



Nazarene Theological College
UNDERGRADUATE FEES

Students Admitted in 2019-2020

TUITION FEES

Full-time Students	£7,165.00 (per annum)
Part-time Students (50%) (25% and 75% part-time students charged pro-rata)	£3,582.50 (per annum)

OTHER FEES

Accredited Prior Learning Accreditation of Prior (Experiential) Learning	£120.00 (per 10 credits)
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Placement-Based Practice Tutor Fee Youth & Community Course; Practical Theology Course (2 nd year only); Students taking Placement electives	£180.00 (per annum)
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Placement-Based DBS Fee Youth & Community Course; Practical Theology Course; Pioneer Ministry; Students taking Placement electives	£56.25
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Student Council Membership Fee Full-time Students	£15.00 (per annum)
Part-time Students	£ 7.50 (per annum)

Short Course Fees & Glasgow Learning Centre Credit Unit	£595.00 (per 10 credits)
Taster Unit	£225.00 (first 10 credits)
Audit Only	£ 90.00 (per 10 credits)
Continuing Education (Ordained Nazarene Ministers)	£ 30.00 (per 10 credits)

Regional Learning Centres

Part-time Funded Student	£595.00 (per 10 credits)
Discounted Learning Centre Rate	£225.00 (per 10 credits)
Audit	£ 90.00 (per 10 credits)
Continuing Education (Ordained Ministers)	£ 30.00 (10 credit unit)

TERMS & CONDITIONS

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



TERMS AND CONDITIONS OF PAYMENT OF FEES FOR UNDERGRADUATE STUDENTS

A. TUITION FEES

A1. Students Funded by Student Finance

1. At Registration students must provide documentary evidence of being a registered applicant for financial assistance from a Student Loan Company.
2. Students who
 - 2.1 have applied but not yet received confirmation of their Student Support Number; or
 - 2.2 are planning to apply for a student loan,will be required to arrange a date with the Finance Office to report their application results.

A2. Self-financing Full-time and Part-time Students

3. Full-time students who do not pay at Registration will be required to sign a standing order payment form for the 15th October, the 15th January and the 15th May to pay the balance of their total tuition fee for the semester.
4. Part-time students are required to pay for their units within the semester in which they are taken.
5. Part-time students who only register for Undergraduate Intensive study units are required to pay the full course fees prior to the course's start date.
6. Failure to comply with the above will result in a student being ineligible for re-registration in the following semester.
7. Special arrangements may apply for part-time Licensed Ministers of the Church of the Nazarene. They are requested to contact the Finance Office.
8. All payment arrangements must be approved with the Finance Office in advance of study.

B. OTHER FEES

9. All fees are payable in full prior to, or at, Registration. Students who are unable to pay in full at Registration must agree a payment plan with the Finance Office.
10. All students on a Placement-Based course
 - 10.1 Will pay an annual Practice Tutor fee
 - 10.2 will pay the DBS fee prior to the start of the placement. Students on placement in Scotland will complete

the relevant enhanced disclosure.

Students will be reimbursed this cost from their placement host.

11. Short course: students who register for audit or credit courses are required to pay the full amount prior to the course's start.
12. Learning Centre: students are required to pay the full amount of course fees prior to the course's start.
13. An application fee for Accreditation of Prior (Experiential) Learning is non-refundable. The payment must be forwarded together with the appropriate request in order for it to be considered.

C. MISCELLANEOUS FEES

14. An Application Fee (non-refundable) of £30 is payable for all non-UCAS applicants, and must be submitted before the application will be processed.
15. Academic Transcript Request: one free copy upon graduation from a programme of study, subsequent copies £10 each.
16. Application for Extension fee, Late/Re-Submission fee: £20 per application (waived for applications on the grounds of health or assessed learning needs).
17. Late Registration fee: students must register during the days and times set by the Academic Office at the start of each new semester. Please see the College calendar on the website. Failure to do so will result in a £25 fee for late registration.
18. Any costs incurred relating to the authorisation of student loans are students' responsibilities, i.e. couriering the cheque to the student for signature endorsement, etc.
19. Any international bank transfer: students are responsible for paying all the bank charge fees and any exchange rate variance.

D. ADDITIONAL FINANCIAL REGULATIONS

20. If a student cannot meet the deadlines for the payment of their fees they must contact the Finance Office immediately. Where appropriate, alternative payment arrangements will be discussed and agreed.



21. Overdue payments: if the required amount of the fees is not paid on the agreed payment date, a late payment charge of £25 will be added to the student's account and the student will be advised by email sent to their College email address.
22. No payment: where a payment of any fees remains outstanding beyond the agreed due date, the student will be sent an email to notify them of the consequences with respect to their course of study.
23. No student will normally be allowed to re-register for an academic year with any outstanding fees owed.
24. Graduands who owe any tuition fees to the College will not be allowed to graduate until these fees are cleared in full.
25. Graduands who have any tuition fees outstanding will not be forwarded to the Academic Board and therefore will not receive a copy of their transcript.
26. Students who take an interruption from studies after the Registration Revision Period will be liable for course unit fees for that semester. No further fees will be charged until the student returns to study.
27. Withdrawals and refunds:

D1. Tier 4 visa International students

- 27.1 Students who are still in their country of origin, if they have paid tuition fees in advance but 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.
- 27.2 Students who officially withdraw before the start of the course and have paid the first semester's fees in advance will have them refunded in full once the UK Visas and Immigration has been informed.
- 27.3 Students who officially withdraw within the Registration Revision Period (published in the College Calendar) will have a credit note equal to full tuition fees issued against invoiced charges.
- 27.4 The College is required to inform the UK Visas and Immigration if a Tier 4 visa student withdraws or does not take up their place at the College.

D2. Other Full-time and Part-time Students

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

- 27.5 For students who withdraw within the Registration Revision Period (published in the College Calendar) a credit note equal to the total tuition fees will be issued against invoiced charges.
- 27.6 After the last day for Registration Revision Period (published in the College calendar), students will remain liable for the cost of the full semester's tuition and Validation fees or other associated course fee costs incurred in their initial registration.

D.3 Students Taking Short Courses

- 27.6 Students may be refunded for the full course fees if they withdraw before the Registration Revision Period.
- 27.7 Students will not get a refund if they withdraw after the Registration Revision Period (or the end of the second class during intensive week).

E. RECOVERY OF STUDENT DEBT POLICY

28. The Finance Office will make every effort to correspond, primarily by email, with students on a regular basis to ensure both timely and accurate invoicing and the provision of regular statements of account.
29. Should financial hardship be experienced by a student, then, as soon as practicable, a mitigating (financial) circumstances application should be submitted to the Finance Office. If a payment plan is agreed and adhered to, this will remove any of the financial penalties for unstructured or delayed payments.
29. In exceptional circumstances a student who owes tuition fees to the College from a previous session may be permitted to re-register.
30. Where there are outstanding debts accrued by students who have left the College, the College reserves the right to refer the debts to an external debt collection agency and ultimately to the Small Claims Court. Any charges incurred will be passed on to the students.