Union Theological College

Fees Policy

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Fees Policy

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Summary

Paying Your Fees

Before studying at Union Theological College (UTC), it's important that you think about how you will fund your time of study with us. We will ask for some information on this at each stage of the application process and will also do all that we can to support you each step of the way. Below are some practical tips which you may want to consider as you plan.

Tuition and course fees are set by UTC to be at the lowest level the college can offer, therefore will be charged at the published rate with no discounts awarded or given.

Annual fees for tuition, food and accommodation are payable in a few different ways. You can pay

- by cash,
- cheque
- credit card to the college,
- or online via electronic bank transfer using the following details:

Danske Bank
Sort Code: 95 01 21
Account number: 61000675

Using your **Name** as a reference. If you have any problems doing so, please contact the Office or Operations Manager

Student Fees

The overarching principle, regarding the payment of tuition fees and related charges, is that the student remains liable for the payment. If the Student Loans Company or any sponsor / third party do not subsequently provide funding, the student will be required to pay all charges personally

The principle for the non-payment, or slow payment of fees is a student may not continue, or return to studies if fees due are unpaid (unless a compromise arrangement has already been reached, and the agreement is operating satisfactorily).

This policy will apply to all courses.

Registration fees for all courses must be paid at the beginning of the academic year before you can access teaching resources on the Virtual Learning Environment (VLE). Until the registration fee has been received you will not be registered on your chosen course.

Students who have applied for a Tuition Fee Loan, Student Contribution Loan, or Disabled Student Allowance, (or financial support from another recognised body or authority) must inform the college at, or prior to registration, and provide proof that it has been granted. The Registration Fee remains due on or before this point prior to access to the teaching resources on the VLE being made available.

Where a student has not applied for, or been granted financial support from a third body (such as Student Finance), one third (1/3) of a module fee must be paid to the college before access to the teaching resources on the VLE of that specific module will be enabled.

The remaining balance of fees for all modules being taken must be made by Reading Week (usually week 6) of the module.

Where for **unforeseeable reasons, or** circumstances having changed, where the student cannot pay the balance of fees by reading week, a student may write to the Principal before payment is due to explain the unforeseeable circumstances and offer a payment plan for consideration. In doing so, the student is considered to be giving implied permission for this information to be shared with anyone the Principal feels necessary to enable a response to be made. Having consulted with those he feels necessary, the Principal (or someone appointed by the Principal) will respond.

Should it be considered that the change of circumstances could have been foreseeable, or the proposed payment plan not be acceptable, the fee remains due at the stated time. If a student is then unable to make the payment due, they must meet with their personal Tutor to discuss pausing studies, or withdrawing from the course.

Where, for whatever reason, a student pauses their studies, they may resume taking the same module the following semester, with the balance of that module being due (along with the registration fee for that semester) at the commencement of restarting studies.

Where a student decides to take a different module (or the part taken module is no longer available), the full fee for the alternate module (and registration fee) is due as per normal terms (registration fee and 1/3 module fee before accessing teaching resources, with balance by Reading Week).

Should a student choose not to restart the paused module the following semester (or the module is not available for the student to restart), but at a later date (such as the following year) then the full fee for that module, along with the registration fee will be due.

In all cases, all outstanding balances must be paid prior to the end of semester.

Students with any outstanding fees will not be permitted to progress to the next module, stage of their studies, or graduate until overdue payments have been cleared.

If you have any questions regarding student fees, please contact our Operations Manager, Alan McCormick, through the office or by email.

For the exact amount of fees to be paid for each course please see the course information on https://www.union.ac.uk/

Accommodation Charges

Within 7 days of an offer of accommodation has been made by the college, a room booking deposit of £300 must be paid to secure a room in your name.

Once a student has moved into the allocated room, charges become applicable as per schedule. At this point the holding deposit becomes a damage deposit. At the end of your time as a resident, your room will be inspected and any repairs or cleaning required (beyond what is assessed as normal wear and tear) will be fully charged to the resident. This deposit being held will be used to offset any such costs. Note, if restoration work required is more than the deposit, the student remains liable for the balance.

Rooms are allocated using various criteria including duration required

1. Applicants applying for accommodation for 37 weeks (full academic year) then

2. Applicants applying for accommodation for full semester (September to end of December or January to end May)
3. Applicants applying for shorter periods of accommodation

Applicants should note that once the deposit has been paid, and licence agreement received by the college, the applicant is bound by all conditions of the licence including payment of charges for the period of the licence (pro rata if an alternative resident is allocated the room).

Accommodation Payment Schedule

- Booking deposit of £300 to be submitted along with signed Licence Agreement to the Accommodation Coordinator within 7 days of being offered a room
- Within 7 days of taking up residence, payment of full semester charges (September to December or January to June)
- Shorter booking should be paid in full at commencement of moving in.

Where a resident may have difficulty in meeting this schedule, they should speak with the Accommodation Coordinator or Operations Manager to agree an alternative.

Funding your Studies

Part-time Employment

Please note, students coming to UTC from outside the UK or Ireland may not be allowed to work while studying within the UK, due to visa restrictions. Students should therefore beware of dependence on paid work to cover fees. For up-to-date information and legislation details, you should contact UKVI.

Church Support

For many students, their time here is a stepping stone to further future involvement in mission or ministry, at home or overseas. For that reason, a student's home church may choose to support them financially while they study. If this is not something you have considered, you may want to chat to your Minister, Pastor or Church Leader about the level of prayerful and financial support which your church could provide.

Bursaries

Some trusts and organisations may offer student bursaries towards fees, living expenses, or the cost of your overseas placement. Some of these bursaries may be specifically for ministry or postgraduate students who would not be able to access the usual loans or grants.

The College also has a number of small bursaries available (depending on an individual's circumstances aligning with the specific conditions of the Trust). Generally, these are not available at the commencement of studies, rather in cases of proven hardship, or for specific subject areas or as prizes.

Scholarships for Overseas Students

Due to changes in United Kingdom Visa & Immigration Regulations, the College is not permitted to offer College Scholarships to potential postgraduate students. In specific circumstances, bursaries may be available to such students. However, UKVI authorities may not accept any bursary as part of proof of funds deemed sufficient to cover a student's maintenance.

Tuition Fee Payment – the Detail

Introduction

The purpose of this document is to provide information on the College's terms and conditions, in relation to the calculation and payment of tuition fees and related charges. This document should be read in conjunction with:

- the College's Tuition Fees and Related Charges Schedule for the relevant academic year (this is updated on an annual basis) and is available at https://www.union.ac.uk/courses
- the College's Terms and Conditions for 2024 Entry and General regulations which is available at https://www.union.ac.uk/student-hub/policies-and-procedures

The College reviews its tuition fees and related charges annually, with details of the fees/charges provided in the Tuition Fees and Related Charges Schedule for the relevant academic year.

Admit Term

The level of fees charged will be determined, based on the first year that a student commenced their studies at the University (the Admit Term), and will be linked to the Programme of Study. In subsequent years, fees will be subject to an inflationary increase, unless explicitly stated otherwise

Tuition Fees are approved by the Finance, Property and Administration Panel under delegated authority from UTC Management Committee of Presbyterian Church in Ireland.

Tuition Fees

Each student enrolled on a programme of study at the College shall pay an annual composite fee which covers tuition, access to learning resources (including the virtual learning environment), assessments and examinations (resit or re-submission charges are additional), and student support services, which includes, but is not limited to, library facilities, IT services, and professional support services.

Details of all tuition fees and related charges are provided on the courses pages of the College website. Tuition fees for the first academic year will also be set out in the offer letter.

Payment of Fees

The overarching principle, regarding the payment of tuition fees and related charges, is that the student remains liable for the payment. If the Student Loans Company or any sponsor / third party do not subsequently provide funding, the student will be required to pay all charges personally.

1. Payment by Student Loan Company or Sponsor

If your fees are to be paid by the Student Loan Company (SLC) or by a sponsor (such as your church or employer), please ensure that all the information is available to enable us to raise the appropriate invoices and to allow your sponsor to make payment on your behalf. You must present a letter from your sponsor at the time of enrolment where possible. It is (and remains) your personal responsibility to ensure that your fees are paid.

2. Late Payment

If you become aware that your payment will be late, you must contact the Operations Manager to explain your situation. If you default, you will be contacted within two weeks and asked to make an immediate payment by another method. If this payment fails, sanctions listed below will be applied.

3. Difficulty with Payment

If you are experiencing difficulties in paying your tuition fees you should seek help at the earliest possible opportunity. Initially you should approach the Operations Manager or staff in the College's Administration Team. In cases of genuine hardship due to changing circumstances, information about support or help available, including the possibility of Hardship Funding, the eligibility criteria regarding this and how to apply will be supplied.

Union Theological College will be sympathetic and assist where we possibly can. However, in order to maintain the quality of teaching and activities for all of our students, the College must act to limit and recover all outstanding debt.

Refund Policy/Early Withdrawal from a Course

The College policy is that all tuition fees are paid in full and are not refundable. The exceptions to this are as follows:

1. A course is cancelled by the College. Where the cancellation of a course takes place, students will be offered either a place on a suitable alternative course or a full refund.
2. Where a student has not attended any part of a course, and has provided written notification to the College at least 5 working days before the course commences.

Other applications for a refund/cancellation will only be considered in exceptional circumstance.
If an applicant has commenced on the programme, no refund/cancellation may be given, except in circumstances as listed in this document. However, where a refund has been refused it may be possible to transfer the tuition fee paid to another programme.

In all circumstances (apart from where the College cancels a course) the Registration Fee will not be refunded.

All applications for refunds / deferrals must be in writing to the Operations Manager. Applications may be supported by the members of staff but only the Principal (or person appointed by the Principal) has the authority to authorise a refund or deferral of fees.

Where a refund has been authorised, payment originally made by credit or debit cards will be refunded by cheque or bank transfer within 20 working days. Where a deferral has been authorised, the student will be issued with a letter to bring with them to enrolment at an agreed future date.

1. Payment of Tuition Fees by Student Loan Company or Sponsor

Please note that if you have been granted a tuition fee loan from the Student Loan Company, but withdraw before completing your course, the Student Loan Company or Sponsor may not pay your tuition fees in full. In these circumstances, you will be liable for any unpaid amount and expected to repay this outstanding balance to the College.

2. Sanctions Against Debtors

If you owe outstanding tuition fees i.e. you are a debtor to the College, any or all of the following sanctions will be applied:

1. Immediate withdrawal of IT, library and reprographics privileges.
2. You will not be entitled to receive tuition i.e. you may be terminated from the course with immediate effect.
3. Your assessment results may be withheld
4. Your transcript and/or Graduation certificates will be withheld.
5. You will not be eligible to attend the College's Graduation Ceremony.
6. You will not be able to progress to any subsequent semester or year of your course.

Outstanding student fees may either be referred to a Debt Recovery Agency for recovery or placed with the Small Claims Court for judgement and payment. Costs associated with either procedure will be added to your account. Should you choose to cancel a Direct Debit agreement at any time after your course has begun, you will continue to be regarded as a debtor until your outstanding fees have been recovered.

3. Student Debt from Previous Years

If you have a debt outstanding (part or full fees) from a previous year, you will not be allowed to enrol for a course in the new academic year. If an arrangement is agreed with the College and you are enrolled in the current year with debt outstanding (part or full fees) from a previous year, the College will set off any payments received in the current year against your outstanding debt i.e. the most recent payments will go against the oldest debt. You will be required to pay your outstanding balance from the previous year and the current year tuition fees. Should you not pay outstanding and the current year fees, the sanctions outlined in section 6 above will be applied.

4. Reinstatement on Payment of Full Tuition Fees

If you have been excluded from the College because you have not paid your fees, you may be reinstated if you pay in full the outstanding tuition fees before the end of the semester. However, if you are consequently behind with your studies, you may have to repeat parts of the programme, thereby incurring further fees. These fees will be payable by you.

5. Student Status

In any one of our programmes of study, the student can have the status of either being full-time or part-time. A student can only have the status of either full-time or part-time in any given academic year, i.e. he/she will be deemed to have a single status for fee purposes.

However, it may be possible for the student to change their status during the academic year. The fee will be payable according to their status at the beginning of the academic year. However, should the student's status change during the academic year, the fee will be recalculated and charged accordingly.

The initial determination of a prospective student's fee status is undertaken at the admissions stage, based on a combination of factors including nationality, immigration status and residency. Guidance on this matter can be found on the UKCISA (UK Council for International Affairs) website www.ukcisa.org.uk and at www.union.ac.uk The fees for the course(s) which they will enrol on will be classified as UK/ROI or International. Please note that confirmation of eligibility may be sought before enrolling or during the course. Appropriate fees must be paid accordingly.

Exceptional Circumstances

Where a student is experiencing circumstances which significantly impact their ability to engage with their studies, they are required to inform their Personal Tutor at the earliest opportunity. The College's General Regulations include guidance on exceptional circumstances for unforeseeable or unpreventable events or circumstances beyond a student's control.

However, to meet the threshold for an adjustment to tuition fee liability, there must be clear evidence of a significant negative impact on the student's ability to engage with their studies over the period of the semester and/or academic year. It should be noted that financial problems and work-related pressures are not deemed to be exceptional circumstances.

Tuition Fee Liability Review

The Tuition Fee Liability Review Group is made up of representatives appointed by the Principal, from Faculty and the College Office. The Group will consider requests for adjustments to a student's tuition fee liability, based on exceptional circumstances. A student must ask that their Personal Tutor submits a request on their behalf to the Tuition Fee Liability Review Group for consideration.

All requests must have the support of the relevant Personal Tutor. The request should refer to the exceptional circumstances experienced, their timing, duration and the impact they have had on the student's ability to engage with their studies. Supporting documentation must also be provided which clearly substantiates the circumstances. Documentary evidence which is contemporary with events, rather than retrospective, is required. The Tuition Fee Liability Review Group will undertake further enquiries as are deemed necessary.

Once all required information has been provided, the Tuition Fee Liability Review Group will decide and will send a written response to the applicant, normally within 20 working days. In some circumstances the decision of the Tuition Fee Liability Review Group may require that the student complete a fitness to study check before returning to study. If a student is dissatisfied with the Tuition Fee Liability Review Group's decision, they may submit an appeal to the Principal.

Appeals Process

If you are unhappy about any matter relating to fee payments you should, in the first instance, contact the Operations Manager. If the matter remains unresolved or not resolved to your satisfaction, you may bring a complaint forward through the College's Complaints Process.