



Regulations for the Payment of University Fees for **Postgraduate Taught Students**

Academic Year 2023/24

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These Regulations have been equality impact assessed. The persons responsible for equality impact assessment for these Regulations are the Finance 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

- Students who engage with their programme for more than 2 weeks following the programme start date will incur tuition fees (hereafter called **fees** see [section 4](#)).
- The University may recalculate fees (with the exception of Recognition of Prior Learning (RPL) 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](#)).
 - Fees for students on their Year 2 placement year (programmes with internships) will be adjusted in line with fee liability dates in the event of suspensions and withdrawals.
- 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 University process. Backdated requests will not be accepted. Medical evidence will be required for all health-related suspensions.
- Where students are returning from an approved suspension, 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 and discounts/scholarship 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 third-party funding to pay fees, evidence of this must be supplied (with the exception of Apprenticeship and Student Finance tuition fee loan/grants funding). The University will make reasonable efforts to collect fees from a third party, however, should no payment be made, students will be liable to pay (with the exception of Apprenticeship students) (see [section 3](#)).

- If approved funding has not been received prior to students Online Enrolment students will be invoiced as a self-paying student until funding has been received.
- 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 as soon as possible (see [section 2.3](#)).
- Fees may apply for Recognition of Prior Learning (RPL) (see [section 2.6](#)).
- Writing Up fees will apply if you require an extension to complete your Independent Study Unit, such as a Dissertation or Project, and an extension is approved (see [section 2.6](#)).
- There may be additional costs associated with your programme of study that do not form part of your tuition fees. Further details are available in the e-prospectus.
- Students in receipt of a Postgraduate Loan from Student Finance will not receive loan payments if they need to repeat a year either with or without attendance or do not submit in the normal timeframe including applying for an extension during writing up periods. 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 loan from Student Finance Northern Ireland or the Student Awards Agency Scotland 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 students will receive an invoice for these fees from the University unless further funding information has been provided.

1 General Information

1.1 Who these regulations are for

These regulations apply to all new and continuing Postgraduate Taught students **excluding** the following programmes:

- Integrated undergraduate master's programmes such as MEng, MMath, MComp;
- PGCE programmes;
- Master of Architecture;
- Global Online MBA and MSc programmes;
- Pre-registration MSc courses in Nursing, Physiotherapy, Dietetics, Speech and Language Therapy.

Regulations for Undergraduate, Global Online and Postgraduate Research students can be found on our website at www.mmu.ac.uk/student-life/finance/.

1.2 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.

1.3 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.

1.4 Who to contact regarding these regulations

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

Tuition fees: studentbillings@mmu.ac.uk / 0161 247 2937

MMU Halls of Residence fees: hallfeeq@mmu.ac.uk / 0161 247 2894

The **Collection and Recoveries team** is responsible for applying these regulations in respect of the payment of fees and the consequences of non-payment.

Collection and Recoveries team: pay@mmu.ac.uk / 0161 247 1852

2 Tuition Fees

2.1 How fees are set

The University Fees and Scholarships Group is responsible for setting all Postgraduate Taught tuition and associated fees. These 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. However, students enrolling on programmes of more than one academic year's duration will retain the same fee (with the exception of placement/internships years) for the duration of the programme providing it is completed in the normal timeframe (see [section 2.5](#)).

2.2 How fees are charged

The University charges tuition 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 University [online prospectus](#). Fees for continuing students are available by contacting the Student Billings team.

2.2.1 Full-time programmes

Full-time programme fees are normally a fixed fee amount each year and, provided the programme is completed in the normal timeframe with no repeat years or breaks in study, you will be charged the same fixed fee for each year of your programme (with the exception of placement/internships years).

2.2.2 Part-time programmes

Part-time programme fees are calculated from the units studied each year. Therefore, the fees charged each year may vary if a different number of unit credits is studied in each year.

2.3 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 programme elements are undertaken, such as extra units or a residential course, further fees will be incurred.

For students returning from an approved suspension (see [section 4.1](#)), 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.

2.4 Fee status – Home, 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 on our website at [Tuition Fees for International Students](#) or by emailing feeassessment@mmu.ac.uk.

2.5 Continuing Manchester Met student fees

Students enrolling on a taught postgraduate programme of more than one academic year's duration will remain on the same fee (with the exception of placement/internship fees) for the length of their programme, providing there are no programme transfers or changes to the original study mode (see [section 4.3](#)), and student's progress through the programme in the normal timeframe. Should students need to suspend studies or repeat any part of their programme, a higher fee in line with the fees list will then apply. Any queries should be directed to the Student Billings team.

All queries relating to continuing student programme fees should be referred to the Student Billings team.

2.5.1 Outgoing exchange students

Before you start an overseas exchange, you must ensure that your exchange is approved and supported by your academic department. You must also follow relevant procedures for selection, submit relevant application forms and be nominated to the host university to study abroad by the Study Abroad and Exchanges Team (within the International office).

You should contact the Study Abroad and Exchanges Team immediately if you make any changes to the original length of your exchange, such as if you arrange to spend a longer time on your exchange than you originally agreed, or you decide to return home early. You should also contact the Study Abroad and Exchanges Team if you decide not to start an exchange that has previously been approved.

Tuition fees are charged in full and will depend on your student status (Home/EU/Overseas/Channel Island) and the type of programme you are enrolled on.

The **Study Abroad and Exchanges Team** should be your first point of contact for any queries regarding your exchange.

The **Student Billings Team** should be your first point of contact for any fee related queries regarding your exchange.

Full details regarding fee charges are available on our website at [Fees for Students on Exchange/Study Abroad](#).

2.6 Writing up period/one year extension

The University expects all students to complete their programme in the normal timeframe. However, if a student requires an extension to complete their Independent Study Unit, such as a Dissertation or Project element of their taught Masters, owing to circumstances beyond their control, they may be permitted an extension to the original submission date by the Assessment Board.

Students with an approved extension can enrol for an additional period of up to one year as a 'writing up' student and will be charged the University writing up fee (£195 in academic year 2023/24). This fee is payable immediately upon receipt of the invoice. Nil fees will apply if an evidenced extension has been approved.

The writing up fee will permit access to the general facilities of the University, including library and Moodle access, and a tutorial session with the project/dissertation supervisor. Any additional

supervisory support or access to specialist facilities (such as laboratories and workshops) will be at the discretion of the teaching department.

The writing up fee only applies to project/dissertation extensions. It does not apply for taught units, for which standard fees will apply.

Students are only permitted one year of writing-up, either evidenced extension nil fee or writing up fee. After this period, students who fail to submit would be classed as 'repeating without attendance'. In very exceptional circumstances should further extensions be required beyond the above, each case will be dealt with on an individual basis, and if approved full annual fees will apply.

Extension requests must be approved by the Assessment Board. If an extension request is declined, the student will not be classed as writing up, and will be charged the full fee for the project/dissertation again.

Students in receipt of a Postgraduate Loan will not receive any loan payments during their writing up period (see [section 3.3](#)). Students who reach the income threshold permitted may be required to start loan repayments whilst they are still studying.

2.7 Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) claims for non-Manchester Met credit transfers are subject to a reduced tuition fee based on the number of credits claimed. The RPL fee is reviewed annually and published prior to the commencement of each academic year. All RPL fees are non-refundable and are not reduced if a student withdraws or suspends.

The fee is a charge applied to cover the cost of a credit approval/assessment and assigning a Manchester Met value to it.

Fees will be charged as follows:

Home/Channel Island students: £12 per credit

EU and Non-EU international students: £15 per credit

No fee will be charged for Manchester Met RPL credits or Advanced Standing credits due to Articulation agreements.

Please refer to the full [RPL policy](#) on our website which includes RPL definitions and instructions on how to claim for RPL credits.

The exceptions to the above will be where commercial programmes have separate arrangements in place, these would continue for the duration of that agreement.

If you have or intend applying for a Postgraduate loan this may have an impact on your eligibility for the loan. Please check with your loan provider prior to applying for any RPL credits as your loan may be rejected as per the Government regulations dependant on your type of course and domicile.

3 Paying Fees

The University offers a range of payment choices for self-paying students via its payment platform hosted by Flywire. 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 <http://www.mmu.ac.uk/student-life/finance/>. The University does not accept payments made direct to its own bank account.

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 instalment 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 Collection and Recoveries Team.

3.1 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 owed.

3.1.1 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.

Overseas students requiring a UK Student Visa who accept an offer of a place on a programme must pay a deposit before a Confirmation of Attendance for Studies (CAS) letter is processed, this will not be issued until the deposit is paid.

3.1.2 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](#) can be found on our website.

3.2 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 official purchase order 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 our website. A new sponsor letter will be required for every year of study, unless the initial sponsor letter specifies it can be used for the duration of the programme.

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

With the exception of Apprenticeship students, 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 unless funding is being provided by Student Finance or the Student Awards Agency for Scotland (see [section 3.3](#)).

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, 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 reasonable efforts 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. The above rules do not apply to Apprenticeship students.

3.3 Postgraduate Loans

Students applying for a postgraduate loan must apply directly to the following agencies. Information about applying for a tuition fee loan/grant is available at the following links:

Student Finance England <http://www.gov.uk/studentfinance>

Student Finance Wales <http://www.studentfinancewales.co.uk/>

Student Finance N. Ireland <http://www.studentfinancenir.co.uk/>

Student Awards Agency for Scotland <http://www.saas.gov.uk/>

3.3.1 Student Finance England (SFE) and Student Finance Wales (SFW)

Loans from SFE and SFW are paid directly to students. It is the responsibility of students to pay their tuition fees to the University.

3.3.2 Student Finance Northern Ireland (PGNI)

Loans from SFNI are paid directly to the University based on fee liability dates.

If fees are either part funded or fully funded by a loan from PGNI 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.

3.3.3 Student Awards Agency Scotland (SAAS)

Tuition fee loans from SAAS are paid directly to the University based on fee liability dates.

Postgraduate maintenance loans from SAAS are paid directly to students.

If your fees are either part funded or fully funded by a loan from SAAS 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. Students will receive an invoice for these fees from the University.

Students in receipt of SAAS funding should refer to the additional information regarding funding in the event a student withdraws or suspends from their programme, see [section 4.2.1.8](#).

3.3.4 Important information about postgraduate loans

Should Student Finance/SAAS determine that a student is no longer eligible for funding, students will be considered self-paying students and will be required to pay the fees themselves.

Students in receipt of loans from the agencies above do not have to provide any evidence to the University. The University cannot collect loans for students who have not sent back their declaration form to Student Finance/SAAS; any such students will be classed as self-paying students until the form is returned.

Students in receipt of a loan will not receive loan payments if they need to repeat a year either with or without attendance or do not submit in the normal timeframe including applying for an extension during writing up periods.

Students who reach the income threshold permitted may be required to start loan repayments whilst they are still studying.

4 Recalculating Fees

The University raises invoices for the full academic year after enrolment.

If additional programme elements are undertaken during the course of the year (such as extra units or a residential course) further fees will be incurred, and students will be notified promptly (see [section 2.3](#)).

The University may recalculate fees charged (with the exception of RPL fees) in the case of withdrawal, suspension, course transfer, change in study mode or exit awards.

In general, recalculations will be based on the programme start and end date, the date of last engagement and the credit value of units commenced (unless exceptions apply as noted in the regulations).

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 timetabled teaching sessions, which include lectures, seminars, academic and personal tutorials, and other forms of contact with academic and professional services staff that relate to academic study.
- Attending examinations, tests, and other assessment activities.
- Submitting work for assessment.
- 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 of 12 months, with the intention to return to the same programme at the same point in the next academic year.

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). Where a student remains enrolled on a full-time programme but is exceptionally permitted to take fewer than the normal number of credits (for example, because of a requirement to repeat certain units), this is not usually classed as a change in study mode.

4.1 Withdrawal and suspension

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

Students should contact the [Student Hub](#) for help and advice. The Hub may direct students to other sources of guidance as appropriate.

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).

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.

The University will notify Student Finance of any withdrawal or suspension once approved.

All withdrawals and suspensions must 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.

4.2 Fee liability if students withdraw or suspend

In the event of withdrawal or suspension, fees for all programmes classed as Postgraduate Taught (see [section 1.1](#)) will be recalculated based on the number of units commenced (**with exceptions detailed below in [section 4.2.1](#)**):

You withdraw:	Fee liability
Within 14 days of programme start date	No tuition fees due*
More than 14 days after programme start date but before the first day of term 2	Fees charged for all units commenced or engaged with up to a maximum of units worth 75 credits unless the student is exiting with a lower award in which case students will be

	charged for all units commenced or engaged with.
From first day of term 2	Fees charged for all units commenced or engaged with.

**Any fees paid by the University to a third party on behalf of the student will not be recalculated, and students will be required to pay such fees in full. Examples of these fees include field trips, residential fees, professional registration fees, school and social work placement fees etc.*

4.2.1 Exceptions

4.2.1.1 Graduate Diploma in Law programme

Students on the Graduate Diploma in Law programme will be charged a maximum of 120 credits if they suspend or withdraw in term 2.

4.2.1.2 Professional Law programmes

If a student on the LLM Legal Practice at the Bar or LLM Legal Practice Certificate suspends or withdraws, or otherwise leaves the programme, the fees charged will be an amount equal to the fees charged to a Postgraduate Diploma student exiting at the same stage, or, if higher, the fees chargeable calculated as above on the units commenced.

4.2.1.3 Year 2 placement/internship years

Students on the internship/placement year of a 2 year internship programme will have fees recalculated based on fee liability dates:

You withdraw:		Fee liability
Term 1	Within 14 days of programme start date	No tuition fees due*
Term 1	More than 14 days after programme start date but before the first day of term 2	25% of full tuition fees
Term 2	From first day of term 2 but before the first day of term 3	50% tuition fees
Term 3	From first day of term 3	100% tuition fees

**Any fees paid by the University to a third party on behalf of the student will not be recalculated, and students will be required to pay such fees in full. Examples of these fees include field trips, residential fees, professional body fees, school and social work placement fees etc.*

4.2.1.4 Commercial contracts and partnerships

Programmes whereby fees are charged via a commercial contract or partnership will be calculated in accordance with the terms of the particular contract. Students will be notified during online enrolment if their programme is considered to be commercially funded. In case of queries, the Student Billings team can be contacted in the first instance.

4.2.1.5 Apprenticeship programmes

Apprenticeship programmes whereby fees are charged via a commercial contract or partnership will be calculated in accordance with the terms of the particular contract. In case of queries, the Student Billings team can be contacted in the first instance.

4.2.1.6 Language Centre programmes

Fees for Language Centre English language programmes including Pre-Sessional English and IELTS will be charged in accordance with the terms and conditions of the Language Centre. Fees will not be reduced if students withdraw or suspend before completing the programme. Further information can be found on the [Language Centre website](#).

4.2.1.7 NHS Social Work Bursary

NHS regulations provide for one fee liability date of 1st December. The University will therefore recalculate fees for NHS Social Work Bursary funded students depending on whether the last engagement date is before or after 1st December:

Before 1st December: Students who withdraw or suspend more than 2 weeks (14 days) after the programme start date but before 1st December will be liable for fees themselves. No payment will be received from the NHS.

After 1st December: Students who withdraw or suspend after 1st December, the University will collect as much of the fee as possible from the NHS. Should there be a shortfall in the recalculated fees it will be the student's responsibility to make up the difference in fees themselves.

4.2.1.8 Student Awards Agency Scotland (SAAS)

SAAS regulations provide for one fee liability date of 1st December. The University will therefore recalculate fees for SAAS funded students depending on whether the last engagement date is before or after 1st December.

Before 1st December: Students who withdraw or suspend more than 14 days after their programme start date but before 1st December will be liable to pay fees themselves. No payment will be received from SAAS.

After 1st December: Students who withdraw or suspend after this date, the University will collect as much of the fee as possible from SAAS. Should there be a shortfall in the recalculated fees it will be the student's responsibility to make up the difference in fees themselves.

4.2.1.9 Channel Island Government Agencies

Channel Island government agencies pay fees directly to Manchester Met in three equal termly instalments. Should there be a shortfall in the recalculated fees owing to a discrepancy between agency payment terms and the University's fee liability dates, it will be the student's responsibility to make up the difference in fees themselves and they will receive an invoice for these fees from the University.

4.3 Programme transfers/changes in study mode

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

A change in programme or study mode may result in the following:

- Higher fees may be charged over the programme duration (due to how fees are calculated);
- Eligibility for Manchester Met discounts, awards or bursaries may be affected;
- Eligibility for Postgraduate Loans may be affected;

- Overseas students may experience issues with their visa if there is a change in their mode of study. Please check with the Manchester Met International Office before changing study mode.

The University will notify Student Finance/SAAS if a student in receipt of a Postgraduate Loan transfers programme or changes study mode.

For internal transfers, programme transfer dates will be aligned to students' points of engagement on both programmes. The University will notify Student Finance/SAAS of any change in programme and fees.

In the event of a programme transfer, fee calculations will be processed in line with the fee liability dates for those courses listed in [section 4.2.1](#) as being subject to fee liability dates, and any PGNI and SAAS Postgraduate loan students.

4.3.1 Changes in study mode

The University will recalculate tuition fees for students who transfer from a full-time programme (the original programme) to the part-time version of the same programme (the new programme) more than 14 days after the original programme start date (or vice versa). Students will be charged tuition fees for any units commenced on the original programme plus any additional units to be studied on the new programme. This can result in higher fees being charged for the programme overall where units commenced on the original full-time programme are not completed prior to the transfer and are due to be studied in a later academic year on the part-time programme. Students will be charged fees for these units again in a later academic year.

4.3.2 Internal programme transfers

The University will recalculate tuition fees for students who transfer from one University programme (the original programme) to another (the new programme) more than 14 days after the programme start date. Students will be charged tuition fees for any units commenced on the original programme and full tuition fees for the new programme, subject to the exceptions in [section 4.2.1](#).

4.3.3 External transfers

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.

Depending on the date of transfer into Manchester Met students may still be liable for the full annual programme fees even if the initial institution has charged tuition fees.

Example: Students in receipt of a Postgraduate Loan from SFNI or SAAS who transfer into Manchester Met to commence a programme after term starts:

- You started in September at Institution A and attended for a short period after their term start date. Institution A charges 25% of your annual tuition fee.
- You transfer to Institution B (Manchester Met) in term one – Manchester Met will charge

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 or make changes to the terms and conditions of offer.

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

Postgraduate students:

<https://www.mmu.ac.uk/study/postgraduate/how-to-apply/funding>

International (Overseas fee status) students:

<https://www.mmu.ac.uk/study/international/before-you-apply/fees-and-funding/scholarships-and-funding>

If a student withdraws from the programme or exits with a lesser award which results in a fee reduction, the value of any award will be pro-rated in proportion to the tuition fees charged (see [section 4.1](#)).

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 4.1](#)). 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 programmes 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.

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

University accommodation fees, including details about payment methods and instalment information, can be found at <http://www.mmu.ac.uk/accommodation/>. Students will not receive an invoice for their accommodation; 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 fees 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 fees 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 fee 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 fee change, your next instalments will be split 50% and 50%.

Students are required to pay their accommodation fees 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.

7 Non-payment of Fees

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), the Collection and Recoveries Team must be kept informed of this, so that the team can provide advice and support.

Students experiencing financial difficulties may wish to contact the [Manchester Met Student Financial Support team](#) or obtain impartial advice and guidance from the [MMU Students' Union Advice Centre](#).

7.1 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:

- 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) after 28 days of missing a payment date.
- If no payment is received, or payment plan agreed, within 14 days subsequent to the restriction of access being applied, the student will be withdrawn from the University.
- 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).
- Where applicable, blocking participation in the placement element of a course unless or until fees are paid up-to-date beforehand.

7.1.1 Failing to return University equipment

Should students borrow 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.

7.2 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%) will be charged and will increase the debt payable by the student.

8 Refunds

8.1 Tuition fee refunds

These regulations 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.

Refunds to students who are sponsored by a third-party will not be processed until the sponsor has paid their tuition fees.

8.2 Accommodation refunds

For further information regarding refunds for MMU Halls of Residence, including the initial pre-payment or application fee, please refer to [Accommodation Policies and Documents](#).

8.3 Administration charges

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

Refund administration charges may apply to tuition fee deposits paid by international students. Please refer to [How to Pay International Tuition Fees](#) for details of charges.

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

For payments made via Flywire, Flywire will refund directly to the originating payer's bank account or credit/debit card. Flywire refunds may be subject to additional fees in accordance with the [Flywire Terms of Use](#).

8.4 How to request a refund

All refund requests must be made by email to 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 tuition fees will not be processed until any sponsor debt is cleared.

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.

Any payment of a refund approved by the University will be made to the original payer by the original payment method where possible. For payments made by bank transfer, cash or cheque we may need to request the payers bank details.

Further details about refunds can be found on our website at [Refunds](#).