Fees Policy

2022/23
Last updated: 25 November 2021
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The information is accurate at the point of publication (25th November 2021) but is subject to change in accordance with the terms of your Student Contract.

This Fees Policy is for students starting their course in 2022/23 academic year. If you started your studies in a previous year, please refer to the relevant Fees Policy. Please note, this policy is not applicable to the University’s Study Abroad and Short Course programmes. For more information, please visit our Study Abroad and Short Courses pages.

Please read the Fees Policy alongside your Student Contract. If you would like further information or advice, please contact the Student Advice Team here or email the University's Fees team at tuitionfees@arts.ac.uk
A. Tuition fees for different types of courses and students

Further Education (FE)

1. Please note, the following information relates to the current funding regulations. The FE funding regulations for the 2022/23 academic year will not be published until Spring 2022. For the most up-to-date information, please visit the University’s FE fees and funding page.

Home students

2. Under the current funding regulations, if you’re a Home FE student studying one of our publicly funded FE courses and you are under the age of 19 on 31 August 2022, you will not be charged tuition or exam fees.

3. If you’re a Home FE student aged 19 or over on 31 August 2022, you will be charged a tuition fee, unless otherwise agreed. There are various funding options available to Home FE students including Advanced Learner Loans which are offered through the Student Loans Company (SLC).

4. If you are studying an FE course that is not publicly funded, you will normally have to pay tuition and/or exam fees irrespective of age.

5. You can email the University Admissions Service at ual.ukfinance@arts.ac.uk to find out whether your FE course is publicly funded, the criteria for free tuition, and FE tuition fee levels. Further information can also be found on your chosen course page.

Channel Islands or the Isle of Man (‘Islands’) students

6. FE Islands students qualify for Home fee status. The same rules as those set out above for Home students studying FE courses will equally apply for FE Islands students.

Overseas fee-paying students

7. The University is free to determine its own tuition fee levels for Overseas fee-paying students studying FE courses. This includes EU nationals, unless you meet any of the conditions that would enable you to retain your Home fee status (please see further information below regarding how we determine your fee status).
Undergraduate

Home students

8. Institutions are currently allowed by law to charge Home undergraduate students fees up to a specified maximum fee cap. The fee cap for 2022/23 entry is £9,250. Further information can be found here.

9. There are currently different fee caps in place for undergraduate part-time students, Turing/Erasmus+ study year students and sandwich placement year students. Further details are available here.

10. If you’re a Home undergraduate student, you can receive financial support including tuition fee loans from the SLC. For further details, visit the SLC website.

11. Under the current funding arrangements, if you’re studying a course at a level which is equivalent to or lower than a qualification you already hold, you will not be able to receive any Government financial support. For example, a student who already has a Master’s level qualification will not normally be able to take out an SLC loan to fund an undergraduate-level course. This is sometimes known as the Government’s ‘ELQ’ policy. This policy does not apply to students in receipt of Disabled Students Allowance (DSA).

Channel Islands or the Isle of Man (‘Islands’) students

12. Undergraduate Islands students qualify for Home fee status so the same rules as those set out above for Home students studying undergraduate courses will equally apply.

Overseas fee-paying students

13. The University is free to determine its own tuition fee levels for Overseas fee-paying students studying undergraduate courses. This includes EU students, unless you meet any of the conditions that would enable you to retain your Home fee status (please see further information below regarding how we determine your fee status).

Postgraduate students

Home students

14. There is no legislative fee cap for Home postgraduate students (taught and research). Postgraduate fees are set by the University on the basis of cost of provision, market forces and other related factors.
15. UK Research and Innovation (UKRI) do offer financial support to eligible Home postgraduate students. However, they only offer a certain amount in any particular academic year. In these instances, the University will cover any shortfall in the tuition fees which would otherwise become payable. Proof of UKRI funding must however be provided.

16. If you’re studying a postgraduate research degree over multiple years, then your tuition fees may be subject to annual increase in line with section B below. If your tuition fees increase, we will notify you before the start of the next academic year.

Channel Islands or Isle of Man (‘Islands’) students

17. Postgraduate Islands students qualify for Home fee status. The same rules as those set out above for Home students studying postgraduate courses will equally apply.

Overseas fee-paying students

18. The University is free to determine its own tuition fee levels for Overseas fee-paying students studying postgraduate courses. This includes EU students, unless you meet any of the conditions that would enable you to retain your Home fee status (please see further information below regarding how we determine your fee status).

Courses offered on a unit-level basis

19. The University’s courses are generally made up of a number of units (modules). For some flexible learning courses each course unit can be studied individually. For this type of course a fee is charged per unit rather than for the entire programme or year of study.

20. Where a unit-level fee is charged it will be based on the amount of academic credit attached to the unit as a proportion of the total amount of credits of the full course. For example, a Master’s level postgraduate course normally consists of 180 credits. A 30-credit unit consists of one sixth (30/180) of the credit value of the overall course and so the fee for that unit will be based on one sixth of the overall Master’s course fee and rounded up to the nearest £10 where appropriate.

21. Separate fee rates per unit will apply for Home and Overseas students.

22. There are a small number of ‘UAL Open Courses’ which can be studied individually on an online basis and not as part of a larger course or programme of study. 2022/23 arrangements for these courses have not yet been determined and further information will be provided here when available.
B. How we determine what tuition fees we charge you

23. In some circumstances, tuition fees are governed by legislation and may be controlled by the Government and other funding bodies.

24. The amount you pay for your course depends on your fee status, the level of your course (pre-degree/further education, undergraduate, postgraduate) and your funding options.

25. Your Offer Letter will confirm your fee status together with details about your annual tuition fees.

26. We will review tuition fees annually to reflect a range of consumer and retail indices, but any increase will never exceed 5% of the preceding year’s tuition fees or, if lower, the fee limits imposed on us by the Government. In circumstances where the fees increase in accordance with contractual rights under the Student Contract, we will notify you as soon as possible, and in any event before the start of each academic year.

27. UAL courses may be offered in different ‘modes of attendance’, such as full-time or part-time study and may also be offered on an online basis.

28. Where a full-time course is also offered on a part-time basis then the fees for the part-time version are calculated on a pro rata basis. Your individual payments may differ from a full-time student but the overall cost for your tuition fees will be the same (subject to annual inflationary adjustments).

29. References to Fees in the Student Contract are tuition fees for the purposes of this Fees Policy.

Your fee status

30. Your fee status is determined based on your nationality, country of birth and country of permanent residence (as confirmed as part of your application). Your fee status determines the rate at which you pay your tuition fees and is not the same as your nationality. For example, some international students such as Irish nationals may be eligible to pay at the Home fee rate, and some UK students may be assessed as paying the Overseas fee rate.

31. More details on how your fee status is determined, and the fees applicable to each fee status, can be found here. The fee status applying to you personally will also be detailed in your Offer Letter.

32. You can contact the Student Advice Service if you would like to discuss your fee status before you apply. You can also contact the College that you are applying to for more information regarding your fee status.
Fee status changes for EU students

33. If you are an EU national and you are starting your course in 2022/23, you will normally have Overseas fee status and will pay the Overseas tuition fee rate (subject to some exceptions as outlined below). You will not be entitled to receive the financial support available to Home students. For more information on funding, please visit our page on International student fees and funding.

34. This does not apply to you if you started a course in 2020/21 or earlier and you remain on the same course in 2022/23. It also does not apply if you are an Irish or other EU national who retains the right to pay Home fees. For more information on the criteria EU nationals need to meet to be classified as Home, please visit the UKCISA website.

Fee changes for Erasmus and other exchange students

35. If you are an ‘incoming’ Erasmus+ exchange student (Home and Overseas fee-paying), you will not be charged a tuition fee. The same applies if you are an incoming student on a non-Erasmus exchange programme, unless the relevant exchange agreement says otherwise. Further information about the University’s student mobility schemes can be found here.

36. If you are a Home student on a full-year ‘outgoing’ Turing or non-Erasmus exchange programme, you will be charged a tuition fee. The fee for the 2022/23 academic year will be £1,385. For further information please visit our Fees and Funding page. The existing Erasmus+ exchange scheme runs until May 2023 and so students on an Erasmus mobility scheme in 2022/23 should seek further advice from their College.

Admission with Academic Credit

37. If you believe that you have the appropriate qualifications and experience to start a course at a point later than the start of the planned programme of study, you may be considered for admission with Academic Credit. Accreditation of Prior (Experiential) Learning (AP(E)L) will be used to assess your application. Further information about this process can be found in the University’s Admissions Policy. If you are accepted for Admission with Academic Credit, you may be charged a reduced tuition fee to reflect the reduced period of study and level of academic credits for which exemption has been agreed.
C. Bursaries, scholarships, awards and other fee discounts

38. UAL offers a number of scholarships, bursaries and other awards which can cover all or part of your student fees. Eligibility criteria vary and depend on the level of your course. For more information, visit our Scholarships search.

Progression bursaries and discounts

39. You could be eligible to receive a progression bursary if you are a Home student and you successfully complete one of our Foundation Diplomas in Art and Design (FAD) in 2022/23 and choose to progress directly to an undergraduate course at UAL the following academic year (2023/24). This bursary is equivalent to 50% of the value of the FAD tuition fee for 2022/23. This bursary is means tested: please contact the Student Advice Team here for further information. This will also apply to you if you successfully complete one of our FAD courses in 2021/22 and progress directly to an undergraduate course at UAL in 2022/23.

40. We also offer progression discounts to all UAL graduates starting a postgraduate Master’s course (MA, MSc, MRes) at the University in 2022/23. This is split between years if your course lasts more than one year. The level of discount for those starting their course in 2022/23 will be 20%. This applies to any student (Home or Overseas) who has already successfully completed an undergraduate, postgraduate or study abroad course at UAL. Students on Teaching and Learning Exchange (TLE) courses are not eligible for this discount. For more information, please go to our Postgraduate Progression Discount page.

41. UAL graduates undertaking a Master’s course on a flexible learning (unit-level) basis, as set out in section A above, are also eligible for this discount, which is applied to the fee for each unit. Individual ‘Open’ postgraduate units which are studied individually and not as part of a wider Master’s course are not eligible for the discount. Please see paragraph 22 of this policy for more information about these courses.

42. If you are in receipt of a scholarship or bursary, please check the terms of your award to see whether this will affect your entitlement to a progression discount.

43. Your Offer Letter will include details of the total cost of your tuition fees taking into account any applied discount. For more information, visit our Postgraduate Progression Discount page.

44. Separate discounted fee arrangements apply to Overseas fee-paying students (undergraduate and postgraduate) coming to study at UAL from
international partner institutions. If you are eligible this will be discussed with you as part of the admissions process and documented in your Offer Letter.

D. Additional costs

Mandatory charges

45. There are some circumstances in which you could be charged additional mandatory charges on top of your tuition fees. The University will provide full details of any additional mandatory charges as part of the course information made available on the course pages on our website and in your Offer Letter. Examples of additional mandatory fees include:

- Certain examination fees (also known as ‘awarding body registration fee’) for FE courses.
- Mandatory equipment and materials.
- Travel and accommodation costs for compulsory field trips and residencies.

46. You will be responsible for paying any such additional mandatory charges.

Optional costs

47. There may also be optional costs that fall outside of your tuition fees such as optional trips, events and other course-related materials that we make available for purchase (sometimes at discounted rates). These costs may be subject to a separate contract between you and the University and the details of these terms (if relevant) will be communicated to you at the time of purchase.

48. If you decide to rent student accommodation through the University, the fees will be subject to a separate contract as they fall outside of your Student Contract. For more information about your accommodation options, please visit our Accommodation services.

E. How to pay your fees

49. Tuition fees and additional charges are charged in pounds sterling (GBP).

50. You can pay your fees and any additional charges by internet banking or bank transfer. You may also use the University’s secure online payment facility on our How to pay your tuition fees page. You just need your student ID number, which you can find on your Offer Letter. Subject to ongoing COVID-19
disruption, we may also allow you to pay your fees in person or over the phone. Further information can be found in your Student Contract.

51. Typically, your tuition fees for a particular academic year must be paid in full at or by the start of the academic year. However, there are some circumstances in which we will accept payment in instalments. Exceptions to this general rule are set out below.

52. If your tuition fees are paid by SLC loan, written evidence must be provided to the University at or by the course enrolment date. If your tuition fees are not subsequently paid by the SLC, you will be liable for any outstanding tuition fees in accordance with the terms of your Student Contract.

**Sponsored students**

53. If an employer, other organisation or non-UK Government organisation agrees to pay all or part of your tuition fees, the University will invoice them for the appropriate amount.

54. In these circumstances, you will need to provide confirmation of your sponsorship in writing for each year of study being funded before you can enrol without payment. Further information about sponsorship can be found on our [How to pay your tuition fees](#) page, which should be read alongside the Student Contract.

55. If your sponsor fails to pay the relevant fees when due or withdraws their support at any point, you will be liable for any outstanding fees in accordance with your Student Contract.

56. Some non-UK Government sponsors may pay the fees to the student rather than directly to the University. This may also be in termly instalments. If this is the case for you, you will be required to provide written evidence of this and ensure you pay the fees to the University when due. If, in these circumstances, sponsorship is withdrawn at any point then you will be liable to pay the full fee.

57. Where a sponsored student chooses to withdraw from their course, the fee liability of the sponsor will be limited to the level accepted by the sponsor. The sponsored student will not be asked to make up any shortfall. This does not apply to self-funded students.

58. Parents, family and friends do not count as sponsors. If they pay all or part of your fees, you will be treated as ‘self-funding’ and you will be expected to pay the fees accordingly.

59. You can find more information about sponsorship options on our [How to pay your tuition fees](#) page.
Instalment payments

60. You may pay your tuition fees in instalments if you’re studying a postgraduate course that is 30 weeks or longer in duration. This includes our Graduate Diplomas.

61. We will accept instalment payments for any student who is self-funding for one academic year as a result of previous study. For example, we will accept instalment payments if you’re a Home undergraduate student in receipt of maintenance funding but you have to pay your own fees for one year because your ‘previous study’ means you cannot take out a SLC loan for that specific year. During this self-funded year, you’ll be able to pay one third of the fee each term, payable after receipt of the termly maintenance payment. Please speak to our Student Advice Service for more details.

62. If you’re paying your tuition fees in instalments and you choose to withdraw, you may still be liable to pay up to the full year’s fee. Please refer to section G below for more details on withdrawals.

63. If you decide to take a full or partial year out from your studies, you will still be expected to pay your fees under the terms of your instalment arrangement unless otherwise agreed. In exceptional circumstances, you can request a suspension of the instalment arrangements until you return to your course.

64. For more information on instalment payments, please contact the University’s Fees team or visit our How to pay your tuition fees page.

F. Fee Deposits

65. Overseas fee-paying students are required to make a fee deposit to secure their place at UAL. It will be a condition of the Student Contract that the deposit is paid in accordance with the terms of the Offer Letter.

66. If you are being sponsored by an official financial sponsor, as defined by the UK Home Office, you may request a deposit waiver. You should upload evidence of the sponsorship via your UAL Portal.

67. The fee deposit is refundable if you request a refund within 14 days of paying it. If you request a refund, your application will automatically be withdrawn. The deposit may also be refunded after this 14-day period but only in certain circumstances. Please refer to section G for further information about withdrawals.

68. If you choose to transfer to a different UAL course to the one you originally applied for, your deposit can be put towards your new course.
69. If you choose to defer your place, any prepaid funds may be carried forward to the next academic year. This does not apply to short courses or English language courses.

70. You can find more information about fees for Overseas fee-paying students on our International Students and money page.

G. Refunds, withdrawals and fee liability

71. In certain circumstances, you may be eligible to request a refund for any paid tuition fees, including deposit payments. You can find more information about refunds in your Student Contract.

72. If you choose to withdraw from your course and you are eligible for a refund, the refund amount will be determined at the point at which you withdraw. The University may be entitled to retain sums or request an additional payment to reflect the unavoidable losses suffered by the University as a result of your withdrawal, dependant on the circumstances.

73. All fee refunds are paid to whoever originally paid the fees within 14 days of the refund being approved and receipt of all the required information.

74. If you have any outstanding debts, the University is allowed to deduct any amount owed under the Student Contract from your refund.

75. If you choose to withdraw but you are not covered by any of the following conditions, you will continue to be liable for up to the full fee for that particular academic year.

Automatic refunds

76. You will normally be eligible for an automatic refund of the tuition fees, including fee deposits, that you have already paid if:

   a) You have made an overpayment. This could be where a sponsor agrees to pay your fees after you have paid your fees in full.
   b) You do not meet the conditions of your offer in time to enrol on your course.
   c) UAL terminates the contract pre-enrolment because the course is no longer on offer. This can happen if the University is unable to secure the minimum number of students required to start the course or if the course fails to obtain the appropriate validation approvals.

77. If you meet any of the above conditions, you will be entitled to a full refund of all the tuition fees you’ve paid or of the amount you have overpaid.
Other types of refunds

78. You may also be eligible to request a refund, which includes fee deposits, due to one of the following reasons (not exhaustive):

   a) If your visa application is refused. A copy of the refusal letter must be sent alongside your refund request.
   b) If your course is withdrawn once it has already commenced and a satisfactory alternative cannot be found.
   c) If you have other exceptional reasons for not taking up your study place including serious illness, bereavement, medical emergency or long-term medical care of a close family member. Medical evidence may be required.
   d) If you or the University is in serious breach of the Student Contract.
   e) If you requested to defer your place, but UAL declined your request.

79. If you meet any of the above conditions, any agreed refund will be calculated on a pro rata basis. The University may be entitled to retain a certain amount to cover its reasonable losses as a result of the termination of the Student Contract (where this applies).

80. In the event of course closure a student may be entitled to a fee refund or compensation if satisfactory alternative arrangements cannot be made. Please see the University’s Refund and Compensation Policy for further information.

81. Even if you choose not to end the Student Contract, you may be entitled to receive a proportionate refund if the University is in serious breach of the Student Contract and has not been able to resolve it within a reasonable time. Depending on the circumstances, you may also be entitled to receive other redress, including financial compensation from the University.

82. If you have filed a curriculum-related complaint against the University which has been upheld, then any resulting fee refund must be endorsed by the relevant Dean and submitted by them to the University Secretary for consideration and approval.

Withdrawal within the first 14 days of the course start date

83. If you are a Home or Overseas fee-paying student and you wish to withdraw from your course within 14 days of the official start date of the first year of study, the University will refund any sums already paid. This is subject to the University retaining any deposit paid together with an amount to cover its reasonable losses as a result of your withdrawal.
84. This also applies if you’re a direct entrant to the second or third year of a course or if you join a course later than the official course start date. In this instance, the 14-day period starts from your agreed start date.

85. The 14-day period starts on the official start date of the course and not from the date of enrolment. Any freshers’ activities such as a ‘Freshers’ festival’ are included in this 14-day period.

86. This does not apply if you are starting the second or any subsequent year of your course.

Withdrawal more than 14 days after the course start date

87. If you wish to withdraw after this 14-day period, you will normally be liable for the full year’s fee.

88. In some circumstances, the University is able to offer a refund. The amount is determined at the time you choose to withdraw. The University is entitled to retain sums, or request additional payment, to reflect any unavoidable losses as a result of your withdrawal. Please see below for further information.

Withdrawal at a recognised exit point

89. If you withdraw from a course at a recognised exit point, you will only be liable for the relevant proportion of your overall tuition fees. For example, if you leave your Master’s course at the PgCert stage, then you would only have to pay fees up until that point on your course.

90. If this results in an overpayment, then you will receive a refund of that overpayment.

91. This also applies to research students.

Withdrawals and SLC support

92. If you’re an undergraduate student receiving an SLC tuition fee loan and you choose to withdraw from your course, you are covered by the ‘SLC loan exception’. This means the SLC will only pay the University an amount that is proportionate to your attendance and you will not be liable to pay the remaining balance for that academic year. For example, if you only attend the autumn term, the SLC will pay the University the autumn term fees payment and you will not be liable for the rest of the academic year’s fees.

93. This also applies to Home FE students taking out an Advanced Learner Loan through the SLC.
94. You are also covered by the ‘SLC loan exception’ if you can provide evidence demonstrating that you have applied for SLC fees support in a timely manner but have not yet received it. This applies even if you withdraw from a course before any payment of fees has been made. For example, if you’re an undergraduate student who has applied for but has not yet received an SLC loan, and you choose to withdraw more than 14 days after the course start date, you will not be liable to pay the full year’s tuition fee.

95. You are not automatically exempt from fees liability if your application for SLC support is expected to be unsuccessful. For example, in the case of an Overseas fee-paying or Equivalent or Lower Qualification (ELQ) student who is not eligible for SLC support.

96. If your tuition fees are being paid partly through a SLC loan and partly through up-front payments, then only the portion of fees paid by the SLC loan will be covered by the ‘SLC loan exception’.

97. If you are a postgraduate student (taught or research) and you have taken out an SLC loan, you may choose to use some or all of it to contribute towards your tuition fees. However, if you withdraw from your course more than 14 days after the course start date, you will continue to be liable for the full fee. This is because the postgraduate SLC loan is not specifically for fees and is paid to you rather than directly to the University, and so it is your decision as to how you use the loan funds.

Medical issues

98. If you are prevented from continuing your course due to medical or other exceptional reasons outside your reasonable control, you may be eligible to receive a fee refund. Any such refund request must be supported by evidence and the University will decide each case based on your individual circumstances.

99. In the unfortunate event of the death of a current student, there is an entitlement to a refund of any tuition fees paid for uncompleted terms of the academic year in question.

H. Referrals, re-sits and repeated study

Referrals

100. If you have been referred by an exam board and given more time to resubmit your work without needing to attend classes or receive further tuition, there is no additional tuition cost.
Repeated study and re-sits

101. If you need to re-sit or repeat all or part of a course, then you will need to pay the relevant fee. This is calculated on the basis of the academic credit value of the repeated study as a proportion of the fee which would be due for the full academic year. For example, if you're an undergraduate student and you need to repeat a 20-credit course unit, you would pay one sixth (20/120) of the annual tuition fee.

102. If you need to repeat a full term or more, then the pro rata calculation is based on the number of terms that you need to repeat. For example, if you need to repeat two terms, you would have to pay two thirds of the annual tuition fee.

103. The fee for any repeated study or re-sit is based on the current fee rates for that academic year (subject to permitted inflationary adjustments).

104. If you are an FE student and you need to repeat a period of study, the awarding body registration fee (payable at the start of the course) does not normally have to be paid again.

I. Time out from studies (full or partial year out)

105. If you decide to take a full or partial year out from your studies (subject to academic approval), then the tuition fees that you originally paid will be held to cover the delayed period, provided you don’t need to repeat any period of study. Any permitted inflationary adjustment to the standard fee due for the delayed year of study will need to be paid and where possible you will be notified of this at the point when any time out from your studies is agreed.

106. Although there is no automatic entitlement to a refund in these circumstances, you can request one for the amount already paid which covers the period of time out from your studies by submitting a request to the University’s Fees team. Any outstanding fees would need to be paid in full (including any relevant permitted inflationary adjustment) before you can resume your studies.

107. If you have to repeat any units or terms when you return, then you will have to pay the relevant fee (pro rata to the current fee). If there has been a significant change to the fee compared to your original tuition fee, then the original fee will be used for the fee calculation (subject to any permitted inflationary adjustment as set out in section B above).
J. Transfers

Transfers from one UAL course to another mid-year

108. If you have paid your year's fees in full and choose to transfer to a different course within the University mid-year, then the fees you have already paid will be distributed between the relevant Schools and/or Colleges of the University.

109. If the tuition fees for both courses are the same, then you won't need to pay any additional costs. If the fees are different, then we will calculate the difference on a pro rata basis, and you will either need to pay the balance or be refunded.

110. The same will apply if you change your mode of study. For example, if you change from full-time to part-time study.

111. The University will notify you of any fee changes when the transfer request is made.

In-year transfers from one UAL course to another where the courses are at different stages

112. The same principles apply if you transfer to another course at the University at a different point in the academic year. For example, if you leave mid-course but then start a new course at the beginning of a new academic year.

113. Any tuition fees paid for the former course will be distributed based on how much study you have already undertaken. Any remaining funds will be carried forward to contribute towards the fees for your new course.

114. The University will notify you of any fee changes when the transfer request is made.

Transfers from one UAL course to another after taking time out from your studies

115. If you take time out from your course (partial or a full year) and then decide to request a transfer to a different UAL course, then the position is the same as the above.
116. However, this only applies if the University has already agreed that you may take time out from your course. If you withdraw from a UAL course and then apply to join a different one, you may be liable for up to the full year’s fee for your first course. You would also need to enter into a new Student Contract and pay the current tuition fee rates for your new course.

Transfers to a course at another institution

117. If you choose to transfer mid-year to a course at a different institution, then an appropriate proportion of the fees may need to be transferred to them to cover tuition for the remainder of the academic year. You will need to speak the University’s Fees team to arrange this request.

118. If you have taken out an SLC tuition fee loan, then the fees will be paid to the institution that you are studying at on each specified termly ‘census date’. The fees will not be distributed between institutions in these circumstances. To ensure the University is aware of your transfer and that your SLC loan payments are correct, you will need to fill out the Student Funding Enquiry Form.

K. Late joiners, deferrals and alternative term delivery dates

Late joiners

119. If you join a course a full term after the official start, you will not be charged for the term that you did not attend. For example, if you joined a course in January which originally started in the autumn term, you would not be charged for the term that you missed. This will only be permitted in exceptional circumstances.

Deferred applications

120. If we agree that you can defer your application to the following academic year, your tuition fees will relate to the year of enrolment and not the year of application, unless otherwise agreed. This means your fees could increase. The only exception is if the deferral was instigated by the University. In this instance, you would pay the tuition fees of the original year of application (subject to any permitted inflationary adjustment as set out in section B above).

121. If you are an Overseas fee-paying student, you must pay the relevant fee deposit before you can make an application for deferral.
One-year courses delivered across multiple academic years

122. If you join a one-year course that spans two academic years, then your tuition fee will be based on the academic year in which you enrolled. For example, if you enrol on a full-time postgraduate course that starts in January 2023, then you would be charged the tuition fee for the 2022/23 academic year.

L. Outstanding payments

123. To progress and complete your university education, you must pay all your fees related to your course in full. Any outstanding tuition fee payments may affect your ability to progress to the next year of your course or to receive your certificate or transcript upon graduation.

124. If you have outstanding tuition fee payments, you may not be allowed to continue your course. Access to the University’s resources and IT facilities may also be revoked until all payments have been settled.

125. If you do not pay your outstanding tuition fees within a reasonable time, the University reserves the right to terminate your Student Contract (as stated under the Enrolment Terms and Conditions).

126. If you are experiencing financial difficulties, the University can offer support and advice. Please read the ‘Exceptional fee payments arrangements’ section below for more information.

M. Exceptional fee payment arrangements

127. If you are experiencing financial difficulties during your course, you can request exceptional fee payment arrangements. For more information, please contact the Student Advice Team or email the University’s Fees team at tuitionfees@arts.ac.uk.

128. If you encounter difficulty paying your fees due to political or other reasons beyond your control, please contact the University’s Fees team at tuitionfees@arts.ac.uk.
N. Complaints and appeals

129. Acceptance of your offer is acceptance of your fee status. If you would like to query your fee status, please contact the University’s Admissions Service by responding to your study offer email. If you then wish to contest your fee status, please follow our Admissions Complaints and Appeals process. For further details, please visit our Admissions Complaints and Appeals page.

130. If you have already accepted your offer or you have enrolled on your course, you can only challenge your fee status under one of the limited grounds permissible. This includes but is not limited to being granted refugee status. For further details, please visit UK Council for International Student Affairs.

131. If you wish to appeal against an Exceptional Fee Payment decision made under the process outlined in section M of this policy then you should contact the University’s Fees team. The grounds of appeal are extenuating circumstances or material irregularity. The appeal would go to the Dean of Students for consideration and the outcome would be confirmed within 14 days of submission.