

# Union Theological College

Tuition, accommodation, and other fees applicable to students of Union Theological College.

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## Summary

### Paying your fees

Before you come to Union Theological College, 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.

Annual fees for tuition, food and accommodation are payable in a few different ways. You can pay by cash, cheque or credit card to the college, or online via electronic bank transfer using the following details:

#### **Danske Bank**

Donegall Square North

Belfast

BT1 5GB

**Sort Code: 95 01 21**

**Account number: 61000675**

**Account Holder PRES CH IN IRELAND**

**BIC/SWIFT** DABAGB2B  
**IBAN** GB32 DABA 950 1 2161 0006 75

Please use your **Name** as a reference. If you have any problems, or would prefer to speak with someone (including to pay by Telephone or videoconference) please get in touch with Alan McCormick [a.mccormick@union.ac.uk](mailto:a.mccormick@union.ac.uk)

## 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**

Registration fees for all courses will be invoiced with course fees. The annual registration fee for 2021-22 is £180.

Options for complete payment of fees include;

- Full Course payment upfront (by the end of first month of enrolment). This will “fix” the cost of the course
- Payment at the beginning of each year or semester (at the end of September and the end of January). This will fix the cost of whichever modules have been selected
- Pay per module as each module is started. Module Fees have an annual index linked increase effective from September each academic year. Fee applicable will be those published at this point

All outstanding balances must be paid prior to the end of term.

**Students with any outstanding fees will not be permitted to progress to the next stage of their studies or graduate until overdue payments have been cleared, or an arrangement is agreed in writing with the Operations Manager**

If you have any questions regarding student fees please contact our Operations Manager, [Alan McCormick](mailto:Alan.McCormick@union.ac.uk) through the office or by email.

**For the exact amount of fees to be paid for each course please see the course information at <https://www.union.ac.uk/courses>**

## 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. Further advice can be obtained [here](#)

### 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.

### Accommodation Charges

A room booking deposit of £200 must be paid to secure a room in your name within 7 days of an offer of accommodation has been made by the college.

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.

### Accommodation Payment Schedule.

- Booking deposit of £200 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 (Dale Wright) or Operations Manager (Alan McCormick) to agree an alternative.

Payments can be made by

- cheque to the College,
- debit or credit card (please contact [Dale](#))
- By Bank Transfer (details above)

# 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 Admissions Policy for PTFI Programmes at <https://www.union.ac.uk/cmsfiles/Support/Admissions-Policy-for-2021-22-Entrants-2021.03.30.pdf>

The College reviews its tuition fees and related charges annually, with details of the fees/charges provided in the Admissions Policy for the relevant academic year.

## Admit Term

The level of fees charged will be determined, based on the first year that a student commenced his/her studies at the College (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 the Presbyterian Church in Ireland.

## Tuition Fees

Each student enrolled on a programme of study at the College shall pay an annual composite "Tuition 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 [course 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.**

### 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.

## Late Payment

If you become aware that your payment will be late, you must contact the Operations Manager to explain your situation. If you are in genuine difficulty with payment, an authorised member of the College's Administration Team will, in exceptional circumstances, agree a payment plan with you. 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.

## 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 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 must be paid in full and are not refundable. The exceptions to this are as follows:

- (i) 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.
- (ii) Where a student has not attended any part of a course, and has provided written notification to the College at least 10 working days after the course commences.

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 present at enrolment at an agreed future date.

Other refund/cancellation applications shall be considered only in exceptional circumstances by the Operations Manager in consultation with the Head of Academic Administration

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.

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 Operations Manager, Head of Academic Administration or the Principal have the authority to authorise a refund or deferral of fees.

## 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.

## 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:**

- (i) Immediate withdrawal of IT, library and reprographics privileges.
- (ii) You will not be entitled to receive tuition i.e. you will be terminated from the course with immediate effect.
- (iii) Your assessment results will be withheld
- (iv) Your transcript and/or Graduation certificates will be withheld.
- (v) You will not be eligible to attend the College's Graduation Ceremony.
- (vi) You will not be able to progress to any subsequent 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 your 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.

### Student Debt from Previous Years or Outstanding Debt

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 oldest debt i.e. the most recent payments will go against the oldest debt (including any library charges, or other monies owed to the college). 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 above will be applied.

### 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 academic year. 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.

### 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 his/her status during the academic year. The fee will be payable according to his/her 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 proportionately by semester.

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. The fees for the course(s) which you will enrol on will be classified as UK/ROI or EU/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.

### 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](#).