

# The LSA Tuition Fee Policy

## Fee Overview and Student Responsibility

1. By the act of registering with The LSA, a student accepts liability to pay the full tuition fee for the year of study. By signing the Terms & Conditions they are agreeing to abide by the current LSA General Regulations and University of Liverpool Programme Terms & Conditions which includes acting in accordance with the LSA Tuition Fee Policy.
2. Programme/tuition fees are charged for the educational services and facilities provided in the delivery of a programme of study, subject to the Programme Terms and Conditions relevant to the year of entry ('the student contract'). The fee is an annual, consolidated charge for the provision of tuition, registration, learning resources, infrastructure, examination, assessment and graduation.
3. The LSA will publish information about the tuition fees for each year on the School [website](#) alongside advice and guidance about funding.

## Deposits

4. Students are required to pay a deposit of £500 to secure their place. This is requested as they accept their offer from the LSA. This deposit is refundable at the end of term 3, Year 1, usually in July.
5. Any refund due following the application of this policy will be made to the person or account from which the original payment was received. Students will need to confirm bank details prior to any amount to be refunded.
6. Applicants who fail to pay the full deposit amount by the deadline stipulated in their offer of admission risk having their offer withdrawn.
7. Applicants who have paid a deposit but who fail to meet the conditions of their offer will be entitled to a full refund. All other applicant deposits will be non-refundable.
8. If students' placements for year 1 are supported by the LSA's Student Placement Process then a placement administration fee of £100 is payable. This fee is not refundable.
9. Where an applicant has paid a deposit but chooses to defer their entry to the LSA for the next academic year, the applicant will be allowed the opportunity for the School retaining their deposit to hold the deferred place. The opportunity to defer the deposit sum paid to the following session will only be provided once.
10. If students are in financial need and can evidence this by showing their SLC financial assessment for the final year of Part 1 studies, a payment plan for the £500 deposit and the £100 placement administration fee may be arranged. The payment plan is usually the amount due divided by the amount of months remaining before registration in September. To qualify, applicants must evidence a household income for the final year of Part 1/UG study under £25 000.
11. Where a student is receiving a loan from the SLC for all or part of their programme fee, the

SLC will make payment to the University in three disbursements, based on the loan liability points illustrated in the table below:

Loan liability date for proportion of fee loan	Proportion of full year's fee paid to the LSA by SLC	Cumulative loan liability
October	25%	25%
January	25%	50%
April	50%	100%

Students receiving a fee loan from the SLC will become liable to the SLC for the proportions of loan identified in the table above when they are confirmed as in attendance on each of the three liability dates. Interest will begin to accrue on each portion of the loan when liability is confirmed.

12. If tuition fees are to be paid by the student loan company (SLC) students are required to submit evidence at the time of each registration at the start of each academic year.. This is usually a letter from the SLC or can be a screenshot of the student's SLC account and must contain:
- student name
  - SLC reference number
  - percentage or specified amount of tuition fees to be paid

Students are required to submit evidence of any sponsorship arrangements annually for each year of study.

Where the fees are not paid, the student will be defined as self-funding and becomes liable for the fee in full.

13. Tuition fees for each year become due in full on the first day of each academic year of the programme. Payment can be made by bank transfer. Payment for fees in cash or by cheque is discouraged and will only be accepted in exceptional circumstances. All students should ensure that their name accompanies each payment. Any bank charges incurred by payment by credit card will be passed onto the student.
14. Self-funded students who miss an expected payment date may be subject to late fees of 3%, penalties, and ultimately termination of registration.
15. Students who have not paid their full fees by the end of the academic year will not be permitted to re-enrol for the following academic year.
16. Final year students with a tuition fee debt may not be permitted to receive examination results, a degree certificate or be able to graduate.

## Students who Withdraw/Interrupt Studies

17. The School will re-calculate the amount of tuition fee to be charged in circumstances where a student withdraws or interrupts their programme during the academic session. In such an event, a student will have no claim to a refund of fees charged for any period they *were* registered during that session.
18. No tuition fees will be charged to any applicant who fails to register on their programme of study having previously firmly accepted an offer to do so.
19. Fees charged to registered students will be calculated based upon the date the University is formally informed of any change in registration. Students should therefore follow the University's formal procedures for withdrawal or interruption outlined at [www.liverpool.ac.uk/studentadministration/managing-my-studies/](http://www.liverpool.ac.uk/studentadministration/managing-my-studies/).
20. Tuition fees for students will be calculated according to the following table:

Withdrawal or Interruption Date Percentage of Annual Programme Fee Charged	Withdrawal or Interruption Date Percentage of Annual Programme Fee Charged
September - end of 3rd week of October	0%
4th week of October - end of 1st week of January	25%
2nd week of January - end of 1st week of April	50%
2nd week of April to June	100%

## Self-funding Students

21. Self-funding students who pay in full by the registration date at the start of the academic year can receive a 5% discount on the full year tuition fee
22. Students who prefer not to pay the full amount by the registration date can pay in 3 termly instalments and will receive an invoice as follows:

Term 1	15 September
Term 2	15 January
Term 3	15 April

23. All students who miss an expected payment date will be sent reminders by email to all email addresses held on file.
24. The following process will be followed for any students who fail to pay part or all of the tuition fee for which they are personally liable.
25. A minimum of 7 days will be allowed between each stage of the process. This process will occur at least once each term, with Stage 3 being completed before the end of term.

#### Stage 1 – Polite reminder letter

The student is advised to pay the proportion of fees due or to contact the Finance Manager explaining, with supporting evidence, why they have failed to pay the monies due.

#### Stage 2 – Strong reminder letter

The student is advised to pay or submit reasons in writing, with supporting evidence, to the Finance Manager explaining why they have failed to pay the monies due. If full payment of due amount is not received at this stage, some or all of the following sanctions may be applied

- 3% late fee charge based on the amount outstanding

#### Stage 3 – Debtor's Panel chaired by the Registrar

The debtor's panel consists of the Finance Manager, Programme Manager, the Academic Director and the Registrar. The following will be considered when deciding the outcome of the case. Students will be asked to provide a written account of their financial position.

- has the student paid anything towards their tuition fee
- what is the student's past payment history
- have they presented a viable payment plan as part of their written submission
- are there any extenuating circumstances
- have they produced evidence of a clear intention to pay their debt
- how likely is it that the student will make a payment

The panel may approve appropriate sanctions and will be notified in writing.

#### Stage 4 - Board of Examiners: Consideration of Registration

The decision may also recommend to the Head of School and the UoL final board of examiners that registration be terminated/withdrawn. If this is the outcome, then written assessments/examinations already sat/submitted will be put forward for marking, and the results will be confirmed at the UoL final board of examiners where the students will be deemed withdrawn. On termination of registration the student is no longer a student of the LSA or UoL.

The student will be informed of this outcome.

## Stage 5 – Referral to Debt Collection Agency

If the student does not appeal the outcome of the panel, then the case is passed to a Debt Collection Agency.

## Sponsors (other third parties who may cover tuition fees)

26. Where supported by a sponsor i.e. an employer, students must provide the Finance Manager with an official sponsor letter or purchase order (on official letter headed paper) from their sponsor. This should be provided before students register for the session to which the sponsorship applies.
27. The proof of sponsorship should show the value and duration of the sponsorship together with contact details (including email) of where the LSA should send the invoice. The LSA will keep this letter within its records. Students who do not provide this official letter will be considered to be self-funding.
28. External sponsors should pay within 14 days of the invoice date. Those that do not pay on time will be issued with letters in line with stages 1 & 2 documented above.
29. Students whose sponsors fail to pay after stage 2 of the process will then be considered to be self-funded students and follow the process above if their fees remain unpaid.
30. Where monies are owed to the School following the application of this policy, students will be made directly liable for all outstanding debt.

## Appeals procedure

31. A student who is deemed withdrawn at the UoL final board of examiners may appeal the decision. Information on how to do this can be found on the University of Liverpool [website](#).

## Use of Debt Collection Agencies for the recovery of Tuition Fee Debt for self funded students.

32. At the end of each financial year, a further review of outstanding debts will be carried out by the Finance Manager and a list of recommendations for referral prepared, to be progressed in accordance with the process noted above.
33. Debts referred to a debt collection agency in previous years will be reviewed and discussed with the Finance Manager or their nominee in January and July.

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Approved by	Finance, Fees and Funding Committee
Staff Member responsible for updating policy	Finance Manager/Registrar