



## **FEES TERMS & CONDITIONS 2017/2018**

### **MSc degrees.**

#### **1. Introduction**

We are proud of the diversity of our student body and understand that our students' personal and financial circumstances vary widely. With this in mind we have a policy of paying fees on a module by module basis so that the cost of studies can be spread over the year. You may pay for the whole programme at the start of your studies or in parts, as long as you pay in advance and in full for all the modules you take.

#### **2. Fee status assessment**

On receipt of your completed Pre-enrolment Form your fee status will have been assessed as 'Overseas', or 'Home' and 'European Economic Area (EEA)'. This assessment is based on your status as a resident of the European Economic Area at the time when you start on the programme. 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 might have been assessed incorrectly, contact the Student Support Officers (SSOs) using their contact details in Section 18 before you start the programme. We cannot change your fee status once you commence a programme of study with us.

#### **3. Tuition fees and deposit**

The tuition fees for home and EEA students studying the MSc are £6250. For overseas students the total fee is £7500. A deposit of £50 must be paid by all students enrolling on the MSc, the Postgraduate Diploma, the Postgraduate Certificate and the Postgraduate Associate Certificate. This deposit will be returned to you as a contribution to your first module fee. If you enrol but do not pay your first module fee, the deposit will be retained by CAT. Enrolment is not complete until your deposit has been received, along with your completed Pre-enrolment Form and you have been registered by CAT with the Awarding Body. You will not be able to obtain a student card or have access to the online learning or library resources until enrolment is complete.

The fees for each module must be paid in full no later than 14 days before the module start date.



Therefore, the fees per module over the course of the full MSc will be:

	Home/EEA tuition fee (£6250)	Overseas tuition fees (£7500)	Last date payable
Enrolment	£50	£50	On Enrolment, prior to commencement of course. Returnable as a deduction from the first module.
15-credit module blocks (1 module week)	£575	£700	Payment due no later than 14 days before the start date of module.
30-credit module blocks (2 module weeks)	£1,150	£1400	
Dissertation module*	£1,650	£1,900	Payment due no later than 7 days before the start date of module.

The deposit paid on enrolment will be deducted from the balance due on the first module.

Students on the Sustainability in Energy Provision and Demand Management course should budget a further estimated £500 for the purchase of a 'CAT-in-a-box' containing data-collecting equipment to be paid no later than the last working day of the September of your intake year. You should be aware that there may be additional import duties and sales taxes related to shipping for non-'Home' students.

More information will be published and distributed to Sustainability in Energy Provision and Demand Management applicants closer to the September 2017 intake.

#### 4. On-site Accommodation and Meals Fees.

If you choose to attend your modules on-site, we can also provide accommodation and meals on-site so you can make the most of our immersive learning environment.

On-site Accommodation during module weeks is as follows:

	Per (5-night) module week attendance	Last date payable
Standard Shared Accommodation	£125	Payment due no later than 14 days before the start date of module.
Bunkhouse-style Shared Accommodation	£75	

On-site Meals can also be provided in the café at CAT. Students should budget an estimated £125 per (5-night) module week attendance for on-site meals.



For the Enrolment Day and Dissertation Workshops, Accommodation will cost £25 for Standard Shared Accommodation (per night), £15 for Bunkhouse-style Shared Accommodation (per night) and students should budget an estimated £25 for on-site meals (per day).

The procedures for booking accommodation and meals will be published on our website and distributed to applicants closer to the September 2017 intake.

## 5. Module Choices

For students in their 1<sup>st</sup> year of study at CAT, the modules you start between October and January and your attendance mode (On-site or DL) and Accommodation and Meals preferences for those modules must be selected by 29<sup>th</sup> September 2017. Modules you will take between February and July and your attendance mode (On-site or DL) and Accommodation and Meals preferences for those module must be selected by 11<sup>th</sup> December 2017.

Should you wish to change a module booking for any modules running in September through to December you can do so by giving notice to the SSOs no later than 14 days before the cancelled module's start date.

Should you wish to change your module bookings for any modules running after December you can do so by giving notice to the SSOs no later than two months before the cancelled module's start date.

If you give less than two months' notice, you will still be liable to pay that module's fee, and incur an additional module fee for any replacement module taken. If a change of modules becomes necessary as a result of a severe, unexpected and sudden change in circumstances then you will be allowed to change modules within the two-month notice period without loss of the module fee, dependent on the receipt of a completed 'Sudden and Severe Change of Circumstances Form', and supporting evidence, and its acceptance by the GSE. These forms can be provided by the SSOs and will need to be completed and returned to the SSOs. The Head of School will decide whether the circumstances warrant a module change without loss of module fees.

For students who started their study at CAT before September 2017, the modules you will take for the 17/18 academic year and your attendance mode (On-site or DL) and Accommodation and Meals preferences for those modules must be selected by 14<sup>th</sup> July 2017.



Should you wish to change a module booking you can do so by giving notice to the SSOs no later than two months before the cancelled module's start date.

If you give less than two months' notice, you will still be liable to pay that module's fee, and incur an additional module fee for any replacement module taken. If a change of modules becomes necessary as a result of a severe, unexpected and sudden change in circumstances then you will be allowed to change modules within the two-month notice period without loss of the module fee, dependent on the receipt of a completed 'Sudden and Severe Change of Circumstances Form', and supporting evidence, and its acceptance by the GSE. These forms can be provided by the SSOs and will need to be completed and returned to the SSOs with supporting evidence. The Head of School will decide whether the circumstances warrant a module change without loss of module fees.

## 6. Full-time and Part-time modes

Unless the full programme has been paid for in advance, both full-time and part-time students pay for their programme on a module-by-module basis, with payments made before a module attendance begins. Full-time students must complete all modules except the dissertation module (i.e. all taught modules) in the first year. Students who do not complete all taught modules in the first year will be transferred to part-time status by UEL.

## 7. Repeating or additional 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 full module charge to repeat or replace a module, where full payment must be received no later than 14 days before the module commences.

Please note that 'fail a module' means not to achieve the required pass mark at the initial submission (1<sup>st</sup> opportunity), and then not to achieve the required pass mark at the resubmission (2<sup>nd</sup> opportunity), i.e. any marked component in a module has one resubmission opportunity only, and this is included in the module fee.

Attending additional modules will require full payment to be received prior to attending the module.



## 8. Enrolment for the dissertation module

Students who fail the dissertation module and choose to present a new dissertation topic will pay the full dissertation module fee. Students who have previously finished their studies, having paid their full course fees without completing a dissertation but now wish to do so, will need to pay a £100 reenrolment fee and the current dissertation module fee to re-enrol for a dissertation semester.

## 9. Deferral

Students who have not commenced studies and wish to defer their place should contact the SSOs. If a deferral is agreed, CAT 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 Fees Terms and Conditions may change (see Section 15).

## 10. Intermission

You may intermit and return to your studies later. Intermission must be for a complete semester and can be for up to a maximum of two years in total. Any period of intermission must be agreed with the SSOs in advance of the intermission and be approved by the Programme Leader. You must give two months' notice before the start of the semester, and the module fees must be paid for the following two modules if they occur within that two-month period. Exceptions to this two-month rule will be on the acceptance by the Head of School of a satisfactory 'Sudden and Severe Change in Circumstances Form' with evidence to support the claim. These forms can be provided by the SSOs and will need to be completed and returned to the SSOs with supporting evidence.

Students who do not return to their studies after the maximum period of intermission will be automatically withdrawn by the Awarding Body. Students who later decide to return to complete their studies will need to reapply for admission to the programme. In this situation, the prevailing (i.e. current) academic year fees will apply at the time of return, and module credits, i.e. pass or fail, but not marks, will be carried forward to the new degree programme. There will also be a re-enrolment fee of £100, then payment for the remaining modules needed in order to complete the programme.



## **11. Withdrawal from the programme**

You may leave a programme at any time but will be liable to pay the fees for any modules booked two months ahead from the date of notification to leave, which must be in writing to the SSOs on a CAT 'Notice of Withdrawal Form', obtainable from the SSOs. If less than two months' notice is given, you will still remain liable for the module fee, unless a 'Sudden and Severe Change in Circumstances Form' is accepted. To apply for the recognition of 'sudden and severe change of circumstances' a form must be obtained from the SSOs and returned to them completed and with evidence to support the claim.

If you decide to apply for re-enrolment, you will have to pay a re-enrolment fee of £100 and any subsequent payments for any remaining modules you need to take in order to complete the programme according to the then current Fees Terms and Conditions.

## **12. Student Loans, Career Development Loans, Maintenance Loans or other financial grants/bursaries**

If you have applied for a Student Loan from the Student Loan Company (SLC) or Professional Career Development Loans (PCDLs) please provide proof of your application alongside your Pre-enrolment Form.

It is your responsibility to ensure that we receive the total funds for your modules. If you are due to receive funding from the SLC or PCDLs, you will be due to pay your full fees personally unless we receive a copy of confirmation of your entitlement. Upon receipt of entitlement confirmation, the Student Finance Officer (contact details in Section 18) will provide you with a personalised explanation of how your funding will be allocated towards your future module fees and what (if anything) will be remaining for yourself to pay.

You must have paid for all modules attended prior to commencement of the loan or grant. If monies have not been received from the SLC or PCDL providers, it is your responsibility to make the appropriate payment to CAT.

If all or part of your fees are to be paid by a third party then you are responsible for obtaining funding from them and for keeping your sponsor up-to-date with your progress, if this is a requirement of your funding from them. CAT will not enter into agreements with a third party for fee payments nor communicate with them about your progress, attendance or achievements. It is up to you to enter into an agreement with your sponsor about how they will fund you and how you will keep them updated. These rules do not apply to CAT bursaries which are governed by their own policy.



### 13. How to pay your fees

The following methods are available for fee payments with any assistance needed available from the Student Finance Officer (contact details in section 18).

- Online Debit Card/Credit Card/Paypal Payment  
<https://gse.cat.org.uk/gse-payment-form> or contact the Student Finance Officer for more details.
- Debit Card/Credit Card Payment over the phone.  
Please use the contact numbers in Section 17.
- Bank Transfer.  
Please contact the Student Finance Officer for account details.
- Cheque.  
Payable to 'CAT Charity Ltd'. Please include your name, course and month and year of the start of your course on the back of the cheque. Please send 'F.A.O. Student Finance Officer' using the address found at the top of this page.

Module payments must be received no later than 14 days before the start date of each module.

If a third party is paying your fees, you are responsible for ensuring that they transfer any necessary monies to you in order to allow you to make payments as above to CAT. Late receipt of sponsor payment will not be considered to be a valid reason for non or late payment of fees.

Please note that if your employer or sponsor is paying your fees directly, total tuition for all module's payments is payable before commencement of the first module.

For part time students this will avoid any fee increase, unless the student intermits (see Section 10).

### 14. Failure to pay for modules in advance

If you find yourself in temporary financial difficulties, you should immediately contact the Student Finance Officer to discuss your situation.

We must receive payment for a module attendance no later than 14 days in advance. If you need to defer or intermit, please seek advice from the SSOs.



You will not be enrolled on the module, allowed to attend either On-site or via Distance Learning or receive tutor support for the module until the module has been paid for.

CAT reserves the right to exclude students who do not meet their financial obligations, and to use external agencies to recover debts.

In the event of a debt occurring, final awards will be withheld until all debts to CAT have been cleared.

Students should be aware that CAT will determine at its discretion the attribution of any payments received from students owing debts.

## 15. Annual changes in the Fees Terms and Conditions

CAT may make alterations to the Fees Terms and Conditions annually. If you intermit or defer entry, please be aware that the fees might have increased and the Fees Terms and Conditions might have changed during the period of intermission. On your return, fees will be charged according to that year's published fees. Part time students can opt to pay all of their fees in full in the first year of their course at that current fee level.

Students are bound by the most current Fees Terms and Conditions irrespective of the year enrolled. The only exceptions to this are the full-time student who has not intermitted and who commences the dissertation at the beginning of the second year, and the part-time student who completes the programme in five semesters (two years plus dissertation) and has paid in full in advance for the whole programme. The Fees Terms and Conditions is updated on a regular basis, therefore please check the website (<https://gse.cat.org.uk/fees-policy>) or contact the Student Finance Officer for the latest version.

## 16. Changes to scheduled programmes

We reserve the right to modify and develop our advertised programmes (including the location of delivery) and to cancel a proposed module or programme if we reasonably consider this to be necessary. In these circumstances you may transfer to another programme on which a place is available and for which you are suitably qualified.



## 17. Your agreement

The Fees Terms and Conditions are a contractual agreement with the Centre for Alternative Technology Charity Ltd. When filling in your Pre-enrolment Form, please tick to confirm that you have read and agree to these Fees Terms & Conditions.

## 18. Contacts within the Graduate School for the Environment

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

Queries regarding fees can be addressed to the:

Student Finance Officer  
[student.finance@cat.org.uk](mailto:student.finance@cat.org.uk)  
+44 (0)1654 704981

Student Support Officers (SSOs)  
[student.support@cat.org.uk](mailto:student.support@cat.org.uk)  
+44 (0)1654 704985  
+44 (0)1654 704989  
+44 (0)1654 705974  
+44 (0)1654 705981