



Nazarene Theological College
UNDERGRADUATE FEES
2018-2019

Tuition Costs

All Undergraduate Courses

Full-time*	£ 6,165 (per annum)
Part-time	£ 595 (per 10 credit unit)
'Taster' Unit	£ 225 (first 10 credit unit)
Audit Only	£ 90 (per 10 credit unit)

(* Some bursary support is available for full-time students whose fees are not covered by student loans.)

Validation Fee

Full-Time Students	£ 600 (per annum)
Part-Time Students	£ 300 (per annum)

(Payable each year a student remains on a course of study.)

Placement-Based Student Practice Tutor Fee

Youth & Community Course; Practical Theology Course; Students taking Placement electives	£ 180 (per annum)
--	-------------------

Placement-Based Student DBS Fee

Youth & Community Course; Practical Theology Course; Pioneer Ministry; Students taking Placement electives (Students on placement in Scotland will complete the relevant enhanced disclosure. Students will be reimbursed this cost from their placement host.)	£ 56.25 (prior to the start of the placement)
--	---

Learning Centre Fees

Part-time Funded Student	£ 595 (10 credit unit)
Discounted Learning Center Rate	£ 225 (10 credit unit)
Audit	£ 90 (10 credit unit)
Continuing Education (Ministers)	£ 30 (10 credit unit)

AP(E)L - Accreditation of Prior (Experiential) Learning

AP(E)L	£ 120 (10 credit unit)
--------	------------------------

Student Council Fees

Annual Membership (payable on Registration Day)	£ 15
---	------

NTC Financial Terms & Conditions

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

UNDERGRADUATE STUDENT TERMS AND CONDITIONS

FOR PAYMENT OF FEES

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: FULL-TIME 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.

A3: FULL-TIME STUDENTS WITHOUT STUDENT LOAN SUPPORT

4. Students who
 - a) cannot provide evidence of having applied for a student loan; or
 - b) have applied but not yet received confirmation of their Student Support Number; or
 - c) who are ineligible for or unwilling to take out a Student Loan Support Package,

will be required to pay an amount, at Registration, equivalent to that of a student who has confirmation of student loan status. They will be required to sign standing order payment forms for the 10th November and the 10th December to pay the balance of their total tuition fee payable for the semester. If a student loan confirmation is received prior to the 10th November, students will be instructed to cancel these standing orders.

5. 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, and in consultation with the Finance Office, the student is required to agree a schedule of payments for February, March and April which will ensure the full fees are payable within the second semester. The final payment made at the end of April cannot be greater than 30% of the tuition fees outstanding at the end of January.
6. If the required total of the tuition fee 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 each month and added to the student's outstanding account. This interest charge is cumulative. It will be calculated to include all amounts outstanding and backdated to the commencement of the first semester of that Academic Year. As the interest will be calculated

monthly and added to the account it will be a compound interest charge.

A4: PART-TIME STUDENTS

1. Part-time students must pay for their units within the Semester in which they are taken. Failure to comply with this will result in a student being ineligible for re-registration in the following semester.
2. Part-time students attending on Undergraduate Intensive study units are required to pay the full tuition element of their fees, plus the University Validation fee (if applicable) at their Registration.
3. Special arrangements apply for part-time Licensed Ministers of the Church of the Nazarene. They are requested to contact the Finance Office.

B: UNIVERSITY AND PRACTICE TUTOR FEES

1. 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.
2. The University of Manchester Validation fee and any Student Council fee or Practice Tutor fee if applicable are 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.
3. 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

1. An Application Fee (non-refundable) of £30 is payable for all non-UCAS applicants, and must be submitted with the Application Form.
2. Requests to consider applications for Accreditation of Prior (Experiential) Learning attract non-refundable fees to cover the time allocated to considering the requests.

The payment shall be forwarded together with the appropriate request in order for it to be considered.
3. Academic Transcript Request: first copy free, subsequent copies £10 each.
4. Application for Extension fee: £20 per application.



5. Application for Late/Re-Submission fee: £20 per course unit.
6. Late Registration fee: Students will register during the days and times set at the start of each new semester. There will be a £25 fee for late registrations

D: ADDITIONAL FINANCIAL REGULATIONS

1. 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.
2. 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 office).
3. 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.
4. 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).

5. 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.
6. Any costs incurred relating to:
 - a. the international transfer of funds, i.e. bank commissions from forwarding and receiving banks; and/or
 - b. the authorisation of student loan cheques, i.e. couriering the cheque to the student for signature endorsement

will be passed on to the students.