THE GLASGOW SCHOOL OF ART

# FEES POLICY FOR UNDERGRADUATE, POSTGRADUATE TAUGHT AND POSTGRADUATE RESEARCH STUDENTS

**Policy Control**

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Contents


1 INTRODUCTION ..... 1

2 STUDENT TUITION FEE STATUS ..... 2

3 PERIOD OF ENROLMENT ..... 3

3.1 Withdrawal from study ..... 3
3.1.1 Undergraduate Students, including Study Abroad Students ..... 3
3.1.2 Postgraduate Taught Students ..... 4
3.1.3 Postgraduate Research Students ..... 4

3.2 Postgraduate Research student extensions ..... 5

3.3 RUK Welcome grant ..... 5

3.4 Travel Grants ..... 5

4 SETTING TUITION FEES ..... 6

4.1 What is included in the Tuition Fee? ..... 6

4.2 Additional Costs of Study ..... 7

4.3 Discounts ..... 7

4.4 Resits ..... 8

4.5 Scholarships ..... 8

4.6 Publication of Tuition and Other Fees ..... 9

5 PAYMENT OF TUITION FEES ..... 10

5.1 Students funded by Student Awards Agency for Scotland (SAAS) or Student Finance England (SFE)/ Student Loans Company (SLC) ..... 10

5.2 Self-Funded Students - Home/RUK/EU/EEA/International ..... 10

5.3 Instalment payments ..... 10

5.4 Deposits ..... 10

5.5 Company/Sponsor Funded students ..... 11

5.6 US Federal Loan Funded Students ..... 11

5.7 Incoming Study Abroad Students ..... 11

5.8 Payment Methods ..... 11

5.9 Fee disputes ..... 12

5.10 Invoices and receipts ..... 12

6 NON-PAYMENT OF TUITION FEES ..... 13

6.1 Fee instalment reminders ..... 13

6.2 Consequences of failing to pay tuition fees ..... 13

6.3 Financial difficulties ..... 14

7 EVENTS OUTSIDE OUR CONTROL ..... 15

8 FURTHER INFORMATION ..... 16

# 1 INTRODUCTION

We are committed to a fair and transparent policy in respect of the costs of studying at The Glasgow School of Art.

Our Fee Policy applies to all undergraduate (UG), postgraduate taught (PGT), and postgraduate research (PGR) students studying at The Glasgow School of Art (Glasgow and Altyre) and Visiting Students. It does not cover students on our Open Studio Courses or Programmes; or our Associate Students.

This Fees Policy is reviewed and made available online on the GSA website.

You should consult this document at your point of offer and in advance of annual enrolment.

This Fees Policy operates alongside a number of other GSA academic and student policies. Which can all be found on the GSA website.

## 2 STUDENT TUITION FEE STATUS

Your tuition fee status is determined at your point of offer and will be clearly indicated to you at that time.

**You should make sure that you agree with the tuition fee status assigned to you before accepting any offer to study at The Glasgow School of Art as this normally cannot be changed once you enrol.**

Guidance on how your fee category is determined is provided by UK Council for International Student Affairs and can be found on their website: www.ukcisa.org.uk

The GSA currently operates different fee status categories depending on our determination of your fee status. How we determine your student tuition fee status is in accordance with current Scottish Government legislation. The level of your Student Tuition Fee is fixed at the level applicable at the year of enrolment as a new student.

Tuition Fee levels are published on the GSA website, usually in November of each year, for the following academic year.

We determine your student tuition fee status based on the information you provide at the point of application either via UCAS or via GSA Postgraduate or Visiting Student application. However, we will contact you for clarification if we are unable to determine your fee status on this basis.

The GSA Associate Student route is only open to Hone-Scot and Home-EU applicants, and your College will have determined your fee status. GSA reserves the right to re-assess your fee status based on the information provided on your UCAS form, in line with our processes for determining fee status of all our students. Associate Students should be aware that this assessment might result in a change of fee status when moving from College to entering the GSA.

In the event that you disagree with the fee status assigned in your offer, you should contact the Registry, within 14 days of receipt of the offer.

## 3 PERIOD OF ENROLMENT

Students are required to enrol annually at the start of each academic session (period of study).

The academic session comprises three semesters and aligns with the GSA's financial year that runs 1 August to 31 July annually. Please refer to our Semester dates published on the GSA website. Undergraduate students and postgraduate taught students enrol annually in September, Postgraduate research students enrol annually in September or January.

The Tuition Fee paid in the first period of study on your current programme i.e. the year in which you enrol and commence your studies, remains in effect for the maximum duration of a programme. This would be up to 4 years for undergraduate programmes, up to 5 years for integrated masters programmes, 1-2 years for postgraduate programmes and 3-6 years for PhD programmes. International Foundation programme students who move on to an undergraduate programme will have their IFP year as their first period of study. This excludes an undergraduate or taught postgraduate student returning to study after an authorised leave of absence which is greater than two academic years other than in exceptional circumstances (please refer to our Guidance on Leave of Absence and Student Withdrawal Procedure for undergraduate and taught postgraduate programmes: https://www.gsa.ac.uk/about-gsa/key-information/our-structure/academic-services/student-policies/ ).

If you are granted permission to defer your start date prior to enrolment, you will be subject to the Tuition Fee applicable at the time you commence your studies, not at the point of deferment.

### 3.1 Withdrawal from study

If you withdraw from your programme of study, you may still be required to pay all or part of your tuition fee. The following outlines the fees due within each category based on whether you are an undergraduate, postgraduate taught, postgraduate research or study abroad student

If you have paid all or part of your tuition fees, GSA will issue a full refund of tuition fees paid if you withdraw from your programme with appropriate academic approval within two weeks of starting your studies, subject to a one-off fee of £500.

If you have spent more than two weeks on your programme of study, the following applies (worked examples are set out in Appendix 1) :

#### 3.1.1 Undergraduate Students, including Study Abroad Students

The following applies to undergraduate students who are responsible for paying their own fees (including sponsored students):

- Students who commence their studies in Semester 1 and withdraw during or at the end of Semester 1 will be liable for 50% of the full annual tuition fees.
- Students who withdraw during or at the end of Semester 2 will be liable for 100% of the full annual tuition.

The following applies to students funded by UK funding bodies:

- Students funded by Student Awards Agency Scotland (SAAS) will not be liable for tuition fees if they withdraw before 1 December. The full annual tuition fee will be paid by SAAS for all students in attendance at 1 December.
- Students funded by Student Finance England (SFE), Student Finance Wales (SFW) or Student Finance Northern Ireland (SFNI) will be liable for 25% of their tuition fee loan, if they withdraw before the start of Semester 2. If they withdraw before the end of Semester 2, they will be liable for 50% of their tuition fee loan. If they withdraw after this date they will be liable for the full tuition fee loan.

3.1.2 Postgraduate Taught Students

The following applies to postgraduate students who are responsible for paying their own fees, including students receiving funding directly from SFE and SFNI and other sponsored students):

On year-long self-funded programmes:

- Students who commence their studies in Semester 1 and withdraw during or at the end of Semester 1 will be liable for 34% of the full annual tuition fees.
- Students who withdraw during or at the end of Semester 2 will be liable for 67% of the full annual tuition.
- Students who withdraw in Semester 3 will be liable for 100% of the full annual tuition.

On two-year self-funded programmes:

- Students withdrawing during or at the end of Semester 1 in either year of their studies will be liable for 50% of that year's annual tuition fee.
- Students withdrawing during or at the end of Semester 2 in either year of their studies will be liable for 100% of that year's annual tuition fee.

The following applies to students funded by the Student Awards Agency Scotland (SAAS) Postgraduate Loan Scheme:

On year-long part-self/part SAAS funded programmes:

- Students who commence their studies in Semester 1 and withdraw during or at the end of Semester 1 will be liable for 34% of the self-funded portion of their annual tuition fees.
- Students who withdraw during or at the end of Semester 2 will be liable for 67% of the self-funded portion of their annual tuition fees.
- Students who withdraw in Semester 3 will be liable for 100% of the self-funded portion of their annual tuition fees.
- SAAS will not be liable for their loan-funded portion of the tuition fee of students who withdraw before 1 December, but will pay their loan-funded portion of a full-year's the tuition fee for those in attendance after 1 December.

On two-year long part-self/part SAAS funded programmes:

- Students withdrawing during or at the end of Semester 1 in either year of their studies will be liable for 50% of the self-funded portion of that year's annual tuition fee.
- Students withdrawing during or at the end of Semester 2 in either year of their studies will be liable for 100% of the self-funded portion of that year's annual tuition fee.
- SAAS will not be liable for their loan-funded portion of the tuition fee of students who withdraw before 1 December of each year, but will pay their loan-funded portion of a full-year's the tuition fee for those in attendance after 1 December of each year.

3.1.3 Postgraduate Research Students

All Postgraduate Research students are required to pay an annual fee set at the point of commencement of studies on either a full or part-time basis.

- Students withdrawing within 4 months of commencing their year of study will be liable for 34% of the annual tuition fee.
- Students withdrawing between 5 and 8 months after commencing their year of study will be liable for 67% of the annual tuition fee.
- Students withdrawing between 9 and 12 months after commencing their year of study will be liable for 100% of the annual tuition fee.

For postgraduate research students, no fee will be charged during an authorised leave of absence, in accordance with the Research Degrees Guidance. A pro rata share of any fees that

have been paid in advance but remain unused during the period of absence will be held in credit and carried forward to the period when studies are resumed, after which fees will continue to be charged at the rate in effect during the student's first period of study.

Alternatively, postgraduate research students on an authorised leave of absence may request a pro rata refund of any unused portion of fees paid prior to the period of absence. In such cases the student will thereafter be charged fees at the rate in effect at the time studies are resumed.

### 3.2 Postgraduate Research student extensions

Where a Postgraduate Research student is granted an extension, there will be an additional fee due for the extension period:

- For a supervised extension, the fee will be calculated pro-rata to the original full annual tuition fee.
- For an unsupported extension the fee will be £200 for each 12 month extension period, pro-rated for periods of less than 12 months.

### 3.3 RUK Welcome grant

Any student in receipt of the RUK Welcome grant will be liable to refund 100% of the grant if they withdraw before the end of Semester 1 and 50% if they withdraw before the end of Semester 2. Students in receipt of loans from other funding bodies must comply with the rules of that funding body.

### 3.4 Travel Grants

Any student in receipt of a travel grant for a mobility period (study exchange and work placement) who does not undertake or complete the mobility period for which is was provided will be required to return this grant.

- Students returning within 3 months of the study exchange or 2 months of the work placement will have to return 100% of the grant.
- Students returning after 3 months of commencing the study exchange or 2 months of the work placement will need to return the unused portion of the grant (decided on a daily pro-rata basis).

## 4 SETTING TUITION FEES

The Glasgow School of Art reviews the level of its Tuition Fees annually, usually by November.

The Senior Leadership Group and Business & Estates Committee consider the Tuition Fee and any discounts or scholarships.

The Business & Estates Committee (under powers delegated by the Board of Governors) have overall responsibility to approve Tuition Fees based on a recommendation by the GSA Senior Leadership Group.

No fees can be varied or changed out with this Tuition Fee setting process other than minor amendments where the Senior Leadership Group can make this decision

### 4.1 What is included in the Tuition Fee?

For undergraduate and taught postgraduate students the tuition fee covers:

- all appropriate teaching, supervision, assessment and examination related to the programme of study, defined in the Programme Specifications available online for the current academic year
- provision of studio accommodation appropriate to the programme of study
- provision of workshop and technical support appropriate to the programme of study
- access to the GSA's student support services
- access to the GSA's careers, employability, innovation, professional practice and enterprise activities/services, as appropriate
- access to the GSA Library
- access to the Leaning Management System, 'Canvas'
- use of Microsoft Products including Microsoft Office/Microsoft 365
- use of Adobe Creative Cloud products
- access to LinkedIN learning
- access to a suite of Assistive Technology
- provision of appropriate exhibition space for Degree Show and/or of appropriate opportunity and facilities to populate an online Graduate Showcase
- the cost of tuition with a GSA partner institution as part of formal GSA Student Exchange
- one Student Identity Card

For postgraduate research students, the tuition fee covers:

- all appropriate teaching, supervision, assessment and examination related to the programme of study, defined in the Research Degrees Guidance for GSA
- provision of workshop and technical support if appropriate to the programme of study agreed with the supervisory team
- access to the GSA's student support services
- access to the GSA's careers, employability, innovation, professional practice and enterprise activities/services, as appropriate
- access to GSA Library and access to the University of Glasgow Library
- access to the Leaning Management System, 'Canvas'
- an annual Research Student Training Account of up to £400 for full-time students and up to £200 for part-time students (PhD by Research students only)
- one Student Identity Card

## 4.2 Additional Costs of Study

There are further costs of study that are not included within the Tuition Fee.

Additional costs of study specific to each taught programme are set out on the individual webpage for each programme, accessible from the GSA website. These are reviewed annually and approved by the Learning and Teaching Group (a sub group of the Academic Council's Education Committee).

Compulsory additional costs (where applicable):

- the cost of resits and repeat years
- the cost of all compulsory field trips
- the cost of travelling to and from placement/project sites
- the cost of travelling to and from host institution
- the cost of additional materials beyond those essential materials provided (if applicable)
- cost of programme specific equipment for exclusive use, e.g. camera, laptop, toolkit
- the costs associated with producing work for Degree Show or Graduate Showcase, if applicable (note that postgraduate research students do not participate in Degree Shows)
- the cost of any occupational health assessment or criminal record check from Disclosure Scotland as required by the GSA or a project/placement provider
- replacement of your Student Identity Card
- the cost of printing and binding the thesis (postgraduate research students)
- "writing up fees" which may apply for any agreed extension to the standard period for writing up your research (postgraduate research students)
- Core material fee, if applicable

Costs you may or may not incur depending on your own choices and decisions:

- The costs of optional field trips and other enhancement activities
- Accommodation and living costs in exchange host institution/city
- Materials used in workshops, to develop work in response to coursework and for exhibition
- Cost of additional equipment for exclusive use
- The cost of personal membership of professional bodies
- Costs associated with graduation, including hire of academic dress, photography, etc
- The cost of exhibiting at external exhibitions e.g. New Designers, Graduate Fashion Week etc
- The cost of printing and photocopying, library fees and fines and text books

## 4.3 Discounts

If you have completed your undergraduate degree at the GSA; or if you have attended as a study abroad or exchange student or if you are an RUK or International student progressing from BArch (Hons) to Diploma in Architecture you may be eligible for a discount on programme fees for a postgraduate taught or postgraduate research degree programme.

Students who complete a postgraduate taught degree at the GSA may also be eligible for a discount on postgraduate research degree tuition fees.

The level of discount is set during the annual fee setting, so to determine our eligibility and the level of discount, you should refer to the fees set for the period of study.

## 4.4 Resits

Students who are required to re-sit, will be informed whether their participation will be with or without attendance.

For students re-sitting with attendance, a fee will be charged. That fee will be a proportion of the student's normal annual tuition fee:

- For undergraduate students, the proportion of the annual fee payable will be calculated based on the number of credits associated with the components of the programme being re-sat, in proportion to 120 credits.
- For postgraduate taught students, the proportion of the annual fee payable will be calculated based on the number of credits associated with the components of the programme being re-sat, in proportion to 180 credits.
- For postgraduate research students, the proportion of the annual fee payable will be calculated based on the required number of months of attendance, in proportion to 12 months.

For students re-sitting without attendance, there is no additional re-sit fee.

## 4.5 Scholarships

GSA has a number of undergraduate and postgraduate scholarships available for new students. These can be found together with information on how to apply on the GSA website..

Once enrolled, postgraduate research students may be selected to apply for a scholarship from the Scottish Graduate School of Arts and Humanities. Such grants are awarded competitively based on quality, and we offer no guarantee that applicants will be successful.

Any student in receipt of a scholarship will be liable to refund a proportion of that year's grant if they withdraw before the end of an academic year.

For post graduate students on a 2-year course or for any undergraduate student,

- Students who commence their studies in Semester 1 and withdraw during or at the end of Semester 1 will be required to refund 100% of that year's scholarship;
- Students who withdraw during Semester 2 will be required to refund 50% of that year's scholarship;

For post graduate students on a one-year programme:

- Students who commence their studies in Semester 1 and withdraw during or at the end of Semester will be liable to refund 100% of that year's scholarship;
- Students who withdraw during or at the end of Semester 2 will be required to refund 67% of that year's scholarship;
- Students who withdraw during Semester 3 will be required to refund 34% of that year's scholarship.

## 4.6 Publication of Tuition and Other Fees

Tuition Fees are published as soon as reasonably possible after approval and can be found on the GSA website.

All fees set by the GSA are in pounds sterling (GBP £).

Additional costs of study specific to each taught programme are set out on the individual webpage for each programme, accessible from the GSA website.

## 5 PAYMENT OF TUITION FEES

All of the payment options and procedures set out below are represented in the flow charts in in Appendix 2

### 5.1 Students funded by Student Awards Agency for Scotland (SAAS) or Student Finance England (SFE)/ Student Loans Company (SLC)

You must have received the award letter in order to enrol. We may request sight of this letter and you are advised to keep it in an accessible place.

Students who are partially funded by the Student Awards Agency Scotland (SAAS) or Student Finance will be required to either pay the balance of their tuition fees in full or pay an instalment towards their balance at enrolment in order to be fully enrolled. This payment is in addition to your deposit (if you have been asked to pay one).

### 5.2 Self-Funded Students - Home/RUK/EU/EEA/International

Tuition fees are payable in full at the point of enrolment or in instalments (as set out in 5.3.)

To be classed as fully enrolled, a student **must** make a payment in full or pay an instalment or have confirmation letter from their funding body **before** 31st October for September enrolment or **before** 28th February for January enrolment.

### 5.3 Instalment payments

Self-Funded Students have the option to pay in 3 instalments or 8 monthly instalments.

- 3 instalments:

  For September enrolments - payments due at enrolment or before end of October, January and April.

  For January enrolments - payments due at enrolment or before end of February, May and August.

- 8 monthly instalments:

  For September enrolments - Payment due each month from September to April.

  For January enrolments - Payment due each month from January to August.

**Note:** all tuition fee instalment payments **MUST BE CLEARED** before April (September enrolment) or August (January enrolment), to allow online enrolment for next session or graduation.

If you wish to pay in instalments, you must complete a payment plan agreement form available from fees@gsa.ac.uk.

We will send out reminders by email when payment is due or when you have missed a payment.

### 5.4 Deposits

Deposits are required for all programmes, with the exception of undergraduate students eligible for home or rest-of-UK fees, or for US students, whose tuition fees will be entirely funded by US Federal Direct Student loans.

When you enrol, the deposit will be deducted from your first instalment. The exception to this is where a third party is paying your fees and you have paid the deposit yourself. In this case, the deposit will be refunded directly to you.

If you decide not to enrol, your deposit will be refundable in full if requested within 14 days of the deposit being paid, after which the deposit will not be refundable.

Students who have paid a deposit, but fail to secure a UK Student Visa, including where you have not met the required English language threshold set by UKVI, will be refunded in full. We will not refund the deposit if your visa application was declined on the grounds of the submission of falsified documentation or information or undeclared criminal convictions. Company/Sponsor Funded Students

## 5.5 Company/Sponsor Funded students

If your sponsor or company would prefer to pay fees directly to GSA, this can be arranged. We ask that an official letter or purchase order from your company be forwarded to fees@gsa.ac.uk. We will enrol you on the basis of this letter/purchase order. Invoices will be issued to the relevant company/sponsor within 4 weeks of enrolment.

## 5.6 US Federal Loan Funded Students

If a US Federal Loan pays your tuition fees, your first point of contact would be GSA's Student Welfare Office (welfare@gsa.ac.uk).

Student Welfare will advise Finance which students are receiving US Loan funding. Finance will then enrol the student on this basis.

## 5.7 Incoming Study Abroad Students

Tuition fees should be paid in full in order to enrol, as per the information for self-funded students above.

All study abroad students are considered liable to pay their own tuition fees, even if GSA has an invoicing arrangement with their home institution. Students should check the arrangements in place with their home institution regarding the payment of tuition fees.

GSA will only invoice their home institution or programme provider where a pre-existing arrangement is in place.

## 5.8 Payment Methods

Cash payments **ARE NOT** acceptable under any circumstances but you can pay fees in a variety of ways:

- Bank Transfer/BACS. Bank details can be obtained by contacting fees@gsa.ac.uk.
- Credit or debit card payment can be made at https://www.gsa.ac.uk/online-payments.

  To avoid delays in completing enrolment efficiently, make sure that when paying use the following options:

  *Account Group* - select 'Tuition Fees'

  *Account Type* - either select 'Tuition Fees/Deposits - With Student Number (if known) or select 'Tuition Fees/Deposits – Without Student Number (If unknown)
- Cheque – made payable to 'Glasgow School of Art No.1

**Always put your OWN name and student ID number as reference (even if someone else is paying on your behalf).**

Irrespective of the method of payment, any refunds of payments will only be made once the payment has fully cleared.

### 5.9 Fee disputes

This policy has been drafted to minimise the likelihood of a dispute arising in regard to fees.

Other than in relation to the determination of the fee status assigned in your offer to study at GSA, (see Section 2), none of the Academic Schools, the Registry or the Finance Office has any authority to vary the tuition fee that has been set.

If in the event that you do want to dispute your fee, you should follow GSA's formal complaints procedure.

### 5.10 Invoices and receipts

If you require an invoice for your company/sponsor or a receipt/proof of payment made, these can be requested by e-mailing fees@gsa.ac.uk.

## 6 NON-PAYMENT OF TUITION FEES

The requirement to pay deposits and tuition fees on time is ultimately the responsibility of the student. This also applies where the student will be funded or sponsored by a third party sponsor, such as the Student Loans Company, SAAS or corporate sponsor/employer.

Students who fail to make arrangements for payment of their tuition fees for any given academic year will not be permitted to enrol.

Once enrolled, students who have opted to pay in instalments must ensure that any subsequent fee instalments are received on time.

### 6.1 Fee instalment reminders

- Students opting to pay in full at time of enrolment, will not be sent any further reminders, as all fees would have been paid.

- Students opting to pay in 3 instalments - having paid the initial instalment to complete enrolment, students will be sent an e-mail reminding them of the remaining 2 instalment dates.

  Subsequent reminders that a payment is about to fall due will be sent 28 days before the due date.

- Students opting to pay in 8 monthly instalments - having paid the initial instalment to complete enrolment, students will be sent an e-mail reminding them of the subsequent monthly payment dates. No further reminders will be issued.

- Missed instalment payments - In the event that a single instalment payment is missed, a reminder will be issued, requesting immediate payment. In the event that 2 consecutive monthly instalments are missed, the instalment agreement will be cancelled and the full outstanding balance will become due.

### 6.2 Consequences of failing to pay tuition fees

If fees remain outstanding after these reminders, GSA may:

- Prevent you from enrolling or re-enrolling unless payment is made or payment plan is agreed. As a result you may be suspended from classes.
- Prevent you from graduating unless payment is made or payment plan is agreed .
- Prevent you from receiving your official Academic Transcript unless payment is made or payment plan is agreed.
- Remove access to School facilities.
- Withdraw you from your programme of study.

If the fee remains unpaid, GSA will utilise professional and reputable debt collection agents, together with any interaction with government agencies as required. Students leaving the School with any outstanding debt will be traced via the Debt Collection Agency engaged by the School and debts will be recovered via appropriate legal processes.

## 6.3 Financial difficulties

The School has a Student Welfare Team who may be able to offer advice, guidance and support for students who are encountering financial difficulties. More information can be found on the GSA website.

## 7 EVENTS OUTSIDE OUR CONTROL

In the event that our ability to deliver courses is impacted by events outside our control, Glasgow School of Art will use all reasonable efforts to adjust its delivery to achieve the intended learning outcomes.

Such events may include, but are not limited to, public health emergencies; extreme weather events; natural disaster; war; terrorist activity; riot; civil commotion; malicious damage; compliance with any law or government order, rule, regulation or direction; accident; breakdown of plant or machinery; fire; flood; industrial action; default of suppliers or sub-contractors; and, where they are beyond the reasonable control of Glasgow School of Art, any other acts, events, omissions or accidents;

Where such adjustments to delivery are made to, Glasgow School of Art will not return, reimburse, waive, discount, or otherwise reduce the tuition fee paid or due.

## 8 FURTHER INFORMATION

If you are unable to find the answer within this policy to a query you have regarding tuition fees, please e-mail fees@gsa.ac.uk for further assistance.

**WITHDRAWAL / LEAVE OF ABSENCE (LOA) EXAMPLES** (based on fees payable for new students starting in Academic Year 2024/25) Appendix 1

**Example 1: Self-paying International undergraduate student with annual tuition fees of £23,500.00 withdrawing or going on LOA:**

| | |
|---|---|
| £23,500.00 | Full annual tuition fee |
| £11,750.00 | 50% of annual tuition fee are due for self-paying International undergraduate withdrawing or going on LOA DURING or at the END of Semester 1 |
| £23,500.00 | 100% of the annual tuition fees are due for self-paying International students withdrawing or going on LOA DURING or at the END of Semester 2 |

**Example 2: Fully SAAS-funded undergraduate student with annual tuition fees of £1,820.00 withdrawing or going on LOA BEFORE 1st December**

| | |
|---|---|
| £1,820.00 | Full annual tuition fee |
| £0.00 | Students funded by SAAS will NOT be liable for tuition fees if they withdraw or go on LOA BEFORE 1st December |
| | *SAAS will pay the full annual tuition fee for students in attendance at 1st December |

**Example 3: Fully Student Finance-funded undergraduate student with annual tuition fees of £9,250.00 withdrawing or going on LOA:**

| | |
|---|---|
| £9,250.00 | Full annual tuition fee |
| £2,312.50 | Students withdrawing or going on LOA BEFORE the START of Semester 2 are liable for 25% of their annual tuition fee |
| £4,625.00 | Students withdrawing or going on LOA BEFORE the END of Semester 2 are liable for 50% of their annual tuition fee |
| £9,250.00 | Students withdrawing or going on LOA AFTER the END of Semester 2 are liable for 100% of their annual tuition fee |

**Example 4: Self-paying International 1-Year Postgraduate Taught course student with annual tuition fees of £25,000.00 withdrawing or going on LOA:**

| | |
|---|---|
| £25,000.00 | Full annual tuition fee |
| £8,500.00 | Students withdrawing or going on LOA DURING or at the END of Semester 1 are liable for 34% of their annual tuition fee |
| £16,750.00 | Students withdrawing or going on LOA DURING or at the END of Semester 2 are liable for 67% of their annual tuition fee |
| £25,000.00 | Students withdrawing or going on LOA in Semester 3 are liable for 100% of their annual tuition fee |

**Example 5: Self-paying International student on two 1 year-long Postgraduate Taught courses with annual tuition fees of £25,000.00 withdrawing or going on LOA:**

| | |
|---|---|
| £25,000.00 | Full annual tuition fee |
| £12,500.00 | Students who commence their studies in Semester 1 and withdraw or go on LOA DURING or at the END of Semester 1 are liable for 50% of their annual Year 1 tuition fee |
| £25,000.00 | Students who withdraw or go on LOA DURING or at the END of Semester 2 are liable for 100% of their annual tuition fee |

**Example 6: Self-paying International student on Postgraduate Research courses with annual tuition fees of £20,350.00 withdrawing or going on LOA:**

| | |
|---|---|
| £20,350.00 | Full annual tuition fee |
| £6,919.00 | Students withdrawing or going on LOA WITHIN 4 months of commencing their year of study are liable for 34% of their annual tuition fee |
| £13,634.50 | Students withdrawing or going on LOA BETWEEN 5 and 8 months of commencing their year of study are liable for 67% of their annual tuition fee |
| £20,350.00 | Students withdrawing or going on LOA BETWEEN 9 and 12 months of commencing their year of study are liable for 100% of their annual tuition fee |

**Example 7: Self-paying Home undergraduate student with annual tuition fees of £1,820.00 withdrawing or going on LOA:**

| | |
|---|---|
| £1,820.00 | Full annual tuition fee |
| £910.00 | Students withdrawing or going on LOA DURING or at the END of Semester 1 are liable for 50% of their annual tuition fee |
| £1,820.00 | Students withdrawing or going on LOA DURING or at the END of Semester 2 are liable for 100% of their annual tuition fee |

**Example 8: Self-paying Home 1-Year Postgraduate Taught course student with annual tuition fees of £9,700.00 withdrawing or going on LOA:**

| | |
|---|---|
| £9,700.00 | Full annual tuition fee |
| £3,298.00 | Students withdrawing or going on LOA DURING or at the END of Semester 1 are liable for 34% of their annual tuition fee |
| £6,499.00 | Students withdrawing or going on LOA DURING or at the END of Semester 2 are liable for 67% of their annual tuition fee |
| £9,700.00 | Students withdrawing or going on LOA in Semester 3 are liable for 100% of their annual tuition fee |

**Example 9: Self-paying Home student on two-year long Postgraduate Taught courses with annual tuition fees of £9,700.00 withdrawing or going on LOA:**

| | |
|---|---|
| £9.700.00 | Full annual tuition fee |
| £4,850.00 | Students who commence their studies in Semester 1 and withdraw or go on LOA DURING or at the END of Semester 1 are liable for 50% of their annual Year 1 tuition fee |
| £9,700.00 | Students who withdraw or go on LOA DURING or at the END of Semester 2 are liable for 100% of their annual tuition fee |

**Example 10: Self-paying Home student on Postgraduate Research courses with annual tuition fees of £6,150.00 withdrawing or going on LOA:**

| | |
|---|---|
| £6,150.00 | Full annual tuition fee |
| £2,091.00 | Students withdrawing or going on LOA WITHIN 4 months of commencing their year of study are liable for 34% of their annual tuition fee |
| £4,120.50 | Students withdrawing or going on LOA BETWEEN 5 and 8 months of commencing their year of study are liable for 67% of their annual tuition fee |
| £6,150.00 | Students withdrawing or going on LOA BETWEEN 9 and 12 months of commencing their year of study are liable for 100% of their annual tuition fee |

**Example 11: Part-self (£2,700.00) /part SAAS (£7,000.00) Home Student on 1-year Postgraduate Taught course with annual tuition fees of £9,700.00 withdrawing or going on LOA:**

| | | |
|---|---|---|
| | £9,700.00 | Full annual tuition fee |
| SAAS | £0.00 | students funded by SAAS for £7,000.00 will NOT be liable for tuition fees if withdrawing or going on LOA BEFORE 1st December |
| SAAS | £7,000.00 | The full annual tuition fee will be required to be paid for all students in attendance after 1st December |
| Self | £918.00 | Students withdrawing or going on LOA DURING or at the END of Semester 1 are liable for 34% of their annual tuition fee |
| Self | £1,809.00 | Students withdrawing or going on LOA DURING or at the END of Semester 2 are liable for 67% of their annual tuition fee |
| Self | £2,700.00 | Students withdrawing or going on LOA in Semester 3 are liable for 100% of their annual tuition fee) |

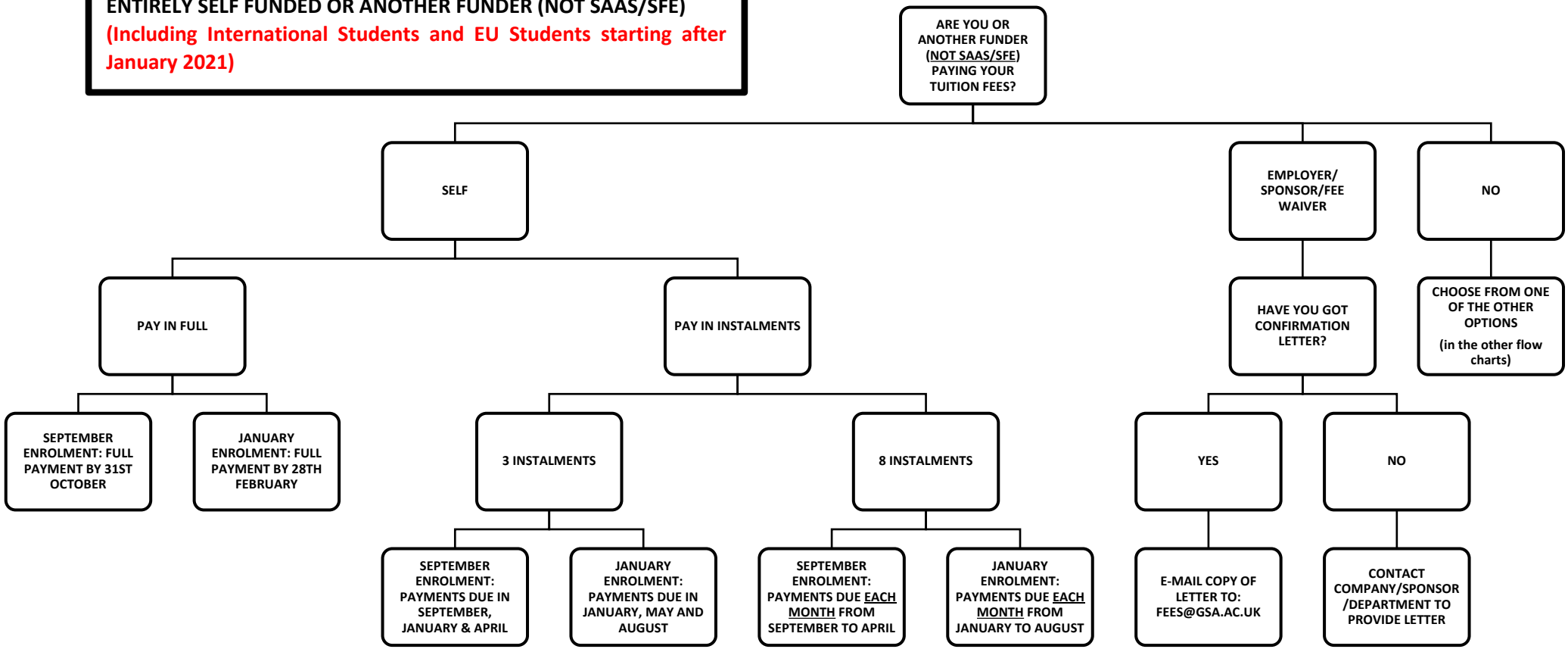
**Example 12: Part-self (£2,700.00)/part SAAS (£7,000.00) Home student on two 1-year long Postgraduate Taught course with annual tuition fees of £9,700.00 withdrawing or going on LOA:**

| | | |
|---|---|---|
| | £9,700.00 | Full annual tuition fee |
| SAAS | £0.00 | students funded by SAAS for £7,000.00 will NOT be liable for tuition fees if withdrawing or going on LOA BEFORE 1st December |
| SAAS | £9,700.00 | The full annual tuition fee will be required to be paid for all students in attendance after 1st December |
| Self | £1,350.00 | Students who commence their studies in Semester 1 and withdraw or go on LOA DURING or at the END of Semester 1 are liable for 50% of their annual Year 1 tuition fee |
| Self | £2,700.00 | Students who withdraw or go on LOA DURING or at the END of Semester 2 are liable for 100% of their annual tuition fee |

**Example 13: Self-paying International student on Postgraduate Research course with annual tuition fees of £25,000 going on LOA for 24 weeks**

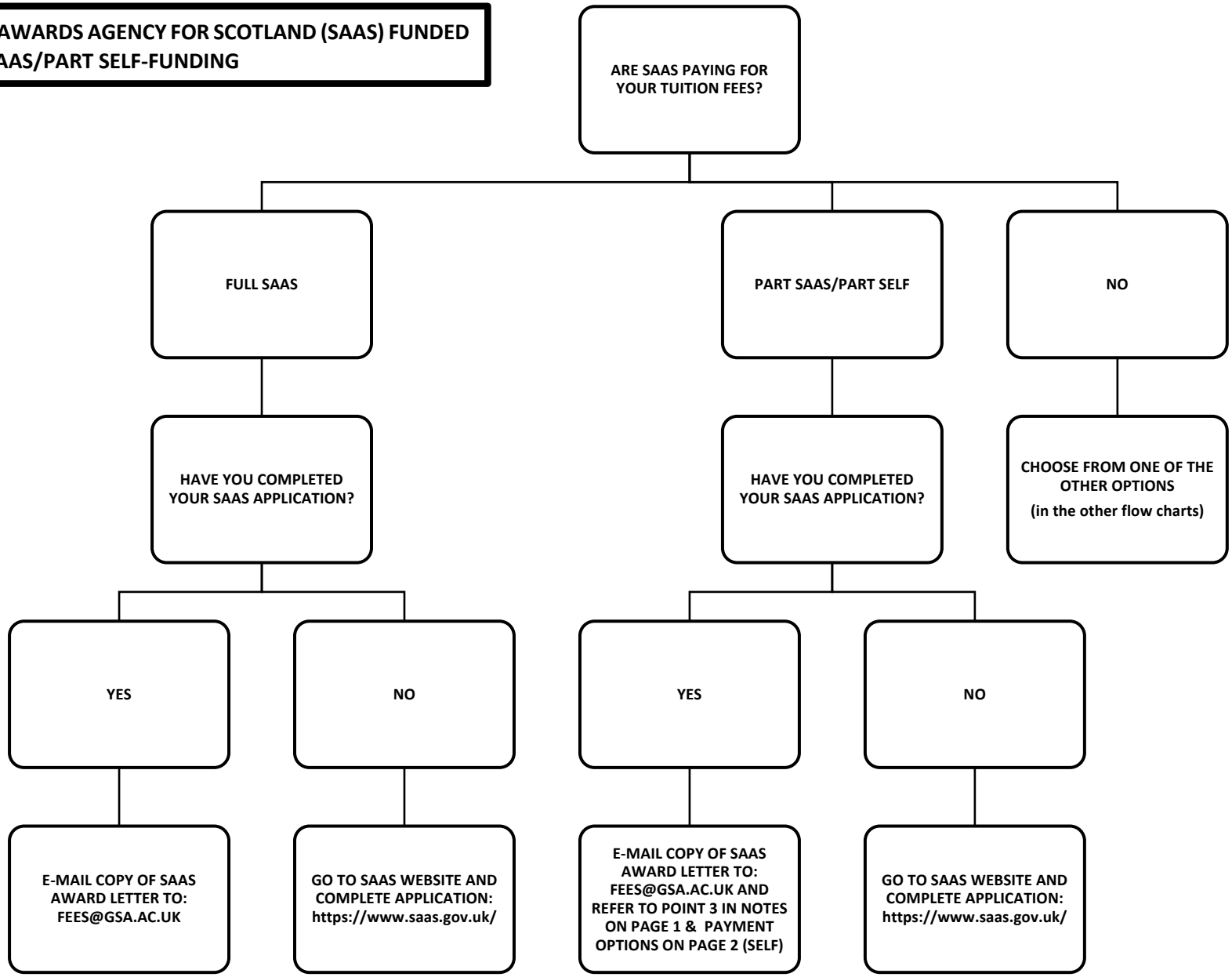
| | |
|---|---|
| £25,000.00 | Full annual tuition fee |
| £13,461.53 | Tuition fee due - Full tuition fee £25,000.00 divided by 52 weeks multiplied by length of remaining time attended (e.g. 28 weeks = £13,461.53) |

**ENTIRELY SELF FUNDED OR ANOTHER FUNDER (NOT SAAS/SFE)**
**(Including International Students and EU Students starting after January 2021)**




**NOTE**: ALL TUITION FEE INSTALMENT PAYMENTS **MUST BE CLEARED** BEFORE APRIL (SEPTEMBER ENROLMENT) OR AUGUST (JANUARY ENROLMENT), TO ALLOW ONLINE ENROLMENT FOR NEXT SESSION OR GRADUATION.

## STUDENTS AWARDS AGENCY FOR SCOTLAND (SAAS) FUNDED OR PART-SAAS/PART SELF-FUNDING



**STUDENT FUNDING ENGLAND (SFE) OR PART-SFE/PART-SELF FUNDING**

