



**Nazarene Theological College**  
**POSTGRADUATE FEES**  
**2018-2019**

**TUITION COSTS**

**MA in Theology (PGDip/Cert)**

**UK and EU Students**

Full-time	£5,550.00 per annum
Part-time	£1,387.50 per unit
Audit Fee	£270.00 per unit

**Non-EU Students**

Full-time	£7,550.00 per annum
Part-time	£1,887.50 per unit
Audit Fee	£270.00 per unit

**All MA Students**

(Dissertation Fee chargeable to FT students at initial registration; to PT students when they register for the dissertation. If the dissertation extends to a second year, re-registration fee will be payable. If a student resubmits a thesis then a resubmission fee will be payable)

Dissertation Fee	£400.00
Re-registration/Resubmission Fee	£200.00
Validation Fee	
Full Time Per Annum	£750.00
Part Time Per Annum	£375.00
(Payable each year a student remains on a course of study.)	

**MPhil/PhD**

**UK and EU Students**

Full-time	£5,550.00 per annum
Part-time	£2,775.00 per annum

**Non-EU Students**

Full-time	£9,700.00 per annum
Part-time	£4,850.00 per annum

**All Students**

'Submission Pending' Fee <sup>o</sup>	£750.00 per 6 months
Resubmission (No Viva)	£300.00
Resubmission (With Viva)	£450.00
<sup>o</sup> Continuation of registration after supervision is completed, or when the period of revision following examination extends into a new registration period	

**Intercalation Fee**

Per Annum (plus University of Manchester Fee)	£150.00
Per Calendar Month (plus University of Manchester Fee)	£15.00
(When students suspend for all/part of an academic year)	

**Validation Fee**

Full Time Per Annum	£750.00
Part Time Per Annum	£375.00
(Payable each year a student remains on a course of study.)	

**Student Council Fees**

Annual Membership (payable on Registration Day)	£15.00
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**NTC Financial Terms & Conditions**

This fee sheet is not complete without the attached 'Terms and Conditions'

# POSTGRADUATE STUDENT TERMS AND CONDITIONS

## FOR PAYMENT OF FEES

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### A: TUITION FEES

#### A1: ALL STUDENTS

1. Students paying their full tuition fee at Registration will receive a 5% discount.
2. In addition, from the commencement of the second semester, each & every subsequent payment made by a student will (except for Student Loan Company payments), unless a structured payment plan is agreed (i.e. standing orders) & that plan strictly adhered to, attract an administrative fee of £15.

#### A2: ALL STUDENTS WITH STUDENT LOAN SUPPORT

3. At Registration students must provide documentary evidence of being a registered applicant for financial assistance from a Student Loan Company.
4. On receipt of confirmation of loan support, the student must contact the Finance Office to arrange a payment plan. They will be required to sign standing order form to pay the balance of their total tuition fee due for the semester.

#### A3: ALL STUDENTS WITHOUT STUDENT LOAN SUPPORT

##### A3.1: FULL-TIME MA STUDENTS

5. Where Registration takes place at the commencement of the Academic Year, Full-time MA students will be required to pay a minimum of one third of their tuition fee for the academic year after deduction of any bursary or scholarship awarded.
6. If the total tuition fees have not been paid during the first semester, a further payment of a third is payable at the commencement of the second semester. In addition to the two payments of one third of tuition fees, the student is to provide a schedule of agreed payments to reduce the balance over the course of the second semester. The final payment is payable in the last semester but must be no more than 10% of the outstanding total tuition fee as at the commencement of the second semester.
7. If the required total of the tuition fee as set out above is not paid by the first day of the second semester, then an interest charge equating to 3% of the outstanding balance will be levied and added to the student's outstanding account. This will be backdated to include those fees outstanding from the first semester on which the interest will be calculated from the commencement of the first semester of that Academic Year

##### A3.2: PART-TIME MA STUDENTS

8. Part time students taking a unit over a semester must pay for their unit within the Semester in which it is taken (after any bursary or scholarship has been deducted). Failure to comply with this will

result in a student being ineligible for re-registration in the following semester.

9. Students attending on a per unit basis at the MA Open Learning sessions are required to pay 50% of the full tuition element of their fees, together with the full University Validation fee payable and, if applicable any other external professional affiliation fees, at the point of their Registration (after any bursary or award has been deducted). The balance of the tuition fee is payable on or before the first day of class. Failure to comply with this will result in a student being ineligible for re-registration in the following semester.

##### A3.3: FULL-TIME RESEARCH STUDENTS – SEPTEMBER OR JANUARY REGISTRATION

10. Where Registration takes place at the commencement of the Academic Year, Full-time Research Students will be required to pay a minimum of one third of their tuition fee for the academic year after deduction of any bursary or scholarship awarded.
11. If the total tuition fees have not been paid during the first semester, a further payment of a third is payable at the commencement of the second semester. In addition to the two payments of one third of tuition fees, the student is to provide a schedule of agreed payments to reduce the balance over the course of the second semester. The final payment is payable in the last semester but must be no more than 10% of the outstanding total tuition fee as at the commencement of the second semester.
12. Following the process of Registration, a payment plan will need to be agreed with the Finance Office which will be no less than that requested of all registrations in terms of the length of time over which payments can be made and the penalties for late payment.

##### A3.4: PART-TIME RESEARCH STUDENTS – SEPTEMBER OR JANUARY REGISTRATION

13. Part time students must pay for their Tuition Fee within their year of study over a maximum of ten monthly payments. It is not possible to spread the cost of this over a longer period. Failure to comply with this will result in a student being ineligible for re-registration in the following year

## **B: UNIVERSITY FEES**

14. The University of Manchester Validation Fee is set annually in consultation with the University. It is payable each year a student remains in their programme of study until they either complete the programme or withdraw.
15. The University of Manchester Validation fee and any Student Council fee if applicable is payable in full prior to, or at, the Student's Registration. No student will be registered without this payment being received. The University of Manchester Validation fee applies to both full-time and part-time students. Part-time students pay 50% of the full time rate regardless of the number of units they will take in the academic year.
16. No withdrawal, other than within the Registration Revision period of the Academic year (see College Calendar), will qualify for a repayment of these fees as once the student is registered the College is obliged to pass this payment on to the University of Manchester.

## **C: MISCELLANEOUS TUITION RELATED CHARGES**

17. The Dissertation Fee for full-time students will be charged at the point of their initial registration. Part-time students will be charged at the point of their registration for dissertation. If a student is required to resubmit a thesis in order to obtain an award, then a resubmission fee is payable.
18. The Submission Pending fee for MPhil and PhD students is applied following the period of supervision, and also should the period of revision following examination extend into a new registration period
19. Academic Transcript Request - first copy free, subsequent copies £10 each.
20. Application for Extension fee: £20 per application.

## **D: ADDITIONAL FINANCIAL REGULATIONS**

21. Graduands who owe tuition fees to the College will not be allowed to graduate until these fees are cleared in full. Graduands who have tuition fees outstanding will not be forwarded to the Academic Board and therefore will not receive a copy of their transcript.
22. No student will be allowed to re-register for an academic year with outstanding tuition fees owed to the College (except with the express written permission of the Principal, in consultation with the Finance and Academic offices).
23. International (Tier 4 visa) students (still in their country of origin) who have been accepted on to a course of study and paid tuition fees in advance who are refused visa entry clearance can apply for a refund of tuition fees by returning their original letter of admission and submitting a copy of their immigration refusal letter. These students will be eligible for a full refund of tuition fees paid in advance.

24. If a student officially withdraws from College before or during either semester the following refunds will be allowed:

- for in-country Tier 4 visa students who withdraw before the start of the course the first semester's fees paid in advance are refunded in full once the UK Border Agency has been informed. The College is required to inform the UK Border Agency if a Tier 4 visa student withdraws or does not take up their place at the College.

- for students who withdraw within the Registration Revision Period (published in the College Calendar) a credit note equal to no more than 90% of tuition fees will be issued against invoiced charges. The College is required to inform the UK Border Agency if a Tier 4 visa student withdraws from the College.

- after the last day for Registration Revision (published in the College calendar) students will remain liable for the cost of the full semester's tuition and University fees or other associated course fee costs incurred in their initial registration. The College is required to inform the UK Border Agency if a Tier 4 visa student withdraws from the College.

- Part-time students who withdraw from a unit or who downgrade from credit to audit after the last day for Registration Revision (published in the College calendar) will not be entitled to a credit note against the tuition fee invoices raised nor University fees (if applicable).

25. The Finance Office will make every effort to correspond, primarily by email, with each and every student on a regular basis to ensure both timely and accurate invoicing and the provision of regular statements of account owing. However should financial hardship be experienced by any student, then, as soon as practicable, a mitigating (financial) circumstances application should be submitted to the Finance Office seeking to vary the agreed payment structure. If agreed this will remove any of the financial penalties for unstructured or delayed payments.
26. Any costs incurred relating to the authorisation of student loan cheques will be passed on to the students i.e. couriering the cheque to the student for signature endorsement.