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| **Tuition Fee Policy** |

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| **Responsibility for Policy:** | Registrar and Chief Operating Officer |
| **Relevant to:** | *All LJMU Staff and Students and academic partnership arrangements where the students pay LJMU directly.  This does not include any Academic Partnerships where the students pay their fees to the partner organisation.*  |
| **Approved by:**  | Registrar and Deputy Chief Executive - May 2014, Fee Setting Working Group - May 2018, June 2019, APFP – July 2023, June 2024 |
| **Responsibility for Document Review:** | Head of Registry Services and Student Records Manager  |
| **Date introduced:** | May 2002 |
| **Date(s) modified:** | May 2014, September 2016, May 2017, May 2018, July 2020, July 2021, July 2022, July 2023, June 2024 |
| **Next Review Date:** | May 2025 |

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| **RELEVANT DOCUMENTS** |
| * Student Support Regulations
* Financial Regulations
* Academic Regulations
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| **RELATED POLICIES & DOCUMENTS** |
| * Financial Regulations
* Terms & Conditions of Offer and Enrolment
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**Tuition Fee Policy**

Top of Form

It is a student’s obligation to make arrangements at the beginning of a programme of study to pay all tuition fees, as stated in the student terms & condition of admission and enrolment.

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

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

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

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

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

**Tuition Fee – Refunds**

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

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

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

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

**Sponsored Students (excluding Student Loans Company)**

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

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

For further details about this policy click [here](https://www.ljmu.ac.uk/academic-registry/student/registry-services/student-finance) or contact [Registry Services](https://www.ljmu.ac.uk/academic-registry/student/registry-services/registry-services-queries).

**Refund Schedule**

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

**All Undergraduate, PGCE, PGDE and M Arch Architecture students**

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

For the 2024/2025 academic year the liability points are:

Liability Point 1 = On or after the 7th October 2024 for all students
Liability Point 2 = On or after the 6th January 2025 for all students
Liability Point 3 = On or after the 1st April 2025 for all students

For example:

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| **Tuition Fee Charged** | **Liability Point 1** | **Liability** **Point 2** | **Liability****Point 3** |
| £9250 | £2312.50 | £4625 | £9250 |

**Postgraduate Students**

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

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

**CPD’s or Programmes less than 15 weeks in Length**

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

If the student withdrawal date is disputed, the last recorded date on which University resources or facilities were used will be taken as the date of withdrawal.

Further details relating to withdrawal are available from [Registry Services](https://www.ljmu.ac.uk/academic-registry/student/registry-services/registry-services-queries).

Bottom of Form