



Fees & Debt Management Policy **2026-2027**

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Fees & Debt Management Policy

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Introduction

The policy covers all types of income received via tuition fees, accommodation fees or other income.

Principles affecting how the university sets Tuition Fees

- Medr sets the maximum tuition fee chargeable for full-time Home undergraduate students.
- A fee plan is submitted to Medr for approval of the fees USW charges for full-time Home undergraduate students.
(<https://www.southwales.ac.uk/study/fees-and-funding/fee-and-access-plan/>).
- The University charges the UK Research and Innovation (UKRI) maximum studentship fee to full-time postgraduate research students.
- The University sets all other fees.

Tuition fees are subject to annual increases as follows:

- Full-time undergraduate Home students' fees may increase annually only where the Welsh Government increases the permitted level of inflation for fees. While it is not possible to predict whether there may be an increase or how much the increase may be, please note that it was increased from £9535 to £9790 by the Welsh Government in 2025.
- Part-Time undergraduate & postgraduate fees are reviewed annually and will usually increase in line with inflation, but this is subject to review depending on internal and external factors.
- Full-time postgraduate research Home students' fees are set the same as the UKRI maximum studentship fee, which usually increases each year, in line with inflation ([UK Research & Innovation indicative fee level](#)).
- Postgraduate taught full-time and part-time Home students' fee increases are reviewed annually and will usually increase in line with inflation, but this is subject to review depending on internal and external factors.
- International students' fee increases are reviewed annually and will usually increase in line with inflation, but this is subject to review depending on internal and external factors.
- Students who transfer course, or to a different mode of study (e.g. full-time to part-time or vice versa), will be charged according to the fee regime of the academic year during which they transfer.

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- Full-time undergraduate students studying 100 credits or more will be charged the full-time annual course fee.
- Full-time students repeating a full year of study will continue to be charged the full-time annual fee.
- Full-time, undergraduate students repeating fewer than 100 credits will be charged according to the number of credits taken pro-rata to the full-time fee.
- Full-time postgraduate students studying/repeating fewer than 180 credits will be charged according to the number of credits taken pro rata to the full-time fee (except where the course itself is less than 180 credits in total).
- Students who withdraw or have a break in study longer than any intervening vacation period (official interruption of studies notwithstanding), will be charged according to the fee regime of the academic year during which they return to study, where applicable.
- Students who withdraw, transfer or have an interruption of studies: see appendix 3.
- If there is an increase in tuition fees and such increase adversely impacts you, you will have the option of terminating your place on the course and there will be no penalty for doing so where we received your request to terminate before the start of the official course start date following an increase in tuition fees.

Fees & Debt Management Policy

Debt Management

It is important for the university to effectively manage debt as this:

- Maximises cash flows from each area of the business
- Minimises the risk of bad debt to the University

All decision makers across the University should be aware of the importance of cash management and co-operate with the financial process administrators, who will provide assistance and advice to other departments on debt management.

Student Fee Liability

Tuition Fees – Student becomes liable for fees on the course start date or enrolment date, whichever is the latter.

Accommodation Fees – Student becomes liable for fees on the date that the contract is signed.

Please refer to Appendix 1 Debt Collection Policy Tuition Fees for further detail.

Other Debtors

Invoices are due for payment within 28 days of invoice date.

Payment Methods

All student payments should be made online via the following link:

<https://www.southwales.ac.uk/payments-advice/payments-made-easy/>

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For the purpose of this policy, 'Students' are defined as persons registered or enrolled at the University to undertake a programme of study.

For the purpose of this policy, 'Student Loan Company (SLC) relates to the following funding bodies:

- *Student Finance Wales*
- *Student Finance England*
- *Student Finance Northern Ireland*
- SAAS

Students will not be allowed to enrol in any subsequent academic year if they have any prior year tuition debt outstanding. This includes students who have interrupted/suspended their studies, who will need to clear any fees due from the year in which they interrupted their studies before resuming studies in a subsequent academic year.

If the student leaves the University with outstanding debt, the University will follow the debt collection process to recover the outstanding debt. Students are responsible for paying all fees incurred whilst studying at the University. Any sponsored Student Route students who still have a debt balance at the end of their course will not be reported to UKVI for the successful completion of their course until the balance is cleared, which means the student will not be eligible to apply for a Graduate Route visa.

If a student is sponsored and the sponsor does not pay the debt due, the student is ultimately liable for this debt.

If a student is funded by the Student Loans Company (SLC), and the SLC revoke this funding, the student is ultimately liable for this debt.

The following information relating to tuition fees and financial support is available to the student prior to undertaking their chosen programme of study.

<https://www.southwales.ac.uk/study/fees-and-funding/>

Email: money@southwales.ac.uk

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- **SLC Funded Students**

If a student is taking out a loan from the Student Loan Company (SLC) to pay tuition fees, the student must make arrangements with the SLC in advance of enrolling on their programme of study. If the tuition fee funding received by the university does not cover the full tuition fee charged, the student will be liable for the shortfall.

Undergraduate (and Postgraduate N.I) students – Tuition Fees are paid directly to the university.

All other Postgraduate students – Postgraduate Loans are paid directly to the student and the student is responsible for paying the university.

If a student is funded by the Student Loans Company (SLC), and the SLC revoke this funding, the student is ultimately liable for this debt.

- **International Students**

<https://www.southwales.ac.uk/international/fees-scholarships/>

Students who are classified as international students will be required to pay their tuition fees as follows:

- Where the applicant requires a Confirmation of Acceptance for Studies (CAS) in order to apply for a visa, the minimum deposit must be paid, or proof of sponsorship must be provided prior to the CAS being issued.
- Minimum deposit is calculated at 50% of the net fee after scholarship award for Non-EU students, unless stated otherwise on a student's offer letter; and £3,000 for EU students.
- An international student wishing to enrol or re-enrol on a course is required to pay the minimum deposit as outlined above in advance for each academic year.
- Exceptions to this are the 5, 7, and 10 week Pre-session English courses, who are required to pay 100% of the net total fee.
- The remainder of fees must be paid in full at enrolment or in line with the payment options set out in this policy document.
- Norwegian students in receipt of the Norwegian Government loan, will be required to provide evidence of funding, pay 50% on enrolment and the remaining 50% by the end of the 1st month of the 2nd term of their course.

Fees & Debt Management Policy

- **Sponsored Students**

Students whose fees will be paid by a Sponsor, e.g. employer or Embassy, must provide proof of sponsorship at, or before enrolment on each year of their programme of study. If this is not provided the student will be invoiced accordingly and will become liable for their tuition fees.

International students sponsored by their government or by a company are not eligible for scholarships.

Proof of sponsorship includes a letter / email / purchase order addressed to the University of South Wales, from the Sponsor.

Students will be advised if their tuition fees remain unpaid by their sponsor.

If a student is sponsored and the sponsor doesn't pay the debt due, the student is ultimately liable for this debt.

Fees & Debt Management Policy

Tuition Fees - Payment Options

Fees must be paid in full at enrolment unless an instalment plan is arranged via our online Payments page as detailed below.

- **Full Payment.**

If the student chooses to pay in full at the time of enrolment, they may be eligible for an Early Payer Discount (EPD) of £300 providing the following conditions are met:

The student is enrolled on a full-time undergraduate course studying, and paying for, 120 credits in a year, and paying the fee themselves.

Or

The student is enrolled as a full-time student on a taught postgraduate course, paying for the full 180 credit fee in year 1, and paying the fee themselves.

Or

The student is classed as an international fee payer and is enrolled on a full-time postgraduate research degree and paying the fee themselves (n.b. This does not apply to a writing up or resubmission fee).

Please note:

- *EPD does not apply to students enrolled on a placement year.*
- ***EPD is only applicable to students not in receipt of other USW scholarships, bursaries and discounts** (with the exception of the International scholarship initiative:
<https://www.southwales.ac.uk/international/fees-scholarships/international-scholarships/>).*
- *Fees must be paid in full no later than 14 calendar days after the latter of the start date of their course or enrolment date as indicated on their academic record.*
- *Any student due a reduction in annual tuition fee due to discontinuation or a reduction in chargeable credits will no longer be eligible for Early Payer Discount.*

Fees & Debt Management Policy

- Instalments

The below instalment plan should be arranged for the full value of the student's tuition fee liability online at <https://epayment.southwales.ac.uk/fees>.

- Recurring Card payments

- All students - Equal, consecutive monthly instalments.
- Home postgraduate students may set up a recurring card plan for 3 payments made in line with postgraduate loan instalments.

Any failed instalment will automatically be attempted again 5 days following the original attempt. Should the second attempt fail, the instalment arrangement will be cancelled.

Any student who does not have an instalment plan in place for the full value of their tuition fee liability or has an instalment agreement that is cancelled leaving an outstanding debt, will be classed as a debtor and will be subject to the University's sanctions for debt recovery.

- Students studying International Foundation Pathway Programmes

- Students studying International Foundation Pathway Programmes will be required to pay their agreed deposit before enrolment and the remaining balance in full on or before the 1st working day of January of the following year for September cohorts and the first working day of May for January cohorts.
- Sponsors who are paying tuition fees on behalf of a students will need to adhere to the 28-day payment terms
- Please note all tuition fee payments for International Foundation Pathway programmes must be made to QA Higher Education. Details of payment methods will be provided to you during your recruitment process and after enrolment.

Tuition Debt Recovery

Any student who does not have an agreed instalment plan in place for the full value of their tuition fee liability, or has an agreed instalment plan that is cancelled leaving an outstanding debt will mean that the student is a debtor and is subject to the University's sanctions for debt recovery, which may include the following steps:

- Written reminders from the University
- Removal of Student's IT access
- Exclusion from studying at the University
- Revocation of the right to attend Graduation Ceremony
- The withholding of Certificate(s) and Transcript(s)
- Referral to third party debt collection agency

Refer to Appendix 1 'Debt Recovery Policy' for further detail.

All tuition debt must be cleared before a student is permitted to re-enrol or have their Certificate or Transcript released.

When all of the university's debt chase processes have been exhausted, any outstanding debt is reviewed on a monthly basis by the university's appropriate delegated authorities.

Exclusion Rules

Home / EU Students

Where a student has been excluded from the University for non-payment of tuition fees, they will not be permitted to return to complete the remainder of that academic year.

International Students (Student Route students)

Once a Student Route student reaches Stage 3, the student will be excluded from the University, and a letter will be sent by the Finance Department informing the student of this. Following a 10-working day appeal period, Academic Registry will report the student to UK Visas and Immigration (UKVI) in line with USW's Student Route compliance responsibilities. Once this report has been submitted, the University cannot revoke it. This report means that the University is withdrawing its sponsorship, and UKVI will curtail (shorten) the student's visa. Academic Registry will write to the student confirming this has been done. In addition, the student will be advised to leave the UK as soon as possible and asked to provide confirmation of travel arrangements. Should the student wish to return to continue their studies in the following academic year, the student must pay the outstanding fees and also pay any required deposit in accordance with the policy as outlined on page 7 of this document.

All Students

All Students who are excluded from their course for non-payment of tuition fees are therefore no longer classed as students of the University and will not be permitted to remain in Halls of Residence following stage 3 exclusion. They will therefore be expected to leave within 28 days.

Fees & Debt Management Policy

Accommodation Fees

Students are made aware of the cost of accommodation and the payment options available to them at the point of application. They are required to sign and agree the Terms of Contract and pay their reservation fee; with the signed copy to be produced in order to obtain a room key.

Accommodation Fees – Payment Options

Fees must be paid in full at the point of taking residency as outlined in the contract, unless an instalment plan is arranged via our online Payments page. The payment options are as follows:

Home Students

By instalment plan in 3 instalments, taken at the beginning of each term, as per the terms of contract.

<https://www.southwales.ac.uk/student-life/accommodation/payment/>

Any failed instalment will automatically be attempted again 5 days following the original attempt. Should the second attempt fail, the instalment arrangement will be cancelled.

International Students

Payment must be made in full as per the terms of contract.

Accommodation Fees – Debt Recovery

Any student who does not have an instalment plan in place for the full value of their accommodation fee liability, or has an instalment agreement that is cancelled leaving an outstanding debt will mean that the student is a debtor and is subject to the University's sanctions for debt recovery, which may include the following steps:

- Reminders regarding any outstanding balances
- Email informing student of failure to pay
- Invited to discuss non-payment with Accommodation Manager
- Finance issues a Notice of Possession Claim Letter Before (legal) Action and this is sent to student
- Referral to the third-party debt collection agency

Fees & Debt Management Policy

All accommodation debt must be cleared before a student is permitted to re-apply for any subsequent USW accommodation bookings.

Refer to Appendix 2 'Debt Collection Policy Accommodation Fees' for further information.

Financial Hardship

The University recognises that some students may encounter financial hardship during their studies.

It is recommended that students experiencing financial difficulties make contact with the Student Money Advice Team to discuss their particular circumstances at the earliest opportunity, using the links below:

[Student Money Advice Team | University of South Wales](#)

<https://www.southwales.ac.uk/study/fees-and-funding/contact-us/>

Withdrawals, Transfers and Interruption of Studies

Information on Withdrawals, Transfers and interruption of studies can be found in the following link:

<https://www.southwales.ac.uk/current-students/advice-zone/a-z/withdrawing-from-your-studies/>

Refer to Appendix 3 'Student Withdrawals and Interruption of Studies Policy' for further detail.

All Other Debtors

Debt Management

Exceptions to the standard 28 days payment terms must be agreed by the Chief Finance Officer or their nominee.

Sending reminders to debtors is the responsibility of the Finance Department. This consists of a prescribed process which is determined by time and responses from the debtor.

Whilst the debt recovery procedure maybe specific to each case, the following steps may be taken by the Finance Department to recover debt:

- Email Notifications
- Statements
- Written Reminders from the University
- Referral to third party debt collection agency

Partners & businesses' non-payment can constitute breach of contract with USW. This could trigger early notice being given on partner agreements.

Useful Contacts

Accommodation

[http://www.southwales.ac.uk/accommodation/
accom@southwales.ac.uk](http://www.southwales.ac.uk/accommodation/accom@southwales.ac.uk)

International

[https://www.southwales.ac.uk/international/
international.advice@southwales.ac.uk](https://www.southwales.ac.uk/international/international.advice@southwales.ac.uk)

Finance Department

[Payments made easy - University of South Wales
revenue@southwales.ac.uk](mailto:revenue@southwales.ac.uk)

Student Money Advice

[https://www.southwales.ac.uk/study/fees-and-funding/
money@southwales.ac.uk](https://www.southwales.ac.uk/study/fees-and-funding/money@southwales.ac.uk)

Advice Zone

[Contact the Advice Zone - University of South Wales](#)

Appendix 1

Debt Recovery – Tuition

Outstanding Tuition Fees – Self-Paying Students

Any student who does not have an agreed instalment plan in place for the full value of their tuition fee liability or has an agreed instalment plan that is cancelled leaving an outstanding debt will mean that the student is a debtor and is subject to the University's sanctions for debt recovery.

The University reserves the right to: refuse permission for Students to attend the Graduation Ceremony; and withhold certificates/transcripts where tuition fees are owed.

7 Day Reminder

7 days after the date of the invoice, the student will be sent an email by the Finance Department to both their university and personal email account (as provided by the student) stating that their invoice has been generated.

Stage One

28 calendar days after the date of the invoice the student will be sent an email by the Finance Department to both their university and personal email account (as provided by the student) reminding them that fees are due for payment. Their faculty will also be informed.

Stage Two

42 calendar days after the date of the invoice the student will be sent an email by the Finance Department to both their university and personal email account (as provided by the student). If arrangements are not made to pay fees at this point, the faculty will be notified, and the student's University IT facilities will be withdrawn following this stage.

Stage Three (Exclusion)

77 calendar days after the date of the invoice, the student will be sent an exclusion letter to their personal email account and applicable address (as provided by the student). At this point, enrolment will be terminated meaning the student will be excluded from their studies and must not attend any further teaching activities. The student must leave the University immediately (see earlier Exclusion rules). Students have the right to appeal against their exclusion. Notice of appeal must be made in writing to the Finance Department and must be received not later than 10 working days after the formal date on the notification of exclusion.

Letter Before Action (LBA)

Once the debtor is no longer a student, they will be sent a letter informing they have still not paid their outstanding tuition fees. At this stage the debtor will be informed that they have 14 days to pay the outstanding fees in full, failure to do so will result in their account being passed to a third-party debt collection agency.

Referral to Third Party Debt Collection Agency

As part of the University's debt recovery procedures, we use third party debt collection agencies. The University will only refer outstanding debts when all internal efforts have been exhausted.

The outstanding debt will be passed to the third-party debt collection agency who will liaise directly with the debtor. The third-party debt collection agency can, on behalf of the University, instigate legal proceedings to recover the debt; including obtaining judgment against the debtor and enforcing this judgment.

(This timeline is subject to university closures and exam periods, during which reminders may not be sent to enrolled students)

Outstanding Tuition Fees – Sponsors

Stage One

At least 28 calendar days after the date of the invoice, the Finance Department will send the sponsor a reminder that fees are due for payment. An email is also sent to the student to both their university and personal email account (as provided by the student), advising that fees are due for payment.

Stage Two

At least 56 calendar days after the date of an invoice, the Finance Department will send the sponsor a reminder advising that the student may lose their IT access for non-payment of the outstanding fees. An email is also sent to the student to both their university and personal email account (as provided by the student).

Stage Three

At least 71 calendar days after the date of an invoice, the Finance Department will send the sponsor a reminder.

LBA

The sponsor will be sent an LBA informing them that they have 14 days to pay the outstanding fees in full. Failure to do so will result in their account being passed to a third-party debt collection agency **or the outstanding fees being transferred to the student's account** (which will then fall into the Debt Collection Policy for Self-Paying Students).

Appendix 2

Debt Recovery – Accommodation

Outstanding Accommodation Fees

Any student who does not have an instalment plan in place for the full value of their accommodation fee liability or has an instalment agreement that is cancelled leaving an outstanding debt will mean that the student is a debtor and is subject to the University's sanctions for debt recovery.

7 Day Reminder

7 calendar days after the date of occupancy the student will receive an email from Finance informing them that they have failed to make the payment due.

Invitation to Discuss

14 calendar days after the date of occupancy, the student will be contacted by the Accommodation Manager or suitable representative and invited to discuss the non-payment.

Letter from Finance

21 calendar days after the date of occupancy, the student will receive an email from Finance informing them that they will be issued a Notice of Possession Claim if the outstanding balance is neither cleared nor on an agreed instalment plan.

Notice of Possession Claim

Following the above steps, the student will be issued a Notice of Possession Claim and will be expected to vacate the accommodation and pay any associated legal fees incurred by the university in accordance with the accommodation contract.

Letter Before Action

Should a student vacate university accommodation with fees outstanding, they will be informed that they have 14 days to pay the outstanding fees in full. Failure to do so will result in their account being passed to a third-party debt collection agency.

Referral to Third Party Debt Collection Agency

The account will be passed to the debt collection agency who will collect outstanding debt due to the University by liaising directly with the debtor. *(This timeline is subject to university closures and exam periods, during which reminders may not be sent to enrolled students)*

Appendix 3

Withdrawals / Interruptions of Study/ Transfers

Introduction

These regulations refer to the level of tuition fees to be charged to students who are withdrawn / transferred from their course / have an interruption of studies part way through their academic year. The regulations also give details on university policy regarding the payment of any refund of tuition fees due and the procedure for requesting a refund.

The effective date of a student's withdrawal / interruption of studies / transferral for the purpose of these regulations is the exit date entered on the student's record in the University's Student Administration and Management Information System (Quercus). *Requests to withdraw must be made on [Advice Zone Online](#). The exit date is ordinarily the same date on which a completed withdrawal form is received by the Advice Zone.*

A student that interrupts their studies will be charged as per the rules below in the year in which the interruption occurs according to the date of interruption. Students will need to clear any fees due from the year in which they interrupted their studies before resuming studies in a subsequent academic year. When they return in the following academic year, they will be charged the balance of the year's fees using the fee regime applicable at the start of the academic year in which they rejoin, providing that there are no changes to their curriculum.

N.B. Discontinuing refers to interrupted study, withdrawing or transferring from the University of South Wales.

Tuition Fee Liability – Home students

Undergraduate Students

- A 14-calendar date grace period will be allowed following the official course start date during which there will be no fee liability due
- A student discontinuing after the grace period, but before the second day of the second term, will be liable for 25% of their tuition fee.

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- A student discontinuing on or after the second day of the second term, but before the second day of the third term, will be liable for 50% of their tuition fee.
- A student discontinuing on or after the second day of the third term will be liable for their full tuition fee.

Full-time Postgraduate Students

- A 14-calendar day grace period will be allowed following the official course start date during which there will be no fee liability.
- A student discontinuing after the grace period, but before the second day of the second term, will be liable for one third of their full tuition fee after the dissertation cost has been deducted.
- A student discontinuing on or after the second day of the second term, but before the second day of the third term, will be liable for two thirds of their full tuition fee after the dissertation cost has been deducted.
- A student discontinuing after the second day of the third term will be liable for their full tuition fee.

Part-time Postgraduate Students

- A 14-calendar day grace period will be allowed following the official course start date during which there will be no fee liability.
- A student discontinuing after the grace period, but before the second day of the second term, will be liable for one third of their tuition fee.
- A student discontinuing on or after the second day of the second term, but before the second day of the third term, will be liable for two thirds of their tuition fee.
- A student discontinuing after the second day of the third term will be liable for their full tuition fee.

Part-time Professional Accounting & Finance Students (Non-MSc)

- A 14-calendar day grace period will be allowed following the official course start date during which there will be no fee liability, with the exception of the cost of any study materials provided, which will be payable in full.

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- A student discontinuing after the grace period, but within 4 teaching weeks of the course start date, will be liable for 25% of their tuition fee.
- A student discontinuing after the grace period, but within 8 teaching weeks of the course start date, will be liable for 50% of their tuition fee.
- A student discontinuing after 8 teaching weeks of the course start date will be liable for their full tuition fee.

Research Students

Research fees will be charged pro rata of the months studied. A student will be charged a full month's fee where they have remained enrolled in that month.

Tuition Fee Liability – International

In line with the compliance responsibilities of the University's Sponsor licence, USW is required to notify UK Visas and Immigration of any applicant who has been assigned a Confirmation of Acceptance for Studies (CAS) and does not enrol as well as any significant change of circumstance affecting students on a Student Visa during their studies. This includes, for instance, if a student is withdrawn from their programme, or interrupts/discontinues their studies with the University.

If a student chooses to discontinue their studies, they should contact their Personal Tutor/Programme Leader to discuss the reasons leading to their decision. They must also seek advice from the Immigration & International Student Advice team prior to making a decision to withdraw from their programme of study, as they will need to understand the implications of leaving the programme of study for their current Student Visa. *Requests to withdraw must be made on [Advice Zone Online](#). The exit date is ordinarily the same date on which a completed withdrawal form is received by the Advice Zone.*

Undergraduate Students

- A student discontinuing during the first term, but before the second day of the second term, will be liable for 50% of the tuition fee.
- A student discontinuing on or after the second day of the second term, but before the second day of the third term, will be liable for 75% of the tuition fee.

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- A student discontinuing any time on or after the second day of their third term will be liable for the full tuition fee.

Postgraduate Students

- A student discontinuing during the first term, but before the second day of the second term, will be liable for 50% of the tuition fee after the dissertation cost has been deducted.
- A student discontinuing on or after the second day of the second term, but before the start of the third term, will be liable for 75% of the tuition fee after the dissertation cost has been deducted.
- A student discontinuing any time on or after the second day of their third term are liable for the full tuition fee.

Part-time Professional Accounting & Finance Students (Non-MSc)

- A student discontinuing within 8 teaching weeks of the course start date will be liable for 50% of their tuition fee.
- A student discontinuing after 8 teaching weeks of the course start date will be liable for their full tuition fee.

Research Students

- A student discontinuing during the first 6 months will be liable for 50% of the tuition fee. From month 7 a student will be charged an additional full month's fee where they have remained enrolled in that month.

For Debt Recovery, please see Appendix 1.