



HE TUITION FEE AND BURSARY POLICY (UNDERGRADUATE AND POSTGRADUATE)

2023-2024

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1. Introduction

The University reviews its fees and its fee policy annually. As part of the enrolment process students are asked to agree to the terms of this policy at the start of each year of study. 2023/24 fees for the different categories of student are set out below.

2. Home - Fees

2.1 The fee for all years of the undergraduate courses is £9,250 from September 2023.

2.2 The fee for full time postgraduate courses is £9,550. The fee for part-time students is £4,775.

2.3 Fees may increase each year for continuing students in line with Government recommended inflation rates, and subject to any fee regulations as explained in section 9.

3. Home Undergraduate Students Commencing Study in 2023/24 - Bursaries, Awards, & Scholarships

3.1 Creative Practice Support Bursary

The University will provide a cash bursary for new entrants in receipt of a full maintenance loan and whose family income is below £25,000 per annum. This cash bursary will be £250 in the first year, £350 in the second year and £500 in the third year.

3.2 Internally Progressing Students

In November 2023, a one-off Internal Progression Cash Scholarship of £500 payable (only in the first year) is available to students who directly progress from one of the University's further education courses to one of the University's undergraduate courses. There is no application process for the Internal Progression Cash Scholarship. Payments will be made based on student's attendance in the first term.

3.3 Care Leavers Bursary

A bursary of £3,000 per year is available to students who are assessed as a care leaver, using the criteria provided by Student Finance England. The bursary will be paid in three instalments of £1,000 at the start of each term. Students should contact Student Welfare to discuss eligibility.

3.4 Estranged Students Bursary

A bursary of £3,000 is available to students who are assessed as estranged from their parents using the criteria provided by Student Finance England. The bursary will be paid in three instalments of £1,000 at the start of each term. Students should contact Student Welfare to discuss eligibility.

3.5 Skin's Chancellor Scholarship

A cash scholarship of £3,000 per year for three years will be awarded to two Home students. The scholarships aim to support the general living and maintenance costs of students during their time at university to enable them to progress successfully. The successful students will receive £3,000 per year for three years in three increments paid in November, February and May, which are dependent on attendance and satisfactory academic progress.

3.6 These awards, scholarships and bursaries are available to undergraduate students commencing study in 2023/24. There are different arrangements according to which year you commenced your studies. Students who commenced study in earlier years should refer to the HE Tuition Fee and Bursary Policy in place when they commenced study. Details of relevant bursaries for all students are available on the University's portal. Assistance is available from the Student Welfare or the Finance department on how to access the information.

4. Home Postgraduate Students Commencing Study in 2023/24 - Bursaries, Awards, and Scholarships

4.1 Alumni award

A reduction in fees of £1,000 for full time students and £500 a year for part-time students is available to students who have graduated from the University in the last three years to postgraduate study from an undergraduate course at Leeds Arts University. The reduction will be applied to the advertised fee on enrolment.

4.2 Vice-Chancellor's Postgraduate Scholarship

A scholarship of £2,000 in the form of a fee discount will be awarded to one postgraduate student for one-year (for part time students the scholarship is allocated on a pro rata basis - i.e. a fee discount of £1,000 in each year of study) subject to an application process. The reduction will be applied to the advertised fee on enrolment. Alumni who are successful in their application for the Vice-Chancellor's Scholarship are not eligible for the Alumni Award.

5. International Students - Fees

5.1 Undergraduate Fees

The fee for all undergraduate courses (all levels), with the exception of BMUS (Hons) Popular Music Performance for 2023-24 is £16,700.

The fee for BMUS (Hons) Popular Music Performance (all levels) is £17,800.

Fees will increase by no more than inflation (based on CPI) each year for continuing students.

5.2 Postgraduate Fees

The fee for all full time postgraduate courses is £17,000.

6. International Undergraduate Students Commencing Study in 2023/24 - Bursaries, Awards, and Scholarships

6.1 Undergraduate International Progression Award

The Leeds Arts University Undergraduate International Progression Award is available to all Further Education international students directly progressing studies from either the Extended Diploma or Foundation Diploma at the University to an undergraduate course at the University. A fee reduction of £1,750 per year will be awarded and applied to the advertised fees on enrolment

Note: This discount is only available to students who are deemed to have had international student fee status throughout their entire time at the University.

6.2 Skin's Chancellor Scholarship

A cash scholarship of £3,000 per year for three years will be awarded to one international student. The scholarship aims to support the general living and maintenance costs of students during their time at university to enable them to progress successfully. The successful student will receive £3,000 per year for three years in three increments paid in November, February and May, which are dependent on attendance and satisfactory academic progress.

6.3 International Undergraduate Scholarships

The Vice-Chancellor's International Undergraduate Scholarship will be awarded to six full time undergraduate students for their first year of study, subject to an application process. A fee reduction of £2,000 will be awarded and applied to the advertised fee at enrolment.

Alumni who are successful in their application for the Vice-Chancellor's International Undergraduate Scholarship will not be eligible for the International Progression Award in the same academic year.

Note: International students are able to apply for either of the two scholarships but can only be awarded one.

Note: International students will still have to demonstrate that they have sufficient funds to meet Visa requirements.

7. International Postgraduate Students Commencing Study in 2023/24 - Bursaries, Awards, and Scholarships

7.1 Postgraduate International Progression Award

The Leeds Arts University Postgraduate International Progression Award is available to all undergraduate international students directly progressing from a Leeds Arts University degree to a postgraduate course at the University. A reduction of £1,750 per year will be awarded and applied to the advertised fees on enrolment.

Note: This discount is only available to students who are deemed to have had international student fee status throughout their entire time at the University.

7.2 International Postgraduate Scholarships

The Vice-Chancellor's International Postgraduate Scholarship will be awarded to five full time international postgraduate students for one year. A reduction of £3,000 will be awarded and applied to the advertised fee on enrolment.

Alumni who are successful in their application for the Vice-Chancellor's International Postgraduate Scholarship will not be eligible for the International Progression Award in the same academic year.

8. Equivalent Level Qualification Students

8.1 The fees for undergraduate students who hold an equivalent level qualification for undergraduate courses commencing September 2023 is £10,000 for each year.

8.2 Fees will increase each year for continuing students in line with Government recommended inflation rates, and subject to fee regulations as explained in section 9.

9. Changes to Tuition Fees

- 9.1 Fees for undergraduate Home students are regulated by the Government. They are set in line with legislation and subject to the University's approved Access Agreement for 2023/24. Fees may increase each year in line with legislation and the Government fee cap will apply.
- 9.2 Postgraduate and international fees are set by the University each year and published on the University's website. Fees for continuing students will increase by no more than inflation (based on CPI) each year.

10. Liability for payment

- 10.1 All students are liable to pay tuition fees. Students are responsible at all times for any fees or amounts outstanding to the University irrespective of how those fees are financed.

10.2 Home Undergraduate

If you are in receipt of student support through Student Finance England, Student Awards Agency for Scotland (SAAS), Student Finance Wales, Student Finance NI or Islands Governments (Jersey, Guernsey, Isle of Man), and the University does not receive your fee payment you will be held responsible for paying the fees due.

Students seeking tuition fee loans are required to apply to the relevant student finance organisation or Islands Governments. It is important that this application is made before enrolment and is made for the correct course, course year and amount. <https://www.gov.uk/apply-for-student-finance>

Students who have not made an application to the relevant student finance organisation or have had the application refused will be required to pay their tuition fees themselves. Should they subsequently decide to apply for funding, any tuition fees paid will be reimbursed on receipt of funds from the sponsor.

Students will only be able to enrol via the online enrolment system following confirmation that funding from the relevant student finance organisation or Island Government or other funding agreement has been provided or a satisfactory payment plan has been set up.

All Home students will be liable for annual tuition fees as follows:

- a. Students who withdraw or suspend before the Christmas break will be liable for 25% of the annual tuition fee. If you have decided to withdraw or suspend, notification of withdrawal/suspension must be received by the University prior to commencement of the second term in order to incur no further financial liability.
- b. Students who withdraw or suspend after the Christmas break, but before the Easter break, will be liable for 50% of the annual tuition fee. If you have decided to withdraw or suspend notification of withdrawal/suspension must be received by the University prior to commencement of the third term in order to incur no further financial liability.
- c. Students who withdraw or suspend after the Easter break, will be liable for the full year's tuition fees.

It is essential that you inform the University promptly if you are considering withdrawing or suspending your studies. If you have failed to promptly notify the University of your intentions you will be liable for tuition fees.

10.3 Home Postgraduate

If you have applied for a postgraduate loan for a Master's Degree, the funds will be paid directly to you and you will be responsible for ensuring that you have sufficient funds available at each payment liability date below.

Students will only be able to enrol via the online enrolment system following confirmation that a satisfactory payment plan has been set up.

You will be liable for one third of the annual tuition fee on the first day of each trimester. If you have decided to withdraw, notification of withdrawal must be received by the University prior to commencement of the following trimester in order to incur no further financial liability.

If you have an agreement that a Sponsor will pay your fees and the University does not receive the correct fee payment you will be held responsible for the outstanding balance.

10.4 International - Excluding US students in receipt of Federal Aid

You are liable for the annual tuition fee in full at enrolment. While students are permitted to pay the fees in two instalments, should you withdraw or suspend studies, the full fee is still payable.

The balance remaining after the initial deposit (see Section 11.4), can be paid in two equal instalments. The first, before enrolment and the final payment on the first day of the second term. If you withdraw you will not be eligible for a refund.

If you are in receipt of a loan from the Icelandic Government or Sallie Mae, evidence must be provided in advance of enrolment to allow us to plan as appropriate.

10.5 International - US students in receipt of Federal Aid

You are liable for the annual tuition fee in full at enrolment. While students are permitted to pay the fees in instalments, should you withdraw or suspend studies, the full fee is still payable.

The United States Government will pay your loan directly to the University in two instalments for Undergraduate students, three instalments for Postgraduate students. The tuition fees due will be retained by the University and the balance will be paid to your nominated bank account.

Should you withdraw, Title IV funds will be returned in line with the Return of Title IV Funds Policy and calculated using published semester/term dates. As you are liable for the annual tuition fee in full at enrolment you will be invoiced for any outstanding balance.

10.6 Assessment of Recognised Prior Learning

The University will charge for the assessment of prior experiential learning. The cost is £50. Applications will not be processed until payment has been received.

11. Withdrawal or Suspension of Studies

- 11.1 Please ensure that you inform the University promptly if you are withdrawing or suspending your studies; you will be liable for fees if you have failed to promptly notify the University of your intentions.

If your registration with the University is terminated for disciplinary or academic reasons or due to non-engagement on the course, the tuition fee liability (see section 10) will be calculated based on date of withdrawal and the outstanding tuition fees will still be due for payment.

- 11.2 If you wish to suspend your course of study, you will need to inform your Course Leader and complete a Suspension of Studies form. This will be sent to the Academic Registrar for approval.
- 11.3 Students resuming studies after a period of suspension and returning at the same point in the academic year at which they suspended will be charged the remaining proportion of the tuition fee based on the published fee for the academic year in which they return.
- 11.4 The tuition fee for students repeating or resubmitting and returning mid-year will be calculated based on the academic credit value to be repeated as a proportion of the total credits for the academic year in which they return.
- 11.5 Please refer to the Academic Regulations section on the portal for a Suspension of Studies form and information.
- 11.6 Cancellation of your agreed payment schedule without prior notification to the Finance team will constitute unilateral withdrawal from your course of study and you will be charged in accordance with the arrangements as set out in Section 10.

12. Methods of payment

12.1 The method of payment will depend upon the student's status.

12.2 Home Full Time Undergraduate Students

Full time undergraduate students may be eligible to apply to Student Finance (England, Wales, and NI) or Student Awards Agency for Scotland, for a student loan for tuition fees. The Student Loans Company will pay any amount directly to the University and you will repay the loan once you have left University. Repayment details are available from the relevant agency.

If you do not wish to take out a fee loan, or only wish to take out a partial fee loan, you will be responsible for paying fees directly to the University. A payment plan must be set up via the University's online payment system prior to enrolment.

12.3 Home Postgraduate Students

The postgraduate courses offered by the University are eligible for the postgraduate loan. The loan is a contribution to help with course related costs such as tuition fees and materials and is paid directly to you to spend at your discretion.

As the loan agreement exists between yourself and the SLC, no funds are paid directly to the University and you will be classified as a self-funding student.

As a self-funding student, you are responsible for paying fees directly to the University. A payment plan must be set up on the University's online payment system prior to enrolment. Payment can be made in full or in three equal instalments at the start of each term.

12.4 International Students

We require a non-refundable deposit of £2,021 (£2,000 tuition fee deposit, plus a £21 CAS

administration charge) before we issue your Confirmation of Acceptance for Studies (CAS) reference number.

If your visa application is refused (unless the visa is rejected on the basis of fraud), or current government advice (Foreign and Commonwealth Office or your own country's government) is not to travel, or you have attended but not passed the pre-sessional English course your deposit will be refunded. Deposits and tuition fee payments will not be refunded after the course has commenced.

If you are attending the pre-sessional English course, we require payment of a tuition fee deposit of £2,000, a £21 CAS administration fee, plus full payment of the pre-sessional programme fee before the start of the pre-sessional programme. A minimum of 50% of the remaining tuition fee for the main course of study must be paid before the start of the main course in September.

If you are applying for a Government loan from your own country, the non-refundable deposit is still payable before we can issue your Confirmation of Acceptance for Studies (CAS) reference number. If you are unable to take your place at the University as your application for a loan has been rejected, your deposit will be refunded. You will be required to provide evidence of your loan application and refusal with your refund request.

Deposits and tuition fees paid in your local currency must be paid through our partner Flywire.

If you are unable to use Flywire as a method of payment in your country please contact studentfinance@leeds-art.ac.uk.

Various payment methods are offered through Flywire depending on the country the payment originates from, including bank transfer and debit/credit card.

If payment will be made on your behalf by someone else (such as an employer or a relative), the University's Finance department should be informed on studentfinance@leeds-art.ac.uk, to assist with allocation to your account.

If you would like to pay using a UK registered debit or credit card, payments can be made via the University's online payment system.

The Flywire payment system is available for international payments only and should not be used for payments using UK registered cards.

On receipt of your deposit and any other requested documentation, we will issue your Confirmation of Acceptance for Studies (CAS) reference number. You will need your CAS reference number to apply for your Student Route visa, and you should make your application without delay.

12.5 International Students - In Receipt of a US Federal Loan

International students who are eligible for a US Federal loan will not be required to pay the £2,021 deposit. £21 charge for a Confirmation of Acceptance for Studies certificate (CAS) will be added to the first instalment of tuition fees.

Once all requested documentation has been received, you are holding an unconditional offer and your loan has been confirmed, we will issue your Confirmation of Acceptance for Studies (CAS) reference number. You will need this CAS number to apply for your Student Route visa, and you should make your application without delay.

12.6 Discounts for early payment

Any student paying their fees in full (or providing evidence of Federal Aid funding) before 31st August 2023 will be eligible for a 2% discount.

13. Outstanding Debts

13.1 No student with an outstanding tuition fee debt can progress to the next stage of their course of study, receive an award, be considered for further qualifications or be given a reference from the University. Failure to adhere to the agreed instalment plan may result in the facility to pay by instalments being withdrawn and the full balance becoming due immediately.

13.2 Once your fees become overdue, you will be contacted by a member of the Finance team. Reminder letters will be issued in line with the debt collection process. Following this your debt will be referred to our debt chasing agents. Failure to pay your tuition fee debt on time will result in the University withdrawing you from the course.

13.3 If you are withdrawn from the course due to non-payment of fees, the tuition fee liability (see section 10) will be calculated based on date of withdrawal and the outstanding tuition fees will still be due for payment. The debt will be passed to a debt collection agency.

13.4 If you need information on your debt or to discuss repayment plans you should contact the Head of Finance: Telephone: 0113 202 8007.

14. Fee Refunds - Home Students

If you do not start your course you will be eligible for a refund of any tuition fees paid.

15. Right to Cancel

The University's admissions process is subject to the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013. Details of your right to cancel are set in our Terms and Conditions 2023/24.

16. Financial Help & Advice

16.1 The University has a number of staff available to provide support and advice on a range of matters. If you are experiencing financial difficulties you should contact the Student Welfare team based in Blenheim Walk.

16.2 The University provides a hardship fund to support students with financial problems and challenges. Please see the University's website for a summary of financial support available and the eligibility criteria. Further support and guidance are available on eStudio after enrolment or directly from Student Finance on <mailto:finance@leeds-art.ac.uk>.