

Fees and financial support - Postgraduates

1. Fees

The Postgraduate tuition fees for the 2011/12 academic year covering registration, examination and tuition for your course can be found on the Lancaster University website at the following address:

<http://www.lancaster.ac.uk/sbs/registry/postgrads/fees>

Please note that all fees are compulsory. Fees must either be paid in full at registration or paid in instalments (see section 4 below). Please note, payment of fees in advance of arrival at the University can be arranged (see section 2 below).

(a) Self-financing (funding) students

If you are self-financing or have received your fees in advance you will be expected to settle your fees in full, or pay the first instalment, at Registration.

(b) Students who are sponsored

If you are sponsored, proof of sponsorship must be provided, preferably in advance of registration. Invoices cannot be raised to any outside agency unless you provide a statement from your sponsor confirming their sponsorship. Such proof should be on headed-paper and may be faxed, e-mail proof of sponsorship is not acceptable. The letter should include the full details of the amount and/or duration of the funding, the address to which the invoice should be sent, plus any sponsor specific reference or order number which has to be quoted on the invoice. Sponsor invoices will be issued by November. Please note: without such proof of sponsorship you will be deemed personally liable for your fees and invoiced accordingly.

You are strongly recommended to open a bank account either before you reach Lancaster or immediately afterwards to facilitate the payment of your fees and accommodation charges. There are two banks situated on the University campus (Barclays and NatWest) and other banks in the city centre. You should note, however, that UK government regulations on the procedures to be followed when opening a bank account are very strict and the University cannot always provide all of the evidence that the bank officials request. Once you have registered, the University can provide written confirmation of that but not necessarily on demand. If you live on campus, the Graduate College Residence Office can help you with a written statement of your University status and address; if you live off campus, the University can only certify your registration.

If you are an international student from a country where it is necessary to apply well in advance for permission to transfer money to this country, please ensure that you do so. Where there is exchange control, you will be expected to have cleared this before you start your studies in the University.

2. Paying Your Fees In Advance

You can make on-line payments (see <http://www.lancs.ac.uk/users/finance/onlinepayments/>).

You can transfer money direct into the University's bank account. You need to contact your own bankers to do this for you. The details of our bankers are as follows:

Nat West Bank PLC, Alexandra Square, Lancaster University, Bailrigg, Lancaster, LA1 4XZ
Branch Sort Code: 01-04-92
Account number: 09295364
Account name: Lancaster University

I.B.A.N. : GB10 NWBK 0104 9209 2953 64
Swift Code: NWBK GB 2L
B.I.C. : NWBK GB 2133P

When transferring money from your bank to our bank account, please include the following information (preferably in this order):

- a. Fee invoice number or your Lancaster University ID number (if known)
- b. Your full name.
- c. The course you will be registered for, and department.

3. Financial Support

Before postgraduate students can be registered, the University has to be satisfied that they will have adequate means of financial support available to them. **Students who embark upon courses with inadequate funds can find themselves in serious difficulties and the University is unable to provide financial support.** It is expected that students will meet all financial obligations such as payment of fees and accommodation charges at the stipulated times. **Those who are unable to do so may be excluded from the University.**

Please note that if the course for which you are registering lasts for more than one year, you need to have sufficient funds for the fees (which are likely to be higher than the 2011/12 fees) and living expenses (which will also rise) for the full period of study. If you have a partner and/or children, you should budget for the estimated cost for each dependant who will be accompanying you.

4. Payment by Instalments

THESE ARRANGEMENTS APPLY TO SELF-FINANCING STUDENTS ONLY.

You can pay your tuition fees in full at the start of the academic year or in two equal instalments at the start of the Michaelmas and Lent terms (October and January). Each instalment is the equivalent of half of the full annual fee. Here are some examples:

Tuition Fee	Instalment due at or before Registration (October 2011)	Instalment due January 2012
£4,460	£2,230	£2,230
£2,230	£1,115	£1,115
£11,425	£5,713	£5,712
£14,580	£7,290	£7,290

Please note:

- i) any student who does not pay the first instalment at Registration will forfeit the right to pay by instalments and will then be required to pay the annual fee in full.
- ii) it may be possible to pay in three instalments, please contact credit control in order to agree payment arrangements.
- iii) students who do not pay the full amount, or any instalment, on time **will be charged a late payment fee (after 14 days from the due date)**, the fee is currently £30.

5. Paying Your Fees When You Register

If you are a self-funding student, you will receive an invoice in October for your full fee liability; it does not take into account any payment which you may have made prior to or at registration.

Fees must be paid in pounds sterling on or in advance of Registration Day (or on receipt of a fee invoice for students who commence at other times of the year). At registration you may pay with a bank debit or credit card (not American Express or Diners), travellers' cheques in pounds sterling, a UK cheque or bank draft drawn on a UK bank account. Cheques in Euros and US dollars may be accepted without extra charges but are still susceptible to exchange rate differences.

Fees may be paid on-line with a bank debit card or any credit card (not American Express or Diners). Please see the University's web page <http://www.lancs.ac.uk/users/finance/onlinepayments/>.

6. Procedures in the case of fee debt

The University has rules and regulations regarding fee debt which allow for the University to suspend a student's Computing and Library access or eventually exclude the student from the University. The regulations regarding fee debt are published in the Lancaster University Manual of Academic Regulations and Procedures (MARF, Section F7), a copy of which is available on the web at <https://gap.lancs.ac.uk/ASQ/QAE/MARF/Pages/default.aspx>.

In line with the University rules and regulations (section E8 of MARF; section 5.3 of the University Rules) Graduates who still have an outstanding debt with the University at the point of graduation will not receive their certificate and transcript until such time as their debt has been cleared.