

## FEE LIABILITY FOR THE ACADEMIC YEAR 2024/25

The following document sets out to explain how tuition fees are payable to the University, how tuition fees are charged for the academic year 2024/25, and how any liability is calculated following temporary or permanent withdrawal.

### 1. Payment Dates for Self-Financing Students

The University offers two methods of payment for self-financing students. The first option is to pay tuition fees in full during registration, either by debit card, credit card or bank transfer. The second option is to set up an instalment plan during online registration, with payments coming directly from a nominated debit card or credit card. If you choose to pay by instalments, the payment plan must be in place by the time the first instalment is due.

With the exception of International taught Masters students (also known as overseas Postgraduate Taught (PGT) students), for students commencing or returning to study in **the Autumn term** (September 2024), instalment plans can be set up online with three termly payments. The nominated debit or credit card will be charged on the following dates:

- First instalment (34% of tuition fee) 15 October 2024
- Second instalment (33% of tuition fee) 14 January 2025
- Third instalment (33% of tuition fee) 13 May 2025.

International taught Masters students are required to pay 50% of their tuition fee as a condition of registration. They can elect to pay the full fee at this point or to pay the second instalment by 14 January 2025.

For students returning to study from a period of temporary withdrawal in the Spring term (January 2024), instalment plans can be set up online with two termly payments. The nominated debit or credit card will be charged on the following dates:

- First instalment (50% of tuition fee) will be taken straight away, when the payment plan is set up
- Second instalment (50% of tuition fee) 13 May 2025.

For students returning to study from a period of temporary withdrawal in **the Summer term** (May 2024), the full fee will be due for payment during online registration.

### 2. New Entrants Withdrawing

No fees are charged when a new student notifies the University in writing of their intention to withdraw within three weeks of the commencement date of their first year of study.

For the academic year 2024/25, students will not be charged fees if they notify the University of their intention to withdraw by Friday 11 October 2024. If notification is received after this date, they will be liable to pay tuition fees.

New entrants withdrawing after Friday 11 October 2024 will be charged in line with the below guidelines for continuing students.

### **3. Continuing Students Withdrawing**

#### **Refunds of tuition fee overpayments:**

If you withdraw from your course, you may be eligible for a refund of any overpayments made towards your tuition fees.

Refunds made by the University are governed by a strict set of policies and procedures, to ensure that financial and Money Laundering Regulations are adhered to.

Where possible, all refunds will be returned to the person or organisation that made the original payment. Refunds will be made using the same method as the original payment.

In some cases, we will need to contact you to obtain further information or payment details before we can complete a refund. For larger refunds we may require additional information, including bank statements and photographic ID. Please ensure you provide a valid email address when you request your refund to enable us to contact you if necessary.

When a payment has been made by a third party, we may need to speak to them directly to confirm details and obtain payment information. Please provide an appropriate email address for the third party as the information must come directly from the person who made the original payment.

Where refunds are being returned to an overseas bank card or bank account, the University is unable to refund any shortfalls due to exchange rate fluctuations or offer compensation for any bank or other charges incurred.

Fee adjustments due to intermission or permanent withdrawal can only be applied once the appropriate process has been completed.

The University will make all efforts to process refunds within seven days of receipt of all required information. However, please allow up to four weeks for any refund payment to arrive in your bank account as the University cannot be held responsible for any delays relating to banking systems, which are outside of our control.

For more information, please see our refund pages at the below link: <https://student.sussex.ac.uk/money/fees/refunds>

### **4. Continuing students will be charged as per the below guidelines.**

**The following guidelines are for:**

- **Undergraduates (Home/EU and Overseas) PGCE Students (Home/EU and Overseas)**
- **Postgraduate Diploma and Certificate Programmes ending in June (Home/EU and Overseas).**

**When registering, tuition fees are charged according to point of entry**

Students commencing or returning to study in **the Autumn term** (September 2024) will be charged the full year tuition fee.

Students returning to study from a period of temporary withdrawal in **the Spring term** (January 2025) will be charged 75% of the full year tuition fee.

**How tuition fees are charged following temporary or permanent withdrawal**

For study commencing in **the Autumn term**, fees are charged based on your last date of attendance, and accrue as follows:

If the last date of attendance is on or before 26 January 2025, 25% of the full year fee will be charged. If the last date of attendance is on or before 11 April 2025, 50% of the full year fee will be charged. If the last date of attendance is after this date, 100% of the full year fee will be charged.

For return to study in the **Spring term** (following a period of temporary withdrawal) fees are charged based on your last date of attendance, and accrue as follows:

If the last date of attendance is on or before 11 April 2025, 25% of the full year fee will be charged. If the last date of attendance is after this date, 75% of the full year fee will be charged.

**The following guidelines are for:**

- **Postgraduate Taught Students (Home/EU and Overseas)**
- **Postgraduate Diploma and Certificate Programmes ending in September (Home/EU and Overseas).**

**When registering, tuition fees are charged according to point of entry**

Students commencing or returning to study in **the Autumn term** (September 2024) will be charged the full year tuition fee.

Students returning to study from a period of temporary withdrawal in **the Spring term** (January 2025) will be charged 67% of the full year tuition fee.

Students returning to study from a period of temporary withdrawal in **the Summer term** (May 2025) will be charged 33% of the full year tuition fee.

## How tuition fees are charged following temporary or permanent withdrawal

For study commencing in **the Autumn term**, fees are charged based on your last date of attendance, and accrue as follows:

If the last date of attendance is on or before 26 January 2025, 33% of the full year fee will be charged. If the last date of attendance is on or before 11 April 2025, 67% of the full year fee will be charged. If the last date of attendance is after this date, 100% of the full year fee will be charged.

For return to study in the **Spring term** (following a period of temporary withdrawal) fees are charged based on your last date of attendance, and accrue as follows:

If the last date of attendance is on or before 11 April 2025, 33% of the full year fee will be charged. If the last date of attendance is after this date, 67% of the full year fee will be charged.

For return to study in the **Summer term** (following a period of temporary withdrawal), if any of the final study period is attended 33% of the full year fee will be charged.

**The following guidelines are for:**

- **Postgraduate Research Students (full time or part time study).**

### **When registering, tuition fees are charged according to point of entry**

Students commencing or returning to study in **October** will be charged the full year tuition fee.

Students commencing or returning to study in any other month will be charged a pro-rata'd fee for the number of months they are studying that academic year.

### **Examples**

1. A student commencing study in October will be charged the full year tuition fee.
2. A student commencing study in November will be charged 11/12ths of the full year tuition fee.
3. A student commencing study in December will be charged 10/12ths of the year tuition fee.
4. A student commencing study in April will be charged 6/12ths of the year tuition fee.
5. A student commencing study in June will be charged 4/12ths of the year tuition fee.

## How tuition fees are charged following temporary or permanent withdrawal

Fees are charged on a pro-rata basis for the number of months that have been attended. The Student Records Team will advise Student Accounts of this information, who will amend your tuition fees accordingly.

**The following guidelines are for:**

- **Postgraduate Research Students (pre-submission, re-submission or extension).**

Periods of pre-submission, re-submission and extension are charged in set portions as detailed below. The Student Records Team will advise Student Accounts of the agreed period of attendance and tuition fees will be charged accordingly.

### **Pre-submission**

Periods of pre-submission are charged in quarterly blocks. The full year fee, covering 12 months, is £520.

A period of nine months pre-submission is charged at three quarters of the fee, £390.

A period of six months pre-submission is charged at two quarters of the fee, £260.

A period of three months pre-submission is charged at one quarter of the fee, £130.

### **Re-Submission**

Re-submission covers a period of 12 months, with a fee of £520.

### **Extensions**

Periods of extensions will be charged according to the type of attendance (examples are given below). In addition, a one-off extension fee of £130 will be due.

### **Examples:**

1. Six months extension of full-time study will be charged at six months of the full year fee, in addition to a one off extension fee of £130.
2. One year's extension of full-time study will be charged at 100% of the full year fee, in addition to a one off extension fee of £130.
3. Three months extension on pre-submission status will be charged at one quarter of the full year pre-submission fee, £130, in addition to a one-off extension fee of £130.
4. Nine months extension on pre-submission status will be charged at three quarters of the full year pre-submission fee, £390, in addition to a one-off extension fee of £130.

Further information can be found on the following webpage: <http://www.sussex.ac.uk/rsao/>