



Finance & Procurement

**2020/21 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 Head of Finance Service Centre.

**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

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- Students who **engage with the programme for more than 2 weeks** following the programme start date **will incur tuition fees (hereafter called fees see Section 4)**
- The University will **recalculate** fees, for example in the event of withdrawal, suspension, programme transfer, or change in study mode, depending on student engagement with the programme (see **Section 4**)
  - Please note writing up, extension, resubmission fees and additional project cost fees are not reduced in the event of a withdrawal or suspension
- Students **must** make sure they have the **means** to fund their education and living costs or have funding arranged **before enrolling** on the programme. **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 all relevant areas of the University regarding any issues which may result in a period of non-engagement (such as medical or other personal reasons)
- All withdrawals and suspensions have to be approved in a timely manner within the academic year **and must be requested through the correct academic process**. Backdated requests will not be accepted. **Medical evidence will be required for all health related suspensions**
- Suspensions – Fees will be pro-rated and re-instated when a student returns to their studies. If studies are recommenced at an earlier point or the student starts a different programme, **further fees will apply**
- Programme fees are charged annually (based on the information held at the time of assessing the fee) and will be displayed during online enrolment **along with any other fee elements if known at the time of online enrolment** (see **Section 2**)
- All programme fees for the academic year are payable **before the start of the programme** unless:
  - Third party funding has been arranged (including funding from the University)
  - An **instalment plan** has been agreed (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**)
  - If approved funding has not been received prior to students Online Enrolment they will be invoiced as a self-paying student. Once approved funding has been received billings will be adjusted.

- University accommodation rents are payable either **in full** or by agreed **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**)
- Writing up fees, extension and resubmission fees students should contact the Finance Service Centre to discuss an instalment plan (see **Section 2.f**)
- Extensions must be requested via Skills Forge and be approved at the Faculty Research Degrees Committee
- Students in receipt of a Post Graduate/Doctoral Loan will not receive loan payments for any additional years of studies if they do not submit in the normal timeframe. Please note students who reach the income threshold permitted may be required to start loan repayments whilst they are still studying.
- If your fees are either part funded or fully funded by a Northern Ireland or Scotland loan the University will attempt to collect as much of the fee as possible via the loan. Should there be a shortfall in the recalculated fees in the event of a student suspension or withdrawal it will be the student's responsibility to make up the difference in fees themselves and will receive an invoice for these fees from the University unless further funding information has been provided
- There may be additional costs associated with your programme of study that do not form part of your tuition fees. If these apply students will be advised by their Director of Study
- Any equipment purchased by the University and provided to you to assist with your research studies is the property of the University and must be returned to the University when you have completed or ended your programme of Research

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# 1. General Information

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## 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](http://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 of 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 or over the telephone.

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

These regulations will cover how fees are adjusted if a student transfers or leaves their programme. If these changes result in an overpayment of fees these will be refunded to the original payer, generally by the most recent payment method.

All refund requests must be made **in writing by email** to [refund@mmu.ac.uk](mailto:refund@mmu.ac.uk). The University will **only** process a claim for a refund when **all other debts** owed by the recipient to the University **have been cleared**. Student refunds relating to programme fees will not be processed until any sponsor debt is cleared.

Due to administration costs, refunds will only be processed for amounts **over £15**.

For further information regarding Accommodation Application Fee refunds please refer to <http://www2.mmu.ac.uk/accommodation/contract-information/policies/>

For further information regarding refunds for initial programme payments please refer to your offer pack.

**Please note:** Refund admin charges may apply to **overseas tuition fee deposits** (refer to [www2.mmu.ac.uk/international/fees-and-funding/how-and-when-to-pay/](http://www2.mmu.ac.uk/international/fees-and-funding/how-and-when-to-pay/)).

**Please note:** If an invoice has been paid whereby a change in funding applies, i.e. student invoice paid and an external sponsor letter received, refunds will not be processed to the student until the sponsor invoice has been paid.

#### Guidance Notes

(tuition, accommodation, met card & other associated fees)

Any **payment of a refund** approved by the University, **will be made** as follows, **in accordance with the original method of payment by the relevant payer:**

**Credit/ Debit Card/Auto Card Payments including online payment** – approved refunds will be made directly back to the card from which it was paid.

**Bank Transfer** – approved refunds will be sent to the bank from which the original payment was made. If this involves a payment to an international bank account, please be aware that this process can take significantly longer than a payment to a UK bank account due to the payment passing through an intermediary bank.

**Flywire** – approved refunds will be made back to the Flywire bank account, Flywire will refund directly to the originating payer's bank account and apply the same rate of exchange that the payer received when the payment was made. Flywire will apply a £9 charge for all bank transfer refunds, card refunds are free.

**Cheque** – approved refunds will be made by BACS to a UK sterling bank account from which the original payment was made. Bank details should be supplied. If the cheque was drawn on an international bank please refer to the above guidance notes regarding bank transfer payments.

**Cash** – approved refunds will be made by BACS if it is to a UK sterling bank account or by bank transfer to overseas bank accounts. Bank details should be supplied.

**Met card** - approved refunds will be made by BACSs unless the payment was made via a debit/credit card. If the original payment was made from a debit/credit card approved refunds will be made directly back to the card from which it was paid.

Please note, all refund requests are subject to further investigation by the University and the recipient may be contacted to provide further documentation. We aim to process refund requests **within 14 days of receiving all relevant information**.

Further details about refunds can be found at [www2.finance.mmu.ac.uk/students/](http://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.
- Programme fee invoices and credit notes.
- Recalculation of fees.
- Direct Debit instalment plans.

### **Tuition Fees**

0161 247 2937

[studentbillings@mmu.ac.uk](mailto:studentbillings@mmu.ac.uk)

### **Manchester Met Hall Fees**

0161 247 2894

[hallfeeeng@mmu.ac.uk](mailto:hallfeeeng@mmu.ac.uk)

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

The **Head of 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 Team**, located in the Student Hub at the Business School, in case of queries about the following:

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

Telephone: 0161 247 1852

Email: [pay@mmu.ac.uk](mailto:pay@mmu.ac.uk)

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



## 2. Tuition Fees

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### a. How fees are set

The Research Council UK is responsible for setting indicative fee levels for Home/EU Postgraduate Research tuition fees. These tuition fees are reviewed annually and may be subject to an annual increase as confirmed in further detail within the E-prospectus or your offer pack. From 20/21 Channel Island students will be charged Home fees.

The University Fees Setting Committee is responsible for determining writing up, extension, resubmission and additional project cost fees these are reviewed on an annual basis.

The University Fees Setting Committee is responsible for setting overseas tuition fees. These tuition fees will remain the same providing the student completes the programme in the normal timeframe (see **Section 2.e**).

### b. How fees are charged

The University charges fees annually and fees will be payable each year for the duration of the programme. 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 Man Met Graduate School page and will be confirmed in offer letters <http://www2.mmu.ac.uk/graduate-school/fees-and-funding/>

Fees for continuing students are available from the **Faculty Research Degree Office** <http://www2.mmu.ac.uk/graduate-school/frd-contact/> or by contacting the **Student Billings** team.

EU Research students commencing their programme at Manchester Met in 2020/21 will be charged tuition fees in line with home students providing they complete their programme in the normal timeframe i.e.no transfers, suspensions or repeat years.

### c. Fee changes

Programme fees will be displayed during **online enrolment** and are based on the information held at the time of assessing the fee.

If additional fees unknown by Finance at the point of enrolment apply i.e. Additional Project Costs, these will be applied at a later date. Any Additional Project Costs will have been discussed and agreed with Director of Studies prior to students accepting their offer.

For students **returning from an agreed period of an approved 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 programme and at the same point that study was originally suspended**. If studies are recommenced at an earlier point or the student starts a different programme, **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](http://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-fee-status) or by emailing [feeassessment@mmu.ac.uk](mailto:feeassessment@mmu.ac.uk).

#### **e. Continuing Manchester Met student fees**

Continuing **Home/EU status student's** fees will increase annually in line with Research Council UK guidelines (see **Section 2.a**). From 20/21, Channel Island students will be charged Home fees.

Continuing **Overseas status students** will continue to pay the same annual fee for the duration of their programme, providing there are no programme transfers or changes to the original study mode (see **Section 4.b**), and students' progress through the programme in the normal timeframe. **Should students need to suspend studies a higher fee in line with the fees list will then apply**. Any queries should be directed to the **Student Billings** team.

#### **f. Writing-up, Extensions and Resubmissions fees**

Please note fees for writing-up and extensions (previously referred to as non-submission fees) and resubmission fees have been reviewed and changes will apply from Academic Year 2020/21.

Pre 2020/21 continuing research students should contact their Faculty Research Degree Office if it will be in their best interest to charge fees in line with the 2019/20 Regulations for the Payment of University Fees available on the Finance webpage.

#### **Writing Up fees**

If a student is unable to submit their thesis by the end of their period of supervised study, students will enter into a writing up period. The maximum write up period varies according to the programme of study (e.g. PhD, MPhil, Masters by Research)\*. Refer to information on the Graduate School webpages to find further details relating to submission dates

A writing-up fee of £350 will automatically be applied. This is a fixed fee for up to 12 months, charged to all students irrespective of whether or not they are full time or part time who do not submit by the end of their period of supervised study. There are no reductions to the writing-up fee charged if a student submits before the end of their writing up period.

Interruptions or study mode transfers are not permitted once a student has completed their period of supervised study.

\*Further information regarding when students will be classed as writing up and need to apply for an extension is available on the Graduate School webpage.

### **Extension Fees**

If at the end of the writing up period a student is unable to submit their thesis then they will need to apply for a formal extension for a maximum of 12 months. If the extension is approved, an extension fee of £350 will be charged. This is a fixed fee charged to all students irrespective of whether or not they are full time or part time who do not submit by the end of their writing up period.

There are no reductions to the extension fee if a student Interrupts their study, changes their study mode or submits early before the end of their extension period.

Further information relating to extensions is available on the Graduate School webpage.

### **Resubmission Fees**

A resubmission fee of £350 will apply if a student, following their oral examination, is required to revise and resubmit their thesis. This is a fixed fee charged to all students irrespective of whether or not they are full time or part time.

There are no reductions to the resubmission fee if a student Interrupts their study or changes their study mode.

### **Paying a writing-up, extension or resubmission fees:**

Fees can either be paid in full during online enrolment or students can contact the **Collections & Recoveries Team** to discuss an instalment plan once their invoice has been received

Students in receipt of a Post Graduate/Doctoral Loan will not receive loan payments during any writing up, extensions or resubmission periods. Please note students who reach the income threshold permitted may be required to start loan repayments whilst they are still studying.

### **g. Personal Learning Plan (PLP)**

Students should contact their Faculty Research Degrees Office for confirmation of submission due dates and resulting tuition fees if there is a PLP in place.

## 3. Paying Fees

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The University offers a range of payment choices for self-paying students. Information about payment methods will be displayed during online enrolment, and the most up-to-date information (including available instalment options and payment dates) will be available at [www2.finance.mmu.ac.uk/students/](http://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 Team** in the **Student Hub** or the **Collections & Recoveries Team**.

### a. Self-paying students

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

Payments will normally be allocated towards your programme fees. **However, should students have any outstanding debts owing to the University, the University reserves the right to use the payment received against any unpaid amounts owing.**

#### *i. Programme deposits*

If a programme deposit payment is required, students will be notified during the application stage, these must be paid according to the timeline specified.

**New Tier 4 Overseas students**, accepting an offer of a place on a programme, must make a payment of **£3,000** before a Confirmation of Attendance for Studies (CAS) letter is processed, this will **not** be issued until the payment is made.

#### *ii. Paying in instalments*

Instalment options will be displayed during online enrolment.

Please note any payments received will be allocated towards your first instalment.

Information **about paying by instalments including payment dates for September and January term start dates can be found at** [www2.finance.mmu.ac.uk/students/](http://www2.finance.mmu.ac.uk/students/)

For programmes that do not start in the September or January term, students are advised to contact the **Collections & Recoveries Team** 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 programme 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/](http://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 programme.

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 (if applicable). 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 programme 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, the student remains liable for payment of tuition fees even if a Sponsor has agreed to pay on your behalf. If the Sponsor does not pay within a reasonable period, the student will become liable and the University will raise an invoice to the student for immediate payment.

## **c. Postgraduate Loans**

Students applying for a loan must apply directly to their funding authority.

For further details along with the full list of eligibility criteria and repayment information please refer to:

<https://www.gov.uk/doctoral-loan>

<https://www.gov.uk/funding-for-postgraduate-study>

The University will notify Student Finance of any withdrawals, suspensions programme transfers.

**Students in receipt of a Post Graduate/Doctoral Loan will not receive loan payments if they do not submit in the normal timeframe. Please note students who reach the income threshold permitted may be required to start loan repayments whilst they are still studying.**

## 4. Recalculating Tuition Fees

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

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

Please note writing up, extension, resubmission fees and additional project cost fees are not reduced in the event of a withdrawal or suspension

Recalculations will be based on the date of last engagement with the programme. Tuition fees will be adjusted, dependant on engagement, on a weekly pro-rata, based on a 45-week calendar year.

In general, recalculations will be based on the programme start and end date and the **date of last engagement**. For the purpose of these regulations, the following definitions apply:

**Commencement** of study is defined as the start date of the programme but in certain circumstances (at the University's discretion) may be when a student **engages** with their programme of study e.g. students returning from suspension.

**Engagement** with the programme 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 thesis.
- Accessing University facilities, including the Virtual Learning Environment (Moodle), the University Library, and programme materials.
- Participating in field trips and other compulsory activities.

In exceptional cases whereby back dated suspensions/withdrawals have been received Met card usage may also be checked for engagement.

**Withdrawal** is defined as exiting the programme before the end of the academic year, with no intention to return to the programme 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 **programme transfer** is a change from one programme of study to another. Transfers may be **internal** (from one programme at Manchester Met to a different programme at Manchester Met) or **external** (where a student transfers from Manchester Met to another university or vice versa).

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

The University will notify Student Finance if a student in receipt of a Postgraduate Loan transfer programmes or changes study mode.

Programme/study mode transfers may effect eligibility for Postgraduate Loans.

### **a. Withdrawal and suspension**

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

Students considering leaving their programme should contact their Faculty Research Degrees Office initially. For further assistance students should contact the **Student Hub** [www.mmu.ac.uk/students/hubs](http://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 Studies prior to leaving the University.

All withdrawals and suspensions have to be approved in a timely manner within the academic year. Backdated requests will not be accepted. **Medical evidence will be required for all health related suspensions.**

No fee recalculation (if applicable) will be undertaken **until a student has completed the formal withdrawal or suspension process**, and the student records system has been updated with the approved last date of engagement.

Please note: There are no reductions in writing up, extension, resubmission or additional project cost fees charged after the 14-day period.

**Within 2 weeks (14 days) of course start date:** **No tuition fees due**

**After 2 weeks (14 days) from course start date:**  
**Tuition 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 a period of non-engagement (**such as medical or other personal reasons**).

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 will 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 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 Office 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.

## b. Programme transfers / Changes in study mode

**Students should contact the Student Billings team for help and advice before proceeding with a programme 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, programme transfer dates will be aligned to students' points of engagement on both programmes; fees will be adjusted and charged for the weeks engaged on both programmes.

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

Students who **change study mode or transfer programmes** must be aware that this may effect eligibility for Manchester Met studentships.

Programme/study mode transfers may effect eligibility for Postgraduate Loans.

**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

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The University reviews all Manchester Met awards, discounts, and scholarships annually, and may withdraw future provision at the end of an academic year or make changes to the terms and conditions of offer.

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/](http://www2.mmu.ac.uk/international/fees-and-funding/)

If a student **withdraws** from the programme 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 suspends from the programme 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**). The remaining scholarship will be applied in the following academic year providing students return to their eligible programme and the scholarships are still available.

If a student **transfers programme or changes study mode**, this may affect eligibility for any Manchester Met award, and **students may be required to repay the amount awarded in full (depending on the change)**. If the change results in a fee adjustment, the value of any award will be **pro-rated in proportion to the tuition fees charged on the eligible programme in line with the terms and conditions**.

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**).

If a student is in receipt of more than one form of fee reduction (including discounts, awards or scholarship) they will only receive one fee reduction and will be awarded the greater amount.

## 6. Accommodation Fees

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University accommodation rent, including details about payment methods and instalment information, can be found at [www2.mmu.ac.uk/accommodation/](http://www2.mmu.ac.uk/accommodation/). Students will not receive an invoice for their accommodation rent; they should refer to the website for amounts and dates due. However, if applicable, additional invoices will be processed for any charges incurred during their stay including charges for damages or fines as notified by the Student Living Team.

University accommodation rent will be charged annually to cover residence for the period specified in the accommodation licence. Unless specified in the licence, the University will not reduce, rebate, or refund any accommodation 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.

If you are in accommodation for one term then the full rent is due.

If you are in accommodation for two terms, your instalments will be 50% in both terms.

If you are in accommodation for three terms, your instalments will be 35%, 35% and 30%. If you transfer rooms after your first payment has been collected which results in a rental change, your next instalments will be split 50% and 50%

Students are required to pay their accommodation rent in line with their terms and conditions of residence. Failure to pay in line with the contract may result in access to Wi-Fi facilities being restricted 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 rent in line with published payment dates. This charge 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

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It is every student's 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 **Collections & Recoveries Team** 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/](http://www.mmu.ac.uk/studentfinance/) or obtain impartial advice and guidance from the **Union Advice Centre** [www.theunionmmu.org/your-advice-centre/](http://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, which may include:

- Thesis will not be forwarded to the Graduate School for examination
- Prevention from re-enrolling at the University with a programme fee debt (whether on current programme 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 programme fees
- Prevention from booking graduation ceremony tickets for non-payment of programme fees (due to network restrictions)
- Withholding of certificates at any point in the year for non-payment of programme fees.
- Transferring of any overdue debts to our Legal Recoveries team for Court proceedings to be implemented where appropriate. We will in the first instance use the contact information we hold on our records system to attempt contact with you to discuss your debt, in exceptional circumstances, we may attempt to contact you using private messaging via social networking
- Engaging external tracing agents, solicitors or third party debt recovery agencies, 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 (programme 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 on student account (including any programme deposits/initial payments received towards current or new academic session)

For the purposes of these regulations, **writing up, extension fee and resubmission** are classed as programme fees.

### ***i. Failing to return University equipment***

Should students borrow (this also includes equipment provided to students to assist with research studies) any University equipment for use as part of their academic programme, but do not return the equipment (or it is returned in an unacceptable condition) within the agreed timeframe, the University reserves the right to raise an invoice to charge for the full replacement cost of the equipment. Should students not pay or return the equipment in the same condition and in working order 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.

