



## Tuition Fees Policy

1.	Introduction .....	1
2.	Tuition Fees.....	2
3.	Annual Tuition Fee Increase .....	2
4.	Undergraduate Fee status classification.....	3
5.	Paying Tuition Fees .....	3
6.	Repeat Study and Assessment Resits .....	3
7.	Non-Payment.....	4
8.	Grounds for Refunds .....	4
9.	How Refunds are applied .....	6

### 1. Introduction

- 1.1 The Tuition Fees Policy provides key information on the principles of setting tuition fees at NMITE. It explains how students can pay their fees, the tuition fee refund policy and how this is applied following a change in students' circumstances.
- 1.2 Studying at NMITE means students pay an annual fee for tuition; the Office for Students (OfS) sets the maximum tuition fee chargeable for full-time UK undergraduate students.
- 1.3 Students' fee statuses are defined by their domicile status e.g. Home (UK), Channel Islands, Isle of Man, EU (European Union and countries in the European Economic Area) and Overseas (other non-UK countries).
- 1.4 Students from the Republic of Ireland are currently eligible for Home fee status in line with the reciprocal agreement between the UK and Irish governments for Higher Education provision.
- 1.5 The Policy is monitored by the Finance Department, who ensure that the Policy is adhered to, is transparent and consistently applied.



## 2. Tuition Fees

- 2.1 Every student is charged a confirmed tuition fee for each year and/or pro rata year of their course. This fee covers the educational and related services made available to students whilst they study at the Institute, including tuition/supervisory services, access to learning/technical resources, assessment of submitted work, and support/welfare provision.
- 2.2 International Students will be required to pay a £3000 deposit to obtain their Acceptance for Study Certificate. This deposit will be non-refundable subject to 8.11 below.
- 2.3 It does not cover charges that may be incurred through accessing other NMITE services (including residential accommodation, optional activities or materials/printing/photocopy charges, library, or other fines). Please refer to the Student Handbook for further information
- 2.4 Students retain ultimate liability for the payment of their fees
- 2.5 NMITE reserves the right to withdraw a student from their programme if they fail to pay their tuition fees, or make satisfactory arrangements agreed with the Finance Department for a payment schedule.
- 2.6 NMITE reserves the right to prevent students from participating in graduation ceremonies or receiving their award documents if tuition fee related debt has not been paid.
- 2.7 Students will pay the fee terms and conditions in force at their initial enrolment on the course, subject only to annual increases. This commitment will hold good for the normal course length plus two years. After this time has lapsed, if for any reason students have not completed their course, including periods of leave of absence, students will be charged the new fee terms and conditions.

## 3. Annual Tuition Fee Increase

- 3.1 Where UK students or EU students covered by the Withdrawal Agreement are subject to regulated fees, the annual increase cannot exceed the UK government's maximum regulated tuition fee limit set for the relevant academic year. Normally the UK government gives prior warning of any changes to regulated fees.



- 3.2 For all other students not subject to regulated fees, tuition fees are subject to a maximum annual increase of the higher of 5% or Retail Price Index.
- 3.3 NMITE will publish fee changes on its website prior to the opening of applications for each academic year.
4. Undergraduate Fee status classification
  - 4.1 On receipt of your application, NMITE assesses your fee status determining the amount you are likely to pay after enrolment. This decision is based on guidelines provided by the Department of Education: Education (Fees and Awards) Regulations 1997.
5. Paying Tuition Fees
  - 5.1 Tuition fees are charged at the beginning of each academic year, payable in 3 instalments, with the first instalment due 14 days following registration at the start of the programme of study.
  - 5.2 Student funded by the Student Loan Company; tuition fees will automatically be drawn once registration has been confirmed 14 days following registration at the start of the programme of study.
  - 5.3 Students who will be sponsored by an external company/organisation; must provide a letter of confirmation of liability for payment of tuition fees in line with this policy. The letter must be provided on headed paper and signed by the person with authority to make such agreement.
  - 5.4 Payment of tuition fees (unless collected from the SLC) should be made via BACS.
  - 5.5 If a student is self-funding, they must demonstrate that they have the means to fund their programme of study before the 14-day cooling off period after which they become liable for the first instalment of the annual tuition fee.
6. Repeat Study and Assessment Resits
  - 6.1 Students required to repeat a period of study are liable to pay a tuition fee based on the most current tuition fees
  - 6.2 Students are not charged for assessment resits if they are not required to attend for the module content



## 7. Non-Payment

7.1 Students who miss agreed payments may be required to withdraw from their programme of study unless a satisfactory arrangement can be made with the NMITE Finance Department. Such arrangements may be:

- i. paying the annual tuition fee in full
- ii. providing evidence of a method of payment – e.g personal loan or confirmation from the SLC of tuition fee entitlement
- iii. setting up a direct debit plan or recurring credit/debit card payment without default on future payments

7.2 If a self-funding student is experiencing unforeseen financial difficulties; they must inform the Finance Department at the earliest opportunity to avoid an accumulation of unpaid fee instalments. The Finance Department will work with individual students to develop a payment plan if required.

## 8. Grounds for Refunds

8.2 Students have the right to withdraw from a programme of study.

8.3 NMITE can withdraw a student from their studies due to non-attendance, failure to complete registration or in line with policies within the Academic Regulatory Framework.

8.4 Students who withdraw from their programme within the first two week of the start date of their academic programme (excluding Welcome Week), will not be liable for a fee, with the exception of Overseas students who have paid a non-refundable deposit. This is referred to as the cancellation period. This is only applicable during the student's first academic year of study.

8.5 Students who wish to withdraw from their programme of study after the permitted 14-day cancellation period but up to the end of the 14<sup>th</sup> week for accelerated programmes, or the 10<sup>th</sup> week for Foundation year/standard programmes will be liable for

of their tuition fee for that academic year.

8.6 Students who wish to withdraw from a programme between the dates outlined below will be liable for 50% of their tuition fee for that academic year:



- Accelerated programmes: After the 14<sup>th</sup> week but before the 28<sup>th</sup> week of study.
- Foundation Year/Standard programmes: After the 10<sup>th</sup> week but before the 20<sup>th</sup> week.

8.7 Students who wish to withdraw after the 28<sup>th</sup> week for accelerated programmes and the 20<sup>th</sup> week for all unaccelerated programmes will be liable for 100% of their tuition fee for that academic year.

8.8

Week of withdrawal or start of Leave of Absence		Fees liability
Accelerated or Fast-track	Foundation Year/Standard	
Formal start dates up to 2 weeks*	Formal start dates up to 2 weeks*	0%
Week 3 to Week 14	Week 3 to Week 10	25%
Week 15 to Week 28	Week 11 to Week 20	50%
Week 29 onwards	Week 20 onwards	100%

\* *Statutory and permitted cancellation.*

The academic year starts on 1<sup>st</sup> August and finishes on 31<sup>st</sup> July.

8.9 Transfer or downgrade from a Master's qualification to a Bachelor's Degree, Diploma or Certificate qualification, except where:

- the transfer or downgrade is the result of a failure to progress on the higher qualification.
- academic services (teaching/supervision) for the higher award have been received.

8.10 Tuition fees will not be refunded for periods of Leave of absence; however, tuition fees paid for a period covered by a leave of absence can be carried forward to be used to pay for future tuition after a leave of absence has ended.

8.11 A deposit payment refund will be available if international applicants cannot take up their place due to failure to obtain the UK student visa, providing that the applicant's visa application:



- i. is valid - they have provided proof that they have the finance and qualifications required, and the documents provided are genuine as per Student visa requirements; and
- ii. is timely - they have applied for their visa at least 15 working days before the latest start date of the programme; and
- iii. the applicant provides proof of the visa refusal from a visa office.

8.12 No refund will be given for international students whose visa is refused for the following reasons:

- i. Fraudulent application - if any part of the application is deemed to be fraudulent. This includes, but not limited to, refusals based on Deception, False representations, Submission of false documents or false information, non-disclosure of relevant facts; or
- ii. More than one refusal for insufficient funds - incorrect account type is used / not enough money is showing in the account / the money has not been in the account for the required period: or
- iii. More than one refusal for incorrect documentation - documents have not been submitted as stipulated in the Home Office guidance: or
- iv. Not attending their visa appointment unless there are extenuating circumstances that can be evidenced.

## 9. How Refunds are applied

9.1 Refunds are calculated in line with the fee liability framework in section 8.8

9.2 SLC-funded Undergraduate students, and other sponsored students should be aware that NMITE will notify instances of leave of absence and course withdrawal, alongside any changes in fees to Student Finance Company or the equivalent funding body.

9.3 If fees were paid by a Direct Bank Transfer, the refund will be made to the same account.

9.4 The method of refund will be determined by the amount of tuition fees paid and owed up to the point of application. Therefore, subject to individual circumstances, a refund can be:

- i. a direct refund of tuition fees already paid.
- ii. a reduction in the tuition fees due.
- iii. a tuition fee debt reduction.



## 10. Fee Appeals

- 10.1 If a student is dissatisfied with the fee that they have been charged, they should follow NMITE complaints procedure.



Policy Owner	Finance Director	
Version Number	5.0	
Date Policy (Re)Approved	February 2024	
Approval authority	Executive Committee via Finance & Resource Committee	
Date of Commencement	On approval	
Equality Impact Assessment (EIA) completed	07/2021	
Amendment History	Date	Reason for Update
	03/2024	Amalgamation of Tuition fee information and refund policy
Summary of changes made to this version	Re-write of previous versions of the MEng/BEng Tuition Fee information and the Tuition fees and refund policy. Addition of sections 1-7,10. Re-ordering of 8-9.	
Date for next review	August 2025	
Related Policies, Procedures, Guidance, Forms or Templates	Student Contract – Terms and Conditions	
Policies superseded by this Policy	V4 – AY2022-23 V3 – AY2021-22 V2 – AY2020-21 V1 – 2020	