Fees Policy 2015-16.

Introduction

This document is approved by the Fees, Bursaries and Scholarships Committee for academic year 2015/16 and replaces all previous fees regulation, policy and guidance. This is the definitive document for understanding the Fees charged by Birkbeck, University of London (the "College"). Where information is offered in other Policy or guidance documents, the content of this Fees Policy for 2015/16 takes precedence. Students should note that any academic or pastoral guidance offered may have implications for fee liability.

Important contacts

If you have an issue paying your fees, please use one of the following contacts. Don’t delay and think the issue will go away. Come and talk to the Fees Office and find out how we can help and guide you.

<table>
<thead>
<tr>
<th>School of Arts</th>
<th><a href="mailto:fees.arts@bbk.ac.uk">fees.arts@bbk.ac.uk</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>School of Law</td>
<td><a href="mailto:fees.law@bbk.ac.uk">fees.law@bbk.ac.uk</a></td>
</tr>
<tr>
<td>School of Science</td>
<td><a href="mailto:fees.science@bbk.ac.uk">fees.science@bbk.ac.uk</a></td>
</tr>
<tr>
<td>School of Social Sciences, History and Philosophy</td>
<td><a href="mailto:fees.sshp@bbk.ac.uk">fees.sshp@bbk.ac.uk</a></td>
</tr>
<tr>
<td>School of Business, Economics and Informatics</td>
<td><a href="mailto:fees.bei@bbk.ac.uk">fees.bei@bbk.ac.uk</a></td>
</tr>
</tbody>
</table>

Alternatively you can phone the Fees Office on 020 7631 6316 and select Option 3. The Fees Office is open from 10.00 am to 6.00 pm Monday to Thursday and 10.00 am to 5.00 pm on Friday during term-time and 10.00 to 5.00 pm outside these periods.

Summary

As you read this Policy there are some general principles that you should familiarise yourself with:

- If you do not understand the academic and/or fee implications or consequences of this policy, please seek advice from your School or Student Services.
- The fee for the first year of your programme or your module will be set out in the individual course listing on the Birkbeck website, and at enrolment on the MyBirkbeck Profile when you become a student. You must enrol and state your payment option and/or confirm who your sponsor is within 28 days of your course commencing.
- All tuition fees are subject to annual increases and are not fixed for more than one academic year. You may expect fees to increase annually and approximately in line with inflation. Each year at enrolment we will re-confirm to you the fee you must pay. Where there are significant fee increases these will be communicated to you in writing at the earliest opportunity. Please refer to the Fee Cohort Statement for more information.
- You may be required to pay fees other than your tuition fees in relation to your study. These are detailed in your Programme Handbooks.
- Actions such as Withdrawing or taking a Break in Study can impact on the fee you pay. You should read this Policy in parallel with other relevant policies e.g. Mitigating Circumstances Policy.
- Tuition fees are charged by programme and according to the year of study. Fees can vary from year to year within a programme, by module and/or by School and/or cohort.

- If a student reduces or increases their study intensity i.e. the number of credits taken in an academic year, the relevant fee may be adjusted in relation to the credit being undertaken.

- The College Term Dates will inform milestones for paying tuition fees. You can see the dates when payment milestones are due on your online MyBirkbeck profile.

- You should ensure that before enrolling and committing to study you have the necessary financial resources to pay all your tuition fees for that year of study. If you plan to access a Student Loan to pay for your study, you must complete all tasks asked of you by the loan provider (such as Student Finance England). If you apply for and are refused a student loan you must inform the College immediately and offer an alternative payment method to meet your tuition fee liability. The Student Loan Company (SLC) and its subsidiaries such as Student Finance England have the final authority for eligibility to access student loans. The same principle applies to other government and private providers of student finance.

- The College Hardship Fund is established to support students with documented and unforeseen financial difficulties. It cannot provide support for students who enrol knowing they have insufficient finance to pay their fees.

- You are personally responsible for the payment of your tuition fees, even where this payment is promised or made by a third party such as Student Finance England or a company sponsor. All payment arrangements must be agreed before enrolment is completed. By enrolling you are personally accepting the financial liability and obligation to pay your fees.

- If you have agreed to study at the College and later decide after enrolment that you no longer wish to study or attend, you are liable to pay the programme or module fee you agreed to at enrolment. By promising to pay your fees, you have a responsibility to pay what you have agreed to. If you do not honour your commitment the College has the right to pursue you for those outstanding fees. This includes passing any potential debt to legal agents for recovery.

- Students selecting modules as part of Modular Enrolment courses are not charged on a cohort basis and are liable for the fees for their modules in the year of study regardless of the year they first took modules at the College. Students accumulating module/s towards a programme pay the relevant module fee at the time of enrolment for that academic year. The fee increases per module per academic year may be very significant.

- If paying tuition fees in instalments, you must pay them by the due date (s). Your payment dates will be specified on your payment schedule on your online MyBirkbeck Profile.

- If you do not pay all or some of your fees, the College does not have to provide you with educational services.

- If you have not enrolled within 28 days of the start of your first Term, or you have been withdrawn by the College due to non-payment of tuition fees, you are not permitted to attend classes, submit assessments or engage in learning or scholarship at the College. If you have not enrolled by the appropriate date, extensions to enrolment will only be given by the Academic Registrar or their nominee on the recommendation of the relevant School Manager (or nominee).
Why we have this Fee Policy

1. The College provides students with a number of academic and non-academic educational services. All of these are paid for via tuition fees. This Fee Policy is an important document as it outlines why we charge fees, your personal liability and what happens if you stop studying or do not pay your fees. It is important that fees are paid on time so the College can plan in advance to provide you with educational services and also be able to invest in enhancing the student experience further.

2. Fees are set by the Governors of the College. Because of the way in which higher education is funded, the College may set different fees for different types and levels of study or for different cohorts of students enrolling. The fees that apply for each programme and module are included in the course information on the Birkbeck website.

Your fee liability

3. This section sets out the rules that we apply to work out the fees that you may have to pay to study and the fee refunds which you may be eligible for if there is a change in your study plans.

4. The expectation and obligation to pay fees is set out in the College Prospectus, College websites and in printed documentation produced by Schools and Professional Services. This Fees Policy and the Terms and Conditions which you agree to on enrolment contain the rules on what may happen if those fees are not paid.

5. At enrolment you incur 100% of your tuition fee liability [for the academic year in which you are enrolling]. This means you incur the responsibility to pay all the fees for your whole programme of study for that academic year. You must enrol within 28 days of the first day of the term in which the programme/module commences.

6. If you need to cancel your enrolment, you must use the Cancellation Procedure.

7. At enrolment you agree to pay the fee for the modules, credit or programme you undertake to study.

8. If you do not pay all your fees for the programme or module you have enrolled on, you will not be able to claim the academic award from the College.

9. Where a student contests the tuition fee they are liable for or the level of credit/refund, the Academic Registrar (or their nominee) will determine the appropriate fee to be paid. Students have a right of appeal via the Student Complaints Policy.

10. You may be required to pay additional fees for ancillary products or services such as library use, books, equipment, travel and/or accommodation for field trips. These will be indicated in Programme Handbooks. The College may provide means-tested financial support to eligible students to help cover the cost of these. Ancillary services may be provided by third parties and the fee paid direct to them.

11. All fees, refunds, credit notes and fee waivers are quoted and will be calculated in GB pounds sterling. Any international exchange rate calculation will follow established procedures in Finance.

Government rules and definitions for charging Fees.

12. The College uses the Higher Education Funding Council for England (HEFCE) student definitions for calculating fees and fee liability.
13. The College is not allowed to exceed the maximum regulated undergraduate fee determined by the government. Where the amount of credit you want to study and/or are advised to study in an academic year results in a fee that exceeds the maximum regulated fee the College reserves the right to set a maximum credit load and/or fee within the law.

14. The College may charge different tuition fees for students’ resident within the European Economic Area (EEA) and outside it and/or for different modes of study e.g. undergraduate, postgraduate, full or part-time. This is because the way in which higher education is funded may be different; the costs of providing education may be different; or because we provide a different range of services.

**Fee Assessments for UK/Home/International applicants**

15. Once you have submitted an application to study with us Registry Services will assess the correct fee for you to pay in line with the Fee Assessment Policy.

**Fee Charging by Cohort Statement**

16. If you enrol on a programme you will be joining a year-group which is known as a ‘cohort’. This is a group of students who commence their studies at the same time and would expect to progress through the curriculum together. If you interrupt your academic progress and withdraw, have a break in studies of longer than one academic or funding year, you may move into or be allocated a new ‘cohort’ for fee purposes. This means that your fee could be higher than the cohort you left. When withdrawing or taking a break in studies you are strongly recommended to seek guidance on the implications of doing so on the fee you are charged. Once you are allocated to a new ‘cohort’ you cannot return to your lower fee cohort. The financial support arrangements can be affected by the cohort you are in and are subject to government student funding regulations.

17. Students selecting modules as part of Modular Enrolment courses are not charged on a cohort basis and are liable for the fees for their modules in the year of study regardless of the year they first took modules at the College. Students accumulating module/s towards a programme pay the relevant module fee at the time of enrolment for that academic year. The fee increases per module per academic year may occasionally be very significant.

**Payment Options**

The College offers a number of flexible payment options and ways to pay. You can review these in Appendix A.

**Changing modes or programme of study**

18. If you change your mode of study from full-time to part-time (or vice versa) or your programme of study during the academic year, this may affect the fee that you pay. It may also affect the time and level of financial support available from the government.
Example 1. John enrolled on a full-time BA History in academic year 2014/15. He was charged a £9000 fee at enrolment and he agreed to pay this fee via a loan from the Student Loans Company (SLC). The SLC planned to pay the loan to the College (to cover his £9000 tuition fee) in three instalments respectively of £2250 in October 2014, £2250 in January 2015 and £4500 in May 2015. However John received a promotion at work in January 2015 and decided to reduce his overall study load to 90 credits in terms 2 and 3. He initiated this change by sending an email to his Programme Administrator. The fee John paid for his study in 2014/15 is as follows:

- Term 1 - £2250 as he was studying full-time.
- Term 2 – The maximum fee for part-time study is £6750 for an academic year so the fee for term 2 is calculated thus: £6750 is split into three payments of £1687.50 for Term 1, £1687.50 for term 2 and £3375 for Term 3. John is liable for £1687.50 for Term 2.
- Term 3 – John is liable for the term 3 fees of £3375.

Therefore John pays a cumulative fee of £7312.50 for 90 credits in academic year 2014/15 as a result of his decision to change mode mid-year from full-time to part time. As part of the discussion John realised that he was no longer entitled to a maintenance loan and grant for term 2 and 3 when he went part-time.

Example 2. Jane enrolled on a Full-time LLM in Human Rights in academic year 2014/15. She was charged a fee of £7950 at enrolment and agreed to pay this fee from savings. Jane received a promotion at work as a result of the new knowledge and skills gain on her LLM. With increased responsibility at work Jane decided at the start of term 3 in her first year to change her mode of study from full to part-time. The fee Jane paid for her study in 2014/15 is as follows.

2014/15 (Year 1)

Term 1 - £2650 (one third of £7950)

Term 2 - £2650 (two thirds of £7950 = £5300 paid as a full-time student)

Term 3 - £662.50 (this is the outstanding fee of £2650 divided over the remaining four terms of the part-time LLM)

2015/16 (Year 2)

Term 1 - £662.50

Term 2 - £662.50

Term 3 – £662.50

In total Jane pays £7950 for her LLM in Human Rights, starting in full-time mode in 2014/15 and then completing part-time in academic year 2015/16. Please remember fees could also increase over two academic years. These figures are for illustration purposes only.
Fee amendments

19. Where a fee must be amended, the correct fee (even if it is higher) will always be applied and charged to a student to ensure the student record is correct. In such circumstances and post enrolment, a credit note may be applied to reduce the actual amount a student would pay.

20. It is important for the College to assess your fee correctly. If you have been under or over charged as you have not provided relevant information to allow the correct fee to be charged when requested to do so, the correct rate of fee as assessed by the College will automatically be charged to you.

21. An amendment to an individual student fee cannot be agreed by an individual without the written permission of the Academic Registrar or their nominee. A reduction in fee or fee amendment (not initiated by a student) can only be requested by a School Manager or their nominee.

22. If your study load is reduced by recognition of accredited prior learning (APL) your fee may be adjusted. The recognition of accredited prior learning must be agreed before you commence studying with Birkbeck and before you enrol. There is no additional fee chargeable for consideration of accredited prior credited learning (APCL), a fee may be charged for assessment of accredited prior experiential learning (APEL). See the Accreditation of Prior Learning Policy for more information.

23. The College reserves the right to determine your fee liability in relation to your last date of attendance where, in the opinion of the College, there is evidence that you have engaged with your studies and/or when this is different from the notified last date of attendance.

Research Students

24. Students who have been examined for a doctoral programme of study are liable to pay a fee for each re-assessment of their dissertation, thesis or equivalent. The fee charged is available on the My Birkbeck website.

25. Students fully enrolled as research students will be charged the appropriate full PhD programme fee. Students on writing up status will be charged a lower ‘writing up’ fee. Any variation to the relevant fee will be agreed by the Academic Registrar (or their nominee) in consultation with the School Manager (or their nominee).

Withdrawing

26. Withdrawal is the process by which you cease your studies before you have achieved your qualification aim and if you do not intend to resume your studies at a later date. If you withdraw or are withdrawn from study, you will cease to be a student of the College (unless you are also enrolled for a module as a standalone course). You may withdraw or be withdrawn at any time in line with your Terms and Conditions. Once you are withdrawn you have no right to access or receive services from the College.

27. If you withdraw in accordance with the Cancellation Procedure (as set out below) you will be liable to pay fees based on the period of time that you have remained enrolled. The calculation of fee liability will be taken as the day that the College receives in writing (by email or My Birkbeck Profile) a request to cancel your study. This will be deemed the last date of attendance. Students must always follow the Cancellation Procedure set out below to withdraw or taking a break in study. For more information on fee liability and refunds, please go to Table 1.
Break in Study

28. If you interrupt your academic studies and take a break in study, for fee purposes the break in study will commence from the first day of the next term. For example, if you interrupt study during Term 2 you will have your break in study calculated from the first day of Term 3. You are recommended to only pursue a break in studies when you have a clear intent and/or plan to return to study.

29. When you return to study after having a break in study, you will be liable to pay the relevant fee for the cohort you are returning to at the time of re-enrolment. This may result in you paying a higher or lower fee as result of any changes to fee tiers for your programme of study. (For more information go to the section on Fee Charging by Cohort Statement.

30. If you are considering taking a break from studying, you must speak to your Programme Director, Personal Tutor or Programme Administrator (or equivalent) for advice. You should also familiarise yourself with the appropriate Policies. Advice on non-academic issues can be gained from the Student Centre.

Financial implications of amending your status as a student – temporarily or permanently

31. The options for withdrawing and/or taking a break in study can have a number of significant financial and academic implications and you must be aware of these to take an informed decision. If you withdraw or take a break in studies, the reduction in liability for tuition fees will be calculated using the calculation in Table 1 below. The fee liability for students on modular enrolment programmes will be dependent on the number of modules and the amount of credit studied.

32. You may also Withdraw or take a Break in Studies from the first day of each term (which could be Term 1, 2 or 3) and up to and including day 14 of that term and not be charged for that terms fees if you Withdraw or take a Break in Studies by following the Cancellation Procedure. If you Withdraw before the end of the third Term and have not paid the full programme or module fee (even if teaching has completed) you may not be entitled to receive the credit or award.

33. If you have had your fees paid (wholly or in part) by a grant from a UK government or government agency (or equivalent), or from the College, you are not eligible for a refund or credit for the grant element of the fee.

34. If you have paid your fees using a combination of payment methods, you will have refunds applied in proportion to the sums covered by the different payment methods. This includes if your fee was paid by a third party.

35. If a discount has been applied to lower your fee, you will not receive a refund or credit on the portion of the fee that was discounted.

36. If your course commences in Term 2 or Term 3, your liability and where applicable a refund/credit will be calculated according to the term of study in which your course started.
Table 1 – Reduction in Tuition Fee Liability

<table>
<thead>
<tr>
<th>Tuition Fee Loan from Student Finance England</th>
<th>Self-pay or sponsorship</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Period</strong></td>
<td>Loan liability to SFE</td>
</tr>
<tr>
<td>Up to programme/module start</td>
<td>0%</td>
</tr>
<tr>
<td>First day of first Term to Day 14 of first term</td>
<td>0%</td>
</tr>
<tr>
<td>Day 15 of your first Term to day 14 of Term 2</td>
<td>25%</td>
</tr>
<tr>
<td>Day 15 of your second Term to Day 14 of your third term</td>
<td>50%</td>
</tr>
<tr>
<td>Day 15 of your third Term to programme/module end date.</td>
<td>100%</td>
</tr>
<tr>
<td>After end of programme/module*</td>
<td>100%</td>
</tr>
</tbody>
</table>

*If your module/s finish before the end of your second or third term, you are not entitled to a credit or refund as the College has provided you with the full range of educational services for that module fee.

37. On 1st September 2012 new financial support regulations were put in place for Higher Education Institutions in England. Students who started their studies prior to this date, and in line with government student support regulations whose period of eligibility on the student support arrangements prior to 1st Sept 2012, has not yet ceased will be charged fees in line with the pre-1st Sept 2012 student support arrangements. Referred to as ‘old regime’. This applies to students who are continuing studying on a course of study started prior to 1st Sept 2012, or are taking an end-on course to a course started prior to 1st Sept 2012. Students who have taken more than 2 years break in study from their course are deemed to have ceased their period of eligibility as an ‘old regime’ student and will be considered under the student support regulations from 1st Sept 2012 and will be considered as ‘new regime’. These transitional fee arrangements for ‘old regime’ students remain in place until 2017/18. After academic year 2017/18 old regime students will be charged the same higher fees as a new regime student as a result of the withdrawal of government funding.

38. Please note that transitional financial support arrangements are based on the government’s statutory Student Support Regulations. The College is not responsible for these arrangements and there is no right of appeal or an exceptions policy.
Cancellation Procedure

39. You have a right to cancel the contract for your studies from the date of the offer of a place until 14 days after enrolment.

40. If your module or programme starts before the cancellation period expires and we start to provide you with course materials or other services, this will not affect your right to cancel during this period and to receive a full refund of your fees for that module or programme. You must however have completed enrolment satisfactorily.

41. To exercise your right to cancel your programme, you must inform the College of your decision to cancel by following the instructions on your My BBK profile. A model Cancellation Procedure is also set out in Appendix B. In order to ensure that we can deal with your request for module or programme cancellation you must include your full name; your College Student Number; your programme of study or the name, and module and/or qualification codes, for the certificate/short course module(s) you wish to cancel. To help us to deal with your request, please include the word ‘cancellation’ in your request to cancel.

42. Any money you have paid to the College to enrol on a programme or certificate/short course module(s) will be reimbursed to you if you are eligible for a refund and you will not be liable to pay any further fees for that study. Any refund will be determined by this Fees Policy.

43. If you have told us that you intended to pay for your studies with a student loan, tuition fee grant, or other government loan or sponsorship we will inform the appropriate body that you have cancelled your study.

44. You should keep any communications confirming your cancellation.

Financial Support

45. The College provides a range of financial support options. If a student withdraws, interrupts study or does not attend to the satisfaction of the Academic Registrar or their designate, the College reserves the right to withhold the payment of financial support. Where an overpayment of financial support is identified, the College reserves the right to request repayment of any overpayment. If the repayment is not made the College reserves the right to create a student debt on the sum outstanding.

Arrangements for Student Debtors

46. The College does not want you to become a student debtor. If you believe you are unable to pay your fees at any time you should contact the College for advice and support. If you do not believe you are able to pay all your fees before you enrol you must consider deferring your enrolment until you are able to do so. Becoming a debtor can have significant legal and financial implications. You should seek appropriate advice to avoid becoming a debtor.

47. At enrolment you agree to respond to all College communication (or their agents) relating to the payment and/or non-payment of fees and acknowledge receipt of them when requested to do so.

48. A student becomes a debtor to the College when fees remain unpaid (in part or fully) and after the College requests them to be paid. If you are in debt to the College, you will only be permitted to undertake further study if you settle your arrears/debt and pay in advance or have in place some other secured means of payment for those tuition fees or charges, which the College Fees Office has accepted in writing.
49. An enrolled student who is not a debtor may apply to the College for a hardship payment to cover their fees in a single academic year. Students cannot access hardship if they were unable to pay fees when considering enrolling.

50. You must enrol and state your payment option and/or confirm who your sponsor is within 28 days of your course commencing. The College reserves the right to withhold educational services including withdrawing a student from study for late or non-payment of fees. This includes access to tuition and learning resources online and in the classroom. Non-academic services such as access to library and computer facilities’ may also be withheld. This is not an exhaustive list of services that may be withheld.

51. Non tuition fee debts will not prevent a student progressing in their studies or graduating. The College reserves the right to pursue (or via agents) such debts and to recover costs in doing so.

52. The College reserves the right to terminate and withdraw the enrolment of any student who is in debt to the College.

53. You will not be allowed to renew your enrolment while your debt remains outstanding.

54. The College reserves the right to pursue student debtors for any fees they owe the College. This includes transferring the debt to legal or other agents to pursue.

55. If you have applied for a Tuition Fee Loan from Student Finance England and the fee loan is not paid to Birkbeck when we expect it, i.e. when your study commences, the College reserves the right to make you a student debtor. We will reserve the right to decline your current Tuition Fee Loan as a valid payment method, request another payment method and to pursue the recovery of the debt via legal agents.

56. If a student is in dispute with a third party sponsor such as Student Finance England and has not enrolled or paid their fees, the student must provide the College with the authority to speak to the third party sponsor on their behalf. This is known as Consent to Share Information agreement. If consent is not given the College reserves the right to refuse enrolment, terminate study and/or withdraw services.

57. If the third party sponsor confirms a student is ineligible for funding e.g. a student loan, the College reserves the right to decline the original payment method and allocate a new one to the student. If the fee is not paid a debt can be created.

58. When a student becomes a debtor to the College, educational services including assessment and examination results will be withheld. Where the College is legally obliged to disclose the assessment results to a student debtor, the communicated results (mark, grade or award) will be not constitute an official transcript and the student debtor will not be able to declare to e.g. employers or other educational organisations that they have achieved that award. The results will also be communicated in a medium that does not associate them with the College.

59. A tuition fee debtor may not be made any award of the College while their debt remains outstanding.

60. Any student in an appeal process or in dispute with the College/ School/ Department must not withhold payment of fees whilst the appeal/dispute being resolved.

61. Any dispute about the nature of a debt recorded by the College should be dealt with under the College’s Student Dispute Resolution policy (see http://www.bbk.ac.uk/mbirkbeck/services/rules )

62. As well as contacting the Funding Advice Service, all students can seek financial advice from the Students Union advice centre http://www.birkbeckunion.org/welfare/advice/
Specific Information for International Students on a Tier 4 VISA

63. A condition of being issued a Tier 4 Confirmation of Acceptance for Study (CAS) is that you have sufficient financial resources to cover your fees and living costs in the United Kingdom. You are required to provide evidence of this if requested.

64. If you are an international student being sponsored under a Tier 4 visa, the non-payment of fees may result in the withdrawal of your Tier 4 sponsorship.

65. Students with a Tier 4 visa who are finding it difficult to pay their fees must contact the Fees Office without delay.

66. Refunds for students with Tier 4 sponsorship will only be processed once the student has provided confirmation that they have left the United Kingdom in accordance with the terms of their VISA.

Reduced fees for retaking modules or years

67. A student re-taking a failed module with attendance will be charged a percentage of the full fee based on the total credit value of the modules that are being retaken.

Fees, Bursaries & Scholarships Committee
June 2015
Appendix A - Flexible Payment Options

We have a range of payment options available to students although some are limited to certain groups of students. It is possible to pay your fees via a combination of options e.g. part funded by a Fee Sponsor and the balance paid by an instalment plan.

Table 2 – Payment Options

<table>
<thead>
<tr>
<th>Payment in full</th>
<th>Available to all students</th>
<th>See section below for the range of ways to pay the College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instalment plan - monthly</td>
<td>Available to all students with a UK bank account</td>
<td>When you enrol online you can spread your payments across instalments starting from the date that you enrol. A first instalment will be taken by credit or debit card and then you will need to set up a direct debit under which the remainder of the payments will be collected by us monthly on or around the 1st of each month.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>We do not charge interest if you choose to pay by instalments.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The earlier you enrol the greater the number of Direct Debit payments that can be set up. This could potentially give you more time to pay your fees.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Instalment plan - termly</th>
<th>Available to students undertaking a Programme of Study</th>
<th>The first Instalment will be taken by debit or credit card on enrolment, and the remaining payments are due at the beginning of each term.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>We do not charge interest if you choose this option.</td>
</tr>
<tr>
<td>Fee sponsor</td>
<td>Available to all students</td>
<td>A Fee Sponsor is an employer or other organisation who agrees to pay your tuition fees. A member of your family will not be classified as a Fee Sponsor even if they wish to transfer funds to us from a company they are involved with. You should return a completed Sponsor Confirmation Form (available at MyBirkbeck) which confirms that your Fee Sponsor will pay the whole fee or a specified part of that fee. Your Fee Sponsor will be invoiced for the portion of the fee agreed on the Sponsor Confirmation Form. The invoice must be paid in full within 28 days. <strong>Important:</strong> Should your Fee Sponsor refuse to pay your fees for any reason, you will be responsible for paying the outstanding balance.</td>
</tr>
<tr>
<td>---</td>
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</tr>
<tr>
<td><strong>Student Loan Company (SLC) or Student Awards Agency for Scotland (SAAS)</strong></td>
<td>United Kingdom or other undergraduate student resident in the European Union</td>
<td>In order to enrol with a Student Finance England loan of Finance from SAAS you must have submitted an application for funding to the SLC/SAAS. For full details of eligibility and to apply please visit <a href="http://www.studentfinanceengland.co.uk">www.studentfinanceengland.co.uk</a> Or <a href="http://www.saas.gov.uk">www.saas.gov.uk</a> <strong>Important:</strong> Should the SLC or SAAS refuse to pay your fees for any reason, you will be responsible for paying the outstanding balance.</td>
</tr>
<tr>
<td>Career Development</td>
<td>Postgraduate students</td>
<td>In order to enrol you must provide a</td>
</tr>
<tr>
<td><strong>Loan</strong></td>
<td>from the United Kingdom</td>
<td>confirmed schedule of payment from the lender who approved your loan application and pay any balance not covered by the loan. For full details of eligibility please visit <a href="https://www.gov.uk/career-development-loans/overview">https://www.gov.uk/career-development-loans/overview</a>.</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td><strong>Important:</strong> Should you not subsequently receive a loan for any reason, you will be responsible for paying the outstanding balance.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>American Federal Aid</strong></td>
<td>Students from the United States of America</td>
<td>In order to fully enrol you must have submitted an application for American Federal Aid and paid any balance not covered by the loan. For full details of eligibility please visit <a href="https://fafsa.ed.gov/">https://fafsa.ed.gov/</a>.</td>
</tr>
<tr>
<td><strong>Important:</strong> Should you not subsequently receive a loan for any reason, you will be responsible for paying the outstanding balance.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Scholarship – externally funded</strong></td>
<td>Available to all eligible students</td>
<td>If you have been awarded a scholarship from an external awarding body you can use this payment method to enrol.</td>
</tr>
<tr>
<td><strong>e.g. Arts &amp; Humanities Research Council</strong></td>
<td></td>
<td><strong>Important:</strong> Should the awarding body refuse to pay your scholarship for any reason, you will be responsible for paying the outstanding balance.</td>
</tr>
</tbody>
</table>
Scholarship – funded by Birkbeck

| Available to all eligible students | A range of scholarships may be available to cover all or part of your tuition fees. Contact the Student Funding Advice team for further information. |

Staff study support scheme

| Birkbeck staff only | Details of eligibility and to apply for support can sought from Human Resources. |

How to pay

68. If you are required to pay all or part of your tuition fees yourself, or if a family member has agreed to pay your fees for you, then the following options are available:

Table 4 – How to pay

<table>
<thead>
<tr>
<th>Debit or credit card (excluding American Express and Diners Club)</th>
<th>On-line</th>
<th>You can log in to MyBirkbeck, My Fees and Payments page and click the proceed button, next to Pay my Fees.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>By telephone</td>
<td>You can pay your tuition fees by telephoning 020 7631 6316, Option 3 between 10am and 6pm, Monday to Thursday and 10am to 5pm on Fridays. You will be asked to provide your student number.</td>
</tr>
<tr>
<td></td>
<td>In person</td>
<td>You can pay your tuition fees at the Student Centre in Malet Street between 11am and 7pm, Monday to Thursday, 11am to 5pm on Fridays and between 12 noon and 5pm on Saturdays.</td>
</tr>
</tbody>
</table>

Direct Debit

| Online | You can set up a direct debit with the College during online enrolment. |

Direct to the bank

| On line or via telephone | Payments can be made directly into our bank account via on-line or telephone banking services. |
All payments must be made in Pounds Sterling and you must always ask for your student number to be quoted on the transaction to ensure that we allocate the funds correctly.

The College bank details are:

**Account name:** Birkbeck College Fees  
**Sort code:** 60-80-07  
**Account number:** 36259721  
**IBAN:** GB16NWBK60800736259721  
**SWIFT / BIC CODE:** NWBKGB2L

**Important:** Bank charges may be deducted from your payment by your bank before it is credited to our account. This may result in an underpayment being received by us which you will be required to pay when you enrol.

| **Bankers draft** | **In person** | You can pay your tuition fees at the Student Centre in Malet Street between 11am and 7pm, Monday to Thursday, 11am to 5pm on Fridays and between 12 noon and 5pm on Saturdays. |
| **By post** | | You can post your bankers draft to:  
Birkbeck College  
Income Office,  
Malet Street,  
London  
WC1E 7HX  

**Important:** All bankers’ drafts must be made payable to “Birkbeck College”, be in Pounds Sterling and drawn against a London bank. You must write your 8 digit student number and name on the back of the banker’s draft.
<table>
<thead>
<tr>
<th>Method</th>
<th>Payment Method</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>In person</td>
<td>You can pay your tuition fees at the Income Office in Malet Street between 10am and 6pm Monday to Thursday and between 10am and 5pm on Friday.</td>
</tr>
<tr>
<td>Western Union</td>
<td>Online</td>
<td>International students can pay your tuition fees in your own currency by clicking the following link <a href="http://www.westernunion.co.uk/gb/send-money-online?utm_content=mYzoTyaO_pcrid_7459420795_mt_e_kw_western%20union%20in">http://www.westernunion.co.uk/gb/send-money-online?utm_content=mYzoTyaO_pcrid_7459420795_mt_e_kw_western%20union%20in</a></td>
</tr>
<tr>
<td>Personal cheques</td>
<td></td>
<td>We do not accept personal cheques</td>
</tr>
</tbody>
</table>
Appendix B – Cancellation Procedure Template

To: Registry Services, Birkbeck, The University of London, Malet Street, Bloomsbury London WC1E 7HX
I hereby give notice that I cancel my contract with Birkbeck for a place on the following Module or Programme:

---------------------------------------------------------------
Accepted on: [Date]
Student ID: [Insert]
Programme/Course: [Insert]
Full name of Student: [Insert]
Address of Student: [Insert]
Signature of Student ________________________________
Date: ____________________________

Alternatively you can email the Cancellation Procedure to your Department. You must keep proof of posting.