

2018/19 GUIDANCE FOR PAYMENT OF TUITION FEES

Home/EU status students on **full time undergraduate** programmes who are liable to pay tuition fees are generally eligible for a **tuition fee loan** from the government, unless excluded because of previous study¹. **Part-time undergraduate** students commencing after 1 September 2012 and studying at least 25% of a full time programme may apply for a non-means tested tuition fee loan. Applications are made via the Student Loans Company (SLC) at; gov.uk/student-finance and funding must be in place prior to enrolment. Once awarded, tuition fees are paid directly to the University by the Student Loans Company, on behalf of the student.

EU or English domiciled **postgraduate** students may apply for a contribution towards the cost of their studies in the form of a loan from the government, subject to meeting defined eligibility criteria. Applications are made via the SLC at; gov.uk/student-finance. Dependent upon UK residency, some postgraduate loans are paid directly to the student in instalments. Students must make arrangements to pay tuition fees to the University by the published date(s).

Undergraduate or postgraduate students may have their fees **sponsored** or **part-sponsored** by an employer or other agency. Students who are receiving sponsorship must provide written notification from the sponsor on official letterhead, confirming the amount they are contributing towards payment of tuition fees and a purchase order number for each academic year of study with the exception of Faculty of Health and Social Care students registered for Professional Development who, with funding secured in advance of their studies, must follow internal Faculty processes.

All undergraduate and PGCE students not in receipt of a tuition fee loan are regarded as **self-funding**. Due to funding arrangements all taught masters are also regarded as **self-funding**. There are two payment arrangements available:

- Payment in full at enrolment or **by 15 October 2018** by cash (up to the value of £3,000 in any one transaction) debit, credit card or cheque (made payable to Edge Hill University).
- Recurring card payment in three equal instalments as follows:

Undergraduate & PGCE

August – September 2018 start	15 October 2018
	15 January 2019
	15 April 2019
April 2019 start	15 June 2019
	15 September 2019
	15 December 2019

¹ <https://www.edgehill.ac.uk/study/money-matters/previous-study/>

Postgraduate (excluding PGCE)

September – October 2018 start	15 October 2018
	01 February 2019
	01 May 2019

January 2019 start	15 February 2019
	01 May 2019
	01 August 2019

Students will be notified separately during enrolment if payment arrangements differ to those outlined above.

Payment and arrangements for recurring card payments may be made online on the University's website at edgehill.ac.uk/payments. (Students on programmes commencing January to July and students in receipt of a Postgraduate Loan are asked to set up arrangements via the University's Finance Office).

Students are required to complete a University Payment Contract and set up a new recurring card payment at the beginning of each academic year as account details are securely destroyed at the end of each arrangement.

Failure to pay tuition fees may result in exclusion from the University and referral for external recovery of the debt. Please refer to Appendix 8 for more detailed information on the University Student Debt Policy.