

Student Financial Regulations- W.E.F 1 September 2016

Leeds Trinity requires co-operation in the making of payments for goods and services provided by Leeds Trinity. Please seek advice immediately if you have problems as every effort will be made to help you if you encounter difficulties through no fault of your own.

If you owe Leeds Trinity money for any reason, which is not paid as arranged, you may not be automatically allowed to continue your studies. Also Leeds Trinity facilities including computer facilities, access to email, and, library borrowing rights, may be withdrawn. In the case of finalists, you may not be permitted to graduate. Leeds Trinity will refer students to a professional debt collection agency where appropriate.

Returning students will be allowed a four week provisional registration to clear any outstanding debts from the previous year in full. Any returning student in with a tuition fee debt at the end of the four week period will receive a letter from Student Administration notifying him/her that they are required to withdraw from Leeds Trinity. Those students with an accommodation debt will be expected to have agreed a payment plan before being allowed to fully register.

Debts are always pursued and you will remain liable for any debts you incur even if you withdraw permanently from Leeds Trinity.

1 Tuition Fees

1.1 Home/EU Students

1.1.1 Undergraduate, PGCE and full-time Foundation Degree Students

Students commencing their programme between September 2012 and August 2014

For students commencing their programme **between September 2012** and August 2014 the tuition fee is £8000¹.

Students commencing their programme between September 2014 and August 2015

For students commencing their programme Between September 2014 and August 2015 the tuition fee is £8500¹. (£9000 for Undergraduate 2 year degrees and PGCE students)

Students commencing their programme in or after September 2015

For students commencing their programme in or after September 2015 the tuition fee is £9000².

Transfers Students who commenced their programme who transfer to other institutions will be liable to pay for the number of weeks they have attended Leeds Trinity. Students who commenced their programme and transfer from other institutions will be liable to pay for the number of weeks they attend Leeds Trinity.

All students registering for a full year of study (full-time or part-time)

The full tuition fee is due within 4 weeks of the commencement of the published start date/ period for the programme. Failure to commit to pay tuition fees by this date will ultimately result in permanent withdrawal.

With the exception of students registering for the first time, Home and EU students withdrawing from Leeds Trinity during an academic year will be expected to pay a minimum fee of 5%. Please refer to the table below for the percentage fee payable.

Date of Withdrawal	Percentage Payable
Within two weeks of beginning of published teaching period	5%

¹ £2250 for Foundation Degree Programmes

² £5000 for Foundation Degree Programmes

October/December	25%
January/March	50%
April/July	100%

New students registering for the first time will be granted a two-week cool-off period from the published start date for their course during which time they may withdraw with no financial penalty. After this period the figures in the above table will apply.

It is a student's responsibility to inform Leeds Trinity that they wish to withdraw. A student will be liable for payment of tuition fees up to their last attendance date. It is important that the **withdrawal procedure** as set out in the academic regulations i.e. a completed withdrawal form is submitted to Student Administration.

If a student withdraws during an academic year and returns in a subsequent year to complete the year of study, then they will be charged for the first (part) year according to the table above and then the % remainder of the fee, in force in the year in which they return, when they return to complete their study.

Repeat study will be charged in full according to the fee in force in the year of repeat study. For planned repeat study periods of less than a year students will be charged a pro-rata weekly fee.

1.1.2 Part-time Foundation Degree Students

1.1.2.1 Six week modules

The fee for the relevant modules will be due 30 days after the commencement of the published start date/ period for the module.

Students who withdraw from a Foundation Degree programme comprising six-week modules, which are invoiced on a modular basis, will be expected to pay 10% for all modules they are registered on if they withdraw within the first two weeks and 100% if they withdraw in subsequent weeks.

It is a student's responsibility to inform Leeds Trinity that they wish to withdraw. A student will be liable for payment of tuition fees up to the date of their last attendance. It is important that they complete the **withdrawal procedure** as set out in the academic regulations i.e. a completed withdrawal form is submitted to Student Administration.

1.1.2.2 Semester or year-long modules

The fee for the relevant modules will be invoiced two weeks after the commencement of the published start date/ period for the module and will be due within 30 days of issue of invoice.

Students who withdraw from a Foundation Degree programme comprising semester or year-long modules, that are invoiced on a modular basis, will be expected to pay 100% of the fee for all modules they are registered on if they withdraw after the first two weeks.

It is a student's responsibility to inform Leeds Trinity that they wish to withdraw. A student will be liable for payment of tuition fees up to the date of their last attendance. It is important that they complete the **withdrawal procedure** as set out in the academic regulations i.e. a completed withdrawal form is submitted to Student Administration.

1.1.3 Postgraduate Students registering for a full year of study (full-time or part-time)

The full tuition fee is due within 4 weeks of the commencement of the published start date/period for the programme. Failure to commit to pay tuition fees by this date will ultimately result in permanent withdrawal.

Students withdrawing from full-time programmes during an academic year will be expected to pay a minimum fee of 5%. Please refer to the table below for the percentage fee payable.

Date of Withdrawal	Percentage Payable
Within 1 month of commencement	5%
Between 1 and 3 months	50%

after commencement	
Greater than three months after commencement	100%

It is a student's responsibility to inform Leeds Trinity that they wish to withdraw. A student will be liable for payment of tuition fees up to the date of their last attendance. It is important that they complete the **withdrawal procedure** as set out in the academic regulations on i.e. a completed withdrawal form is submitted to Student Administration.

All deposits paid to reserve a place on a programme are non-refundable, unless agreed otherwise in writing at the time.

1.1.4 Postgraduate Students registering for a module/module(s) over a period of less than an academic year

The fee for the relevant modules will be invoiced two weeks after the commencement of the published start date/ period for the module and will be due within 30 days of issue of invoice.

Students who withdraw from a postgraduate programme that is invoiced on a modular basis will be expected to pay 100% of the fee for all modules they are registered on if they withdraw after the first two weeks.

It is a student's responsibility to inform Leeds Trinity that they wish to withdraw. A student will be liable for payment of tuition fees up to the date of their last attendance. It is important that they complete the **withdrawal procedure** as set out in the academic regulations on i.e. a completed withdrawal form is submitted to student Administration.

1.2 International Students from outside the EU

1.2.1 New Students

New students registering for the first time on a full time course lasting at least one full academic year will be required to pay at least 50% of the full published tuition fee before a visa support document is issued. The remainder of the tuition fee must be paid within 4 weeks of the commencement of the published start date/ period for the programme.

New students registering for the first time on a course lasting **less than one full academic year** will be required to pay 100% of the tuition fee before a visa support document is issued or by the published registration date/period for the programme if no visa document is required.

If an entry Clearance Visa is refused, then any tuition fee paid in advance of the issue of a visa support document will be refunded (less a £150 administration charge) unless the visa refusal was due to fraudulent or illegal activities on the part of the applicant.

For those who are already in the UK but refused Further Leave to Remain after having registered at Leeds Trinity, the fee proportionate to the remaining part of the programme will be refunded unless the refusal document specifies any fraudulent or illegal activities on the part of the applicant.

1.2.2 Continuing Students

Continuing students re-registering on a full time course will be required to pay at least 50% of the full published tuition fee before registration. The remainder of the tuition fee must be paid within 4 weeks of the commencement of the published start date/ period for the programme.

1.2.3 Non Payment

Failure to pay at least 50% of the tuition fee before registration will prevent registration on the programme. Such students will not be allowed to register but will be recorded as having requested to register and, unless full payment is made, will be permanently withdrawn within 10 days of the published registration date and the withdrawal will be reported to the UK Border Agency. The student visa will thus be curtailed or cancelled. Failure to pay the remaining 50% within 4 weeks of the published start date will prevent full registration and again students will be reported to the UK border Agency.

1.2.4 Withdrawal

International students choosing to withdraw from Leeds Trinity during an academic year will be

expected to pay a proportion of the full fee as per the table below.

Date of Withdrawal	Percentage Payable
Within 2 weeks of commencement	50%
Greater than two weeks after commencement	100%

It is a student's responsibility to inform Leeds Trinity that they wish to withdraw. A student will be liable for payment of tuition fees up to the date that they complete the **withdrawal procedure** as set out in the academic regulations on i.e. a completed withdrawal form is submitted to Student Administration. The withdrawal will be reported to the UK Border Agency who will curtail or cancel your student visa.

2 Accommodation Fees

Accommodation fees are payable in three instalments to the following schedule:

44 Week contracts (Students on 2 Year undergraduate degrees):

Instalment	Date Due
1 st Instalment	w/c 5 th September 2016
2 nd Instalment	w/c 2 nd January 2017
3 rd Instalment	w/c 17 th April 2017

41 Week contracts (all other students):

Instalment	Date Due
1 st Instalment	w/c 19 th September 2016
2 nd Instalment	w/c 2 nd January 2017
3 rd Instalment	w/c 17 th April 2017

Specific amounts for payments will be on the individual contract.

Students are expected to pay within 2 weeks of the above due dates.

Students who fail to pay by the published deadlines should request a formal extension from the Finance Office to avoid unnecessary debt letters. Any students failing to pay for accommodation will ultimately be served a notice of eviction and the students will be referred to a debt collection agency.

Leeds Trinity reserves the right to withdraw meal card facilities if accommodation fees are not paid to schedule. Other Leeds Trinity sanctions may be applied.

3 Other Charges, Fees and Fines

Payment of all other fees, charges and fines are payable within 30 days of invoice/notification. Leeds Trinity reserves the right to withdraw services, facilities including computer facilities, access to email, and library borrowing rights, refuse registration and or/graduation and refer students to a debt collection agency if payments are not made in accordance with these regulations.