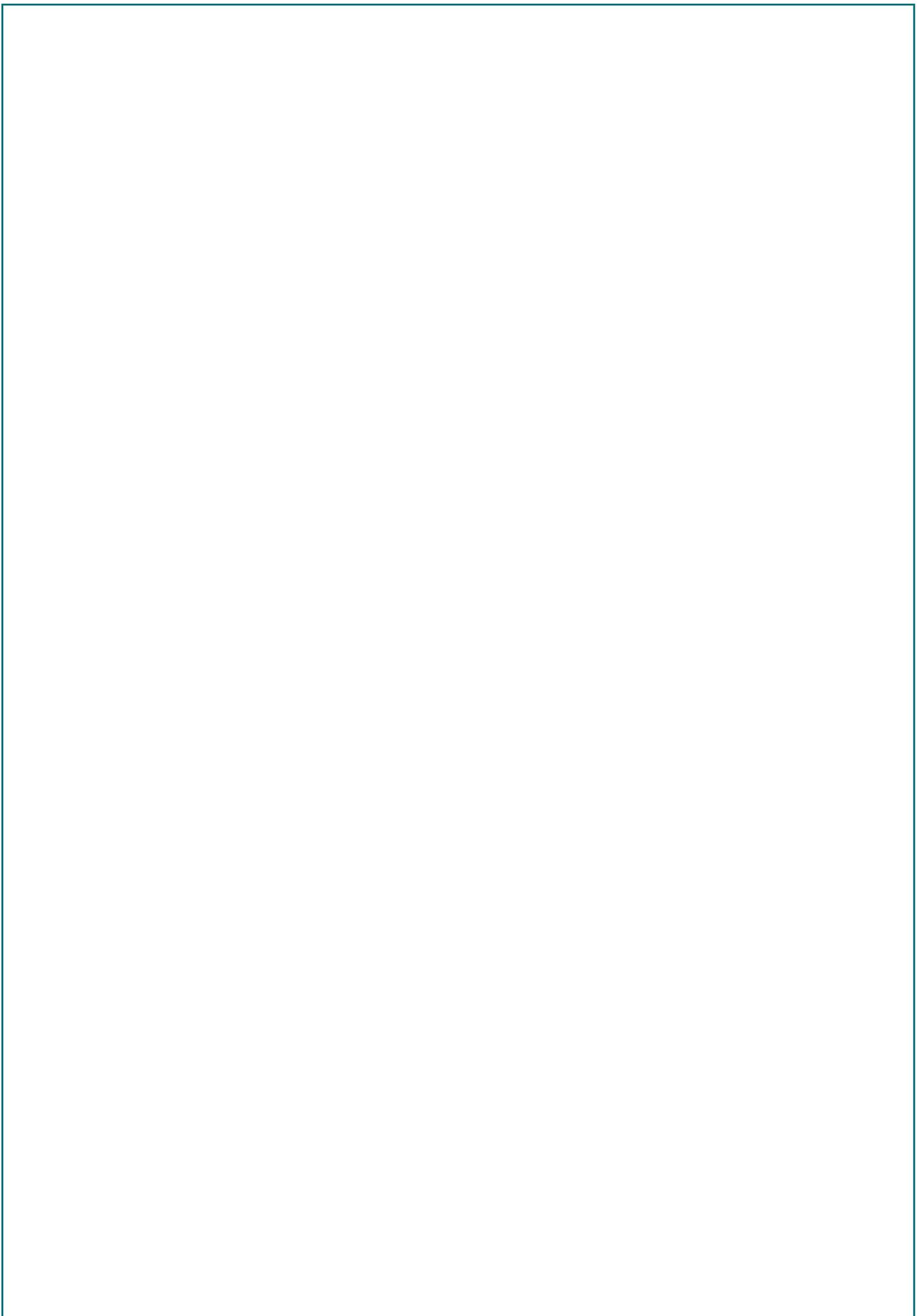
Postgraduate Research Students

These Regulations have been equality impact assessed. The persons responsible for equality impact assessment for these regulations are the Student Billings Manager and the Credit Control Manager.

Links to external websites or advice organisations have been provided for further assistance, however the University is not responsible for any advice that they may provide.

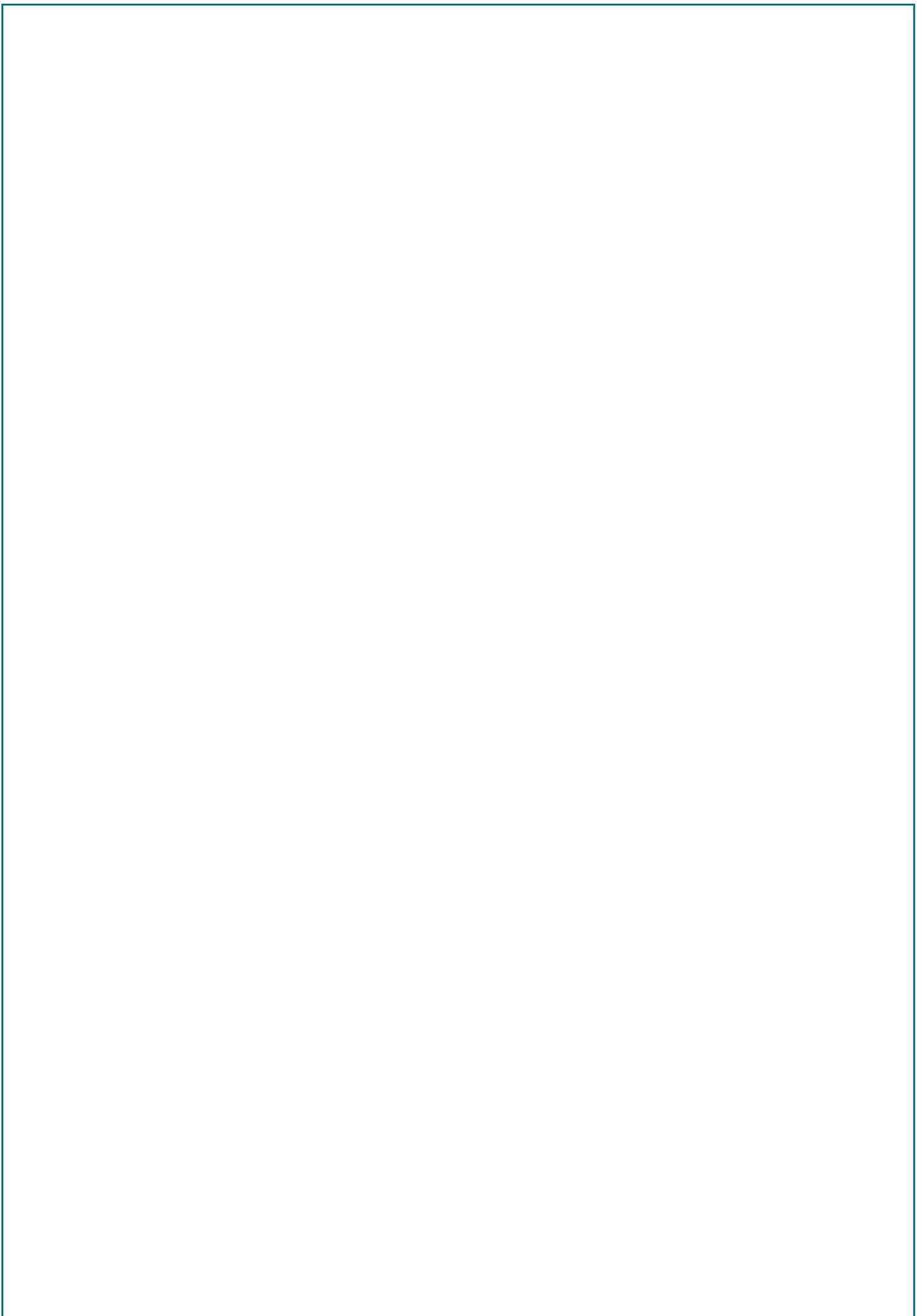
Key Facts

- Students who **engage with the course for more than 2 weeks** following the course start date **will incur fees** (see **Section 4**).
- The University will **recalculate** fees, for example in the event of withdrawal, suspension, course transfer, or change in study mode, depending on student engagement with the course (see **Section 4**).
- Students **must** make sure they have the **means** to fund their education and living costs or have funding arranged before enrolling on the course. **Sanctions will apply** should students fail to pay fees in accordance with these Regulations (see **Section 7**).
- It is the responsibility of the student to keep in regular contact with a relevant area of the University regarding any issues which may result in a period of non-engagement (such as medical or other personal reasons).
- Course fees are charged **annually** and will be displayed during **online enrolment** (see **Section 2**).
- All course fees for the academic year are payable **before the start of the course** unless:
 - third party funding has been arranged (including funding from the University).
 - an **instalment plan** has been agreed before the start of the course (see **Section 3**).
- Self-paying students must pay an **initial payment** of at least **£2000** (Home/EU/Channel Islands students) or **£3000-£5000** (Overseas students) before an instalment plan can be set up (see **Section 3**).
- If students have arranged **funding to pay fees**, evidence of this must be supplied. The University will make every effort to collect fees from a third party, however should no payment be made, **students will be liable to pay** (see **Section 3**).
- The University accommodation fees are payable either **in full** or in **three instalments** in line with the accommodation contract (see **Section 6**).
- If any changes or errors in fees charged are identified, the University will notify students promptly as soon as possible (see **Section 2.c**).
- Any student paying non-submission fees or resubmission fees should contact the Finance Service Centre to create an instalment plan.
- Extensions must be discussed with the Faculty Research Degrees Administrators.



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1. General Information

a. Who these regulations are for

These regulations apply to all new and continuing **Postgraduate Research** students.

Regulations for **Postgraduate Taught, Undergraduate Degree, Foundation Year, Integrated Masters** and **PGCE** students can be found at following website www2.finance.mmu.ac.uk/students.

b. What these regulations are about

Manchester Metropolitan University (the University) is committed to a **fair and transparent policy** in respect to charges made to students.

These regulations set out the fundamental tuition fee charging principles of the University, including information about how tuition fees are charged, and how fees are recalculated should students' study or circumstances change. These regulations also describe how students can pay tuition fees and the consequences for non-payment.

c. University correspondence and holding financial information

The University generally sends all fee and finance related correspondence via **email**, to Manchester Met student email addresses and any external email held on the University student records system. The University may also contact students by text, by post, over the telephone, and (in **exceptional** circumstances) in private messages via social networking.

A Manchester Met **finance account** will be created for all students. Finance accounts are held in the University's accounting system, and record all accounting entries relating to invoices, credit notes, payments, and adjustments. Students can request a full statement of account at any time by contacting the **Student Billings** team.

d. Refunds

In the event of an overpayment of fees, students can request a refund by emailing refund@mmu.ac.uk.

Further details about refunds, and the full University Fee Refund Policy can be found at www2.finance.mmu.ac.uk/students.

e. Who to contact regarding these regulations

The **Student Billings team** is responsible for applying these regulations in respect of fees charged.

Please contact the Student Billings team in case of queries about the following:

- Fees charged.
- Course fee invoices and credit notes.
- Recalculation of fees.
- Direct Debit instalment plans.

Tuition Fees

0161 247 2937

tuitionfeeng@mmu.ac.uk

Manchester Met Hall Fees

0161 247 2894

hallfeeng@mmu.ac.uk

Student Billings Team
Manchester Metropolitan University
All Saints Building
Oxford Road
Manchester
M15 6BH

The **Finance Service Centre** is responsible for applying these regulations in respect of paying fees and the consequences of non-payment.

Please contact the Finance Service Centre in case of queries about the following:

- Paying fees.
- Payment methods.
- All (non-Direct Debit) instalment plans including Non Submission Plans.
- General financial queries and information.

Manchester Campus

0161 247 1852

creditcontrol@mmu.ac.uk

Finance Service Centre
Manchester Metropolitan University
Righton Building, Room C.G.02
Cavendish Street
Manchester
M15 6BG

Cheshire Campus

0161 247 5020

finance.cheshire@mmu.ac.uk

Finance Service Centre
Manchester Metropolitan University
College House
Crewe Green Road
Crewe, Cheshire
CW1 5DU

General information can also be found at the Manchester Met **Finance for Students** website: www2.finance.mmu.ac.uk/students/.

2. Tuition Fees

a. How fees are set

The Research Council UK is responsible for setting all Home/EU Postgraduate Research tuition and associated fees. These tuition fees are reviewed annually and may be subject to an annual increase at the discretion of the University Fees Setting Group.

The University Fees Setting Group is responsible for setting Overseas and Channel Island tuition fees. These tuition fees will remain providing the student completes the course in the normal timeframe (see [Section 2.e](#)).

b. How fees are charged

The University charges tuition fees annually and fees will be payable each year for the duration of the course. Students will be required to pay the fees applicable to their programme of study and fee charging pattern. Fees are also determined based on fee status and mode of attendance.

Fees for new students are available on the University online prospectus www.mmu.ac.uk/study. Fees for continuing students are available from [Faculty Research Degree Administrators](#), or by contacting the [Student Billings](#) team.

c. Fee changes

Course fees will be displayed during [online enrolment](#) and are based on the information held at the time of assessing the fee. If additional course elements are undertaken, such as bench fees, further fees will be incurred.

For students [returning from suspension](#) (see [Section 4.a](#)), the fee displayed during online enrolment will have been calculated based on the assumption that students will be returning to the **same course at the point study was originally suspended**. If studies are recommenced at an earlier point, **further fees will apply**.

The University makes every effort to ensure fee information provided is as accurate and up-to-date as possible. In the unlikely event that an error has been made, any changes have been approved, or any fee adjustments are required, the University will promptly contact all affected students via email.

d. Fee status – Home, EU, Channel Islands or Overseas

Tuition fee status is assessed by [Admissions](#) at the point of application, and is based on both residency and immigration status criteria.

More information and guidance about how the University assesses fee status is available at www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-fee-status or by emailing feeassessment@mmu.ac.uk.

e. Continuing Manchester Met student fees

Continuing **Home/EU status student** will increase annually in line with Research Council UK guidelines (see **Section 2.a**).

Continuing **Overseas/ Channel Island status students** will continue to pay the same annual fee for the duration of their course, providing there are no course transfers or changes to the original study mode (see **Section 4.b**), and students progress through the course in the normal timeframe. **Should students need to suspend studies or repeat any part of the course, a higher fee structure may apply.**

f. Non-submission fees

If a student is unable to submit their thesis by their agreed submission date, but is very close to submission, they may be permitted an **additional 20 working days extension**. This must be discussed with the student's Director of Studies and agreed with the Head of Faculty Research Degrees, as it is not an automatic entitlement.

Please note that the **20 day grace period** only applies to the 20 working days immediately after the submission due date. It does not apply at any other time (e.g. at the end of an agreed extension).

If an extension of a period **greater than the 20 day grace period** is required, and approved, then **non-submission** periods will occur, and be billed for as below:

First Period:	First 6 month extension to the submission due date.
Second Period:	Additional 6 month extension.
Third Period:	Further 12 month extension following the second period.
Fourth Period:	Further extension following the third period extension.

Home/EU students (full time and part time) fee amounts

First Period (6 months):	£250
Second Period (6 months):	£500
Third Period (12 months):	£3000*

* Will be amended to £1000 if submission is within the first 6 months of third period.

Overseas/Channel Island students (full time and part time) fee amounts

First Period (6 months):	£750
Second Period (6 months):	£1500
Third Period (12 months):	£9000*

*Will be amended to £3000 if submission is within the first 6 months of third period.

Fourth period and continued non-submission:

If any student has not submitted their thesis by the end of the third non-submission period the full annual tuition fees will once again be due until the thesis is submitted. Once the thesis has been approved by the Graduate School, fees may be reduced depending on the date of submission.

Paying non-submission fees:

When a non-submission invoice is received, please contact the **Finance Service Centre** to arrange a non-submission payment plan.

g. Resubmission fees

Research students who commenced studies at Manchester Met in academic year 2013/14 or after may be charged **resubmission tuition** and **bench fees** (if applicable) during any resubmission period.

Students will be notified by the Graduate School if this applies to them. Full annual fees will be charged until the resubmission of the thesis to the Graduate School.

Fees will then be adjusted on a pro- rata weekly basis once Student Billings have been notified by the Graduate School of the successful resubmission.

Resubmission fees will also apply to students who have their thesis referred for further work prior to their viva voce and are given additional time to re-present their thesis.

This change will not affect students who commenced studies prior to academic year 2013/14 and have currently been referred or have been given a resubmission.

Paying resubmission fees:

When a resubmission invoice is received, please contact the **Finance Service Centre** to arrange a resubmission payment plan.

h. Personal Learning Plan (PLP)

The student should contact the Research Degrees Administrator for confirmation of submission dates and resulting tuition fees if there is a PLP in place.

3. Paying Fees

The University offers a range of methods to pay fees. Information about payment methods will be displayed during online enrolment, and the most up-to-date information (including available instalment options) will always be available at www2.finance.mmu.ac.uk/students.

The University wants our students' experience at Manchester Met to be as beneficial as possible. It is therefore extremely important that students make sure all fees are paid on time - either in full, or in line with any agreed payment plan.

Students experiencing any problems in either setting up a payment option, or making a payment at any time whilst studying at Manchester Met, should contact the **Finance Service Centre**.

a. Self-paying students

All course fees for the academic year are payable in full before the start of the course unless students sign up to an agreed instalment plan.

i. Course deposits and initial payments

If a course deposit is required, students will be notified during the application stage. Course deposits must be paid according to the timeline specified.

Overseas students accepting an offer of a place on a course must pay a **deposit** of between **£3000 and £5000**. The exact amount will be confirmed on individual offer letters. If a Confirmation of Attendance for Studies (CAS) letter is required to apply for a Tier 4 student visa, this will **not** be issued until the deposit is paid.

Home/EU/Channel Island students with tuition fees of **£5000 or more**, who are not intending to pay fees in full before the start of the course, must make an **initial payment** of at least **£2000** before a university instalment scheme can be joined. If a course deposit has previously been paid, this can be used towards the initial payment.

Students required to pay a deposit/initial payment must make the same payment every year of enrolment, if full payment is not made on or before enrolment.

If no payment is made, the University may apply a restriction which will limit access to university facilities. In some cases, this may result in a **temporary or permanent suspension from university facilities until the initial payment has been made**.

Course deposits and initial payments will normally be deducted from the total course fees after invoices have been processed. **However, should students have any outstanding debts to the University, the University reserves the right to use the deposit or initial payment against any unpaid amounts owing.**

ii. Paying in instalments

Any required course deposit or initial payment **must** be made **before** setting up an instalment plan (see **Section 3.a.i**).

Students commencing their course in September can opt to pay fees in three instalments by either **Direct Debit** or **Recurring Card Payment** during online enrolment.

More information about paying by Direct Debit or Recurring Card payment can be found at www2.finance.mmu.ac.uk/students.

For 2016/17, the standard University instalment dates for September-starting courses are as follows:

Tuition Fees

28th October 2016

20th January 2017

28th April 2017

Manchester Met Hall Fees

14th October 2016

16th January 2017

27th April 2017

For courses that do not start in September, students are advised to contact the **Finance Service Centre** to discuss available instalment options.

b. Employer/Sponsor funding

A sponsor is an employer or other third-party organisation who has taken responsibility to pay fees on behalf of a student.

Family members, friends, or other individuals cannot be classed as sponsors.

Students must provide evidence of sponsorship before the course commences. A letter or email from the sponsor accepting responsibility for the payment of fees should be sent via email to the **Student Billings** team.

A template of an acceptable sponsor letter can be downloaded from www2.finance.mmu.ac.uk/students. A new sponsor letter will be required for every year of study, unless the initial sponsor documentation specifies it can be used for the duration of the course.

A Manchester Met student ID number must be quoted on all correspondence.

It is the student's responsibility to provide evidence of sponsorship to the University. If students do not provide this evidence, they will be considered self-paying students and will be expected to pay the fees themselves.

As soon as a sponsor letter is received, the University will undertake a **credit risk assessment** for new sponsors. Depending on the outcome of the credit risk assessment check, the University may agree non-standard terms or, on rare occasions, reject the sponsor. If this should occur the University will contact the student/sponsor to discuss alternative payment options.

Although the University reserves the right to reject any sponsor or documentation that is deemed unsatisfactory (e.g. those with a bad credit rating), the University endeavours to act reasonably in determining whether evidence submitted is satisfactory.

Approved sponsors will receive a course fee invoice directly, which should be paid within 30 days of the invoice date.

The University will make every effort to collect fee payment from a sponsor. However, **if a sponsor fails to make payment, after 3 months from the date of the invoice the invoice will revert to the student, and the University will expect full and immediate payment by the student.**

4. Recalculating Tuition Fees

The University raises invoices for the full academic year after enrolment, based on the fee displayed during online enrolment.

If additional course elements are undertaken during the course of the year (such as bench fees) further fees will be incurred, and students will be notified promptly (see [Section 2.c](#))

The University may recalculate fees charged in the case of **withdrawal**, **suspension**, **course transfer**, or **change in study mode**.

In general, recalculations will be based on the **date of last engagement** with the course.

For the purpose of these regulations, the following definitions apply:

Commencement of study occurs when a student **engages** with their course of study.

Engagement with the course includes (but is not limited to) activities such as:

- Attending meetings with the Director of Studies or Supervisors that relate to academic study, and other forms of contact with academic and professional services staff that relate to academic study
- Attending examinations, tests and other assessment activities.
- Submitting a dissertation/thesis.
- Accessing University facilities, including the Virtual Learning Environment (Moodle), the University Library, and course materials.
- Participating in field trips and other compulsory activities.

Withdrawal is defined as exiting the course before the end of the academic year, with no intention to return to the course at a later date.

Suspension is defined as taking an **approved** break in study. The maximum period of suspension allowed over the entire length of the research programme is 24 months.

A **course transfer** is a change from one programme of study to another. Transfers may be **internal** (from one course at Manchester Met to a different course at Manchester Met) or **external** (where a student transfers from Manchester Met to another university and vice versa).

A **change in study mode** is defined as a transfer from full-time attendance to part-time attendance (and vice versa). A change in mode of attendance whether switching from a full-time course to a part-time course or vice versa will change the submission date for a thesis and how fees are charged for the course.

a. Withdrawal and suspension

Students should make sure they have fully discussed the financial implications of withdrawing or suspending before they leave the course.

Students considering leaving their course should contact their Faculty Research Degrees Administrator initially. For further assistance students should contact the **Student Hub** www.mmu.ac.uk/students/hubs for help and advice. The Hub may direct students to other sources of guidance as appropriate.

The date of withdrawal or suspension must be agreed with the Director of Study prior to leaving the University.

Fees will be adjusted, dependant on engagement, on a weekly pro-rata, based on a 45-week calendar year.

Suspension of studies

Please note **it is the responsibility of the student** to keep in regular contact with their Director of Studies regarding any issues which may result in period of non-engagement (such as medical or other personal reasons).

All suspensions have to be approved in a timely manner within the academic year, back-dated suspensions will not be accepted. **Medical evidence will be required for all health related suspensions.**

Depending on how tuition fees were funded (and paid for during the academic year of your suspension), further tuition fees may be due upon return from a period of suspension. Suspended students do not have access to any University services including meetings with Supervisors/Director of Studies, Library and Moodle access. If the student is not returning to the same course/programme of research at the agreed point/date of return additional fees may apply. Contact a member of the Student Billings team to discuss tuition fees prior to returning to the University for further information.

Prior to returning from a period of suspension, students should contact their Faculty Research Degrees Administrator to ensure fees displayed during your online enrolment are correct. If any fee adjustments are required, the student will be contacted, and advised of the correction, by a member of the Student Billings team as soon as possible after enrolment.

Exceptions

Courses whereby fees are charged via a **commercial contract or partnership** (such as degree apprenticeships or certain NHS funded courses) will be calculated in accordance with the terms of the particular contract. Students will be notified during online enrolment if their course is considered to be commercially funded. In case of queries, the **Student Billings** team can be contacted in the first instance.

Fees for **Language Centre** courses (e.g. Pre-Sessional English) will be charged in accordance with the terms and conditions of the Language Centre www2.mmu.ac.uk/languagecentre. **Fees will not be reduced if students withdraw or suspend before completing the course.**

b. Course transfers / Changes in study mode

Students should contact the Student Billings team for help and advice before proceeding with a course transfer or change in study mode.

Students wishing to transfer to Manchester Met from another higher education institution (or vice versa) are advised to discuss the financial implications with both institutions before proceeding with the transfer.

For internal transfers, course transfer dates will be aligned to students' points of engagement on both courses.

Students who **change study mode** will be charged for the weeks studied on the full time rate and part time rate of fees that is undertaken.

Students who **change study mode** must be aware that this may effect eligibility for Manchester Met awards, discounts and scholarships.

Overseas students may experience issues with their VISA if there is a change in their mode of study. Please check with the University International Office before any change in study mode are made.

5. Awards, Discounts and Scholarships

The University reviews all Manchester Met awards, discounts, and scholarships annually, and may withdraw future provision at the end of an academic year.

Details of current awards can be found at the following links:

Postgraduate students:

<http://www2.mmu.ac.uk/study/postgraduate/fees/>

International students:

www2.mmu.ac.uk/international/fees-and-funding/

If a student **withdraws** from the course or **suspends** studies (which results in a fee reduction), the value of any award will be **pro-rated in proportion to the tuition fees charged** (see **Section 4.a**).

If a student **transfers courses or changes study mode**, this may affect eligibility for Manchester Met awards, and **students may be required to repay the award in full**.

If a student **fails to pay fees** in accordance with University regulations and/or any agreed instalment plan, students may lose eligibility for any Manchester Met award, and students **may be required to repay the amount in full** (see **Section 7**).

Early Payment Discount

Students who meet the following criteria may be eligible for a **£100 early payment discount** on course fees:

- Student **paying own course fees to Manchester Met (self-payer)**;
- Student is **personally responsible** for paying course fees of **£7000 or more**; and
- Fees are paid in full (including payments made via Flywire) by **Friday 16th September 2016**.
- There are no outstanding debts to the University.

For further information, or to enquire about early payment discounts for non-September start courses, contact the **Student Billings** team.

6. Accommodation Fees

University accommodation fees, including details about payment methods and instalment information, can be found at www2.mmu.ac.uk/accommodation/ and in student accommodation contracts. Students will not receive a separate accommodation fee invoice. However, if applicable, students will receive a separate invoice for damages or fine charges.

University accommodation fees will be charged annually to cover residence for the period specified in the accommodation contract. Unless specified in the contract, the University will not reduce, rebate, or refund any rent paid during periods away from the University (e.g. on field trips or placements), or where compulsory course attendance ceases before the expiry of the contract.

Students are required to pay accommodation fees in line with their student accommodation contract. Failure to pay in line with the contract will result in withdrawal of access to Wi-Fi facilities and any unpaid debt will be referred for recovery to the Legal Recoveries team.

A £10 charge will apply where it becomes necessary to apply or remove access to Wi-Fi facilities at Halls of Residence, resulting from non-payment of hall fees in line with published payment dates. As this is to cover the administration charge applied by the external broadband service provider, the University reserves the right to increase the charge in line with any increase applied by the broadband service provider.

7. Non-Payment of Fees

It is every students' responsibility to ensure fees are paid in full in line with published terms outlined in these regulations and payment options (whether paying their own fees, or whether fees are paid via a sponsor/employer, organisation, Student Finance or government agency).

Attending university is a significant financial commitment. The University offers a range of payment methods and options to help students manage the financial commitment they have entered into with the University. However, students must only come to university if they have the financial means to pay fees and fund living expenses (including university hall fees where applicable).

If students are experiencing any difficulties with paying fees to Manchester Met (including actively resolving a query with Student Finance), it is crucial that the Finance Service Centre are kept informed of this, so that the team can provide support.

Students experiencing financial difficulties may wish to contact the Manchester Met **Student Financial Support team** www.mmu.ac.uk/studentfinance/ or obtain impartial advice and guidance from the **Union Advice Centre** www.theunionmmu.org/your-advice-centre/.

a. Consequences for non-payment of fees

Failure to make payment of University fees in accordance with these regulations will lead to consequences including the following:

- Prevention from re-enrolling at the University with a course fee debt (whether on current course or for any future education).
- Restriction of access to University privileges (e.g. systems/library facilities) at any point in the year.
- Suspension of studies during an academic year for non-payment of course fees.
- Prevention from booking graduation ceremony tickets for non-payment of course fees (due to network restrictions).
- Withholding of certificates at any point in the year for non-payment of course fees.
- Transferring of any overdue debts to our Legal Recoveries team for court proceedings to be implemented, where appropriate.
- Engaging the use an external tracing agent, a solicitor or 3rd party debt recovery agency, to support recovery of the unpaid debt on behalf of the University.
- Deducting unpaid fees from any sums due or becoming due from the University to the student (course or hall fees and/or any other associated fees).
- Withholding of visa extension and CAS letters.
- Without notice, offsetting any debt from payments received, credit notes raised or Manchester Met Student Support Package credits on student account (including any course deposits/initial payments received towards current or new academic session).

For the purposes of these regulations, **non-submission** and **resubmission** are classed as course fees.

i. Failing to return University equipment

Should students borrow any University equipment for use as part of their academic course, but do not return the equipment within the agreed timeframe, the University reserves the right to raise an invoice to charge for the full replacement cost of the equipment after reminders have not resulted in a payment. Should students not pay or return the equipment within 30 days from invoice date, the University reserves the right to proceed to recover the debt via all normal recovery remedies, including instigation of appropriate court proceedings which will increase the debt owing due to the addition of court cost and statutory interest which will be payable by the student.

b. Charges incurred for non-payment of fees

Should the University have to implement court proceedings to recover unpaid debts, court costs and statutory interest (currently 8% above bank of England base rate) will be charged and will increase the debt payable by the student.

