



GRADUATE SCHOOL OF THE ENVIRONMENT

YSGOL GRADEDEDIGION YR AMGYLGHEDD

Centre for Alternative Technology, Machynlleth, Powys. SY20 9AZ

14/02/2012

FEES POLICY 2012/2013

We are proud of the diversity of our student body and, because we recognise that our students' personal and financial circumstances vary widely, we can offer students a number of different ways to pay fees. But, because fee income is vital to our operations, we have to pursue all debts and withdraw our services from those who have not paid fees due.

Compliance with the Fees Policy forms part of a student's contractual obligations with the Centre for Alternative Technology. There is a tear off slip at the end of this form. Please complete, sign and return with your application.

On our confirmation of your acceptance onto the course your fee status will have been assessed as "International", "Home" or "European Economic Area". This assessment is based on your status as a resident of the European Economic Area at the time when you start on the course. Note that it is your residence, not your nationality that is relevant. For more details of the fee status criteria, or if you think your fee status may have been assessed incorrectly, contact your Student Support Officer before you start your course. We cannot change your fee status once you commence a programme of study with us.

If you defer entry please be aware that the fees may increase and the fee policy may change. The fee for your actual enrolment date will be the one which applies to you.

Students are bound by the current fee policy, the fee policy is updated on a regular basis, please check the website for the latest version.

(http://gse.cat.org.uk/public_downloads/Fees_Policy.pdf)

OVERSEAS STUDENTS

50% of the fee is due on application.

The remainder is payable in 3 instalments due quarterly over the first year of study for Full Time students and over second year of study for Part Time students.

If the remaining 50% of fees are paid prior to or on enrolment a 5% discount is available for Full Time students. If the remaining fees are paid in full at the start of the second year part time students can benefit from a 5% discount.

HOME/EUROPEAN ECONOMIC AREA STUDENTS

There is an initial non-refundable deposit of 1/8 of the full course fee for all home/European students. This should be paid following application to confirm your place on the course and is currently £737.50.

Early payment discount



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Students completing the course over one year: If you pay your fee in full, in advance, or on enrolment, you will be eligible for a 5% discount.

Students completing the course over two years: Half the total fee is payable each year. If you pay your annual fee in full, in advance, or on enrolment, you will be eligible for a 5% discount.

Instalment Plans

We operate quarterly payment plans.

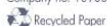
There is no surcharge for the quarterly payment option. Full time students enrolling in March 2012 will need to pay a further £737.50 on or before enrolment to make up your first instalment in full.

The payment deadline is the 5th of each quarter. To qualify for the instalment plan you will need to set up a Direct Debit with us, unless you do not have a Sterling bank account. The grid below shows the amounts due for students starting their studies in September 2011 and March 2012. Amounts will differ for students with other start dates

Month	Full Time	Part Time
	Quarterly	Quarterly
Sept/Mar	737.50	
Oct/Apr		
Nov/May		
Dec/June	1475.00	737.50
Jan/July		
Feb/Aug		
Mar/Sept	1475.00	737.50
April/Oct		
May/Nov		
June/Dec	1475.00	737.50
July/Jan		
August/Feb		
Sept/March		737.50
Oct/April		
Nov/May		
Dec/June		737.50
Jan/July		
Feb/Aug		
Mar/Sept		737.50
April/Oct		
May/Nov		
June/Dec		737.50

CAT Charity Ltd

Centre for Alternative Technology Charity Limited, a company limited by guarantee; Charity no. 265239;
Company no. 1090006, registered in Wales; registered office: Llwyngwern, Machynlleth, Powys, SY20 9AZ VAT number: 377 8917 83



UEL
University of
East London

UWIC
Cardiff's metropolitan university
prifysgol metropolitan Caerdydd



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Enrolment is not complete until your non-refundable deposit is received. Students will not be able to obtain student cards until enrolment is complete.

Students who have applied for funding such as Career Development Loans or Grants and are waiting to hear if their application is successful **MUST** make a non-refundable deposit payment prior to enrolment. If monies have not been received from the funding providers after 6 months it is the responsibility of the student to bring their payment plan up to date themselves. If the application for funding is unsuccessful, all debts incurred to CAT in the meantime must be paid in order to continue the course.

FAILURE TO MAINTAIN INSTALMENT PLAN

If you find yourself in temporary financial difficulties, you should immediately contact your Student Support Officer to discuss your options.

If you fail to maintain payments, you will not be allowed to take further modules or receive tutor support until the debts are cleared.

There will be a charge of £25 for the following irregularities:

- If you give us a cheque which is returned unpaid by the bank.
- If you miss a payment when paying in person by cash or debit/credit charge
- If you have insufficient funds in your bank account to make a direct debit payment

FAILURE TO PAY DEBTS

C.A.T. reserves the right to exclude students who do not meet their financial obligations and will use external agencies to recover debts.

Final awards will be withheld until all debts to UEL and CAT have been cleared.

WITHDRAWAL FROM THE COURSE

Students who wish to withdraw within 1 month of the end of the first module and do not attend the second module offered will be entitled to a refund of fees minus the non-refundable deposit.

Students who withdraw after the second module offered, even if not selected by the student, but before the end of their first semester (that is, before the end of August following a March intake and before the end of January for September intakes), will be charged one third of their total course fee.



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Students who withdraw after the first semester will be liable for the full course fee.
Semesters run from September to January and February to August.

Students who choose to finish early in order to be awarded a certificate or diploma will still be liable for the full course fee.

WITHDRAWING FROM MODULES FOLLOWING A BOOKING:

If a student wishes to withdraw from a module before the start date there is no charge
If a student wishes to withdraw from start date to 14 days into the module there is an admin fee of £25
After this, withdrawal isn't possible.

INTERMISSION

Any period of intermission must be agreed in advance of the intermission with the Student Support Officer.

Intermission must be for a complete semester and can be for up to a total of two years.

Students cannot intermit if they are not up to date with their fee payments.

Students who do not return after the maximum period of intermission and later decide that they wish to return to complete their studies will need to reapply for admission to the programme. In this situation, the current academic year fees will apply at the time of return and module credits (but not marks) can be carried forward.

CHANGE OF STATUS FROM FULL TO PART TIME

If you wish to change from full to part time, you should contact your student support officer in the first instance, if they approve your request they will inform the finance officer and your remaining fee payments will be altered to reflect this change.

For quarterly payment plans you will pay half the amount for twice as long as your full time arrangement.

REPEATING MODULES

If you fail a module, you may have the option to repeat the module at the next opportunity, or to replace the module with a different one. There will be a charge of £750 to repeat or replace each single module.



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Here, note that 'fail a module' means not to achieve the required pass mark at the initial submission AND then not to achieve the required pass mark at the resubmission. That is, you have one free resubmission.

TRANSFER BETWEEN COURSES

There is a £50 administration charge for transferring between courses: this also applies to attendance students who have to transfer to DL following completion of more than 4 modules by DL. Where students transfer to a course with higher fees they will need to increase their fee payments proportional to the number of modules still to attend. Transfer to DL from attended courses will not result in a reduction of fees.

RE ENROLMENT

Students with debts from previous years will not be allowed to re-enrol until the debt is cleared. Any money paid will be used to clear this debt.

RE ENROLMENT FOR THESIS ASSESSMENT

Students who fail the thesis module and choose to present a new thesis topic with supervision will pay a fee of £1200.00

DEFERRAL

Students who have not commenced studies and wish to defer their place should contact the Student Support Officer.

If a deferral is agreed, C.A.T will keep any surplus payments on a student's account until studies are commenced.

If you defer entry please be aware that the fees may increase and the fee policy may change. The course fees for your actual enrolment date will be the one which applies to you.

HOW TO PAY YOUR FEES

Initial deposit should be paid by cheque payable to CAT Charity Ltd, or by debit/credit card over the phone directly with the Student Finance Officers or direct bank transfer, please contact us for account details.

Instalments should be paid by Direct Debit which will be processed on the 5th of each month/quarter. Unless you do not have a sterling bank account you must use this payment method if paying in instalments, if not you will need to send a banker's draft or pay by card.



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If an external body is paying your fees, such as your employer, we must be notified before enrolment the relevant name and address and (if needed) a purchase order. If we do not receive the non-refundable deposit from your funding organisation in time you will be liable to pay this and we will return this to you upon receipt from your funding organisation.

Thank you for choosing to continue your studies at The Graduate School of the Environment. We hope that your time with us will inform, enable and inspire you.

Queries regarding fees can be addressed to the Student Finance Officers:

Tegwen Brickley +44 (0)1654 70 5972 tegwen.brickley@cat.org.uk
 Rachel Davies +44 (0)1654 704981 rachel.davies@cat.org.uk

Student Support Officer Contact Details:

MSc Architecture: Advanced Environmental and Energy Studies by
 Distance Learning
 Will Bryson, Sarah Johnson or Helen Sharma
distance.learning@cat.org.uk
 +44 (0)1654 703065 Ext. 27

Please sign and tear off the slip below and return to the Student Support Officers.

Updated 14.02.12

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March 2012 Intake.

I acknowledge receipt of the CAT/GSE Fees Policy. I understand that this policy is regularly updated and it is my responsibility to ensure I keep up to date with any changes. I have read the terms and conditions:

Signed: Date:

Full Name: