



NTC

**Nazarene Theological College**  
**POSTGRADUATE FEES**  
**Academic Year 2023-2024**

**Students Admitted in 2023-2024**

**TUITION FEES**

**MA in Theology**

UK Students

Full-time	£ 8,562.00 (per annum)
Part-time	£ 2,140.00 (per unit)

Non-UK Students (EU students may be eligible for discount bursary)

Full-time	£ 13,058.00 (per annum)
Part-time	£ 3,264.00 (per unit)

All MA Students

Dissertation Fee	£ 400.00
Re-registration/Resubmission Fee (Dissertation)	£ 200.00

**PhD**

UK and EU Students

Full-time	£ 9,011.00 (per annum)
Part-time	£ 4,506.00 (per annum)

Non-EU Students

Full-time	£ 15,418.00 (per annum)
Part-time	£ 7,709.00 (per annum)

**Thesis Submission Fees for All Students**

Submission Pending Fee	£ 750.00 (per 6 months)
Resubmission Fee (No Viva)	£ 300.00
Resubmission Fee (With Viva)	£ 450.00

**OTHER FEES**

**Intercalation Fee (PhD Only)**

Per Annum	£ 150.00
Per Calendar Month	£ 15.00

**Short Course Fees**

MA Single Unit (UK)	£ 2,140.00
MA Single Unit (EU* & Non-EU Students)	£ 3,264.00
MA Audit	£ 350.00 (per unit)

**TERMS & CONDITIONS**

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



## TERMS AND CONDITIONS OF PAYMENT OF FEES FOR POSTGRADUATE STUDENTS

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### 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 and set up a payment plan.
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**

##### A2.1 Full-time MA Students

3. If the total tuition fees have not been paid during the first semester, full-time MA students will be required to pay a minimum of one third (1/3) of their tuition fee for the academic year after deduction of any bursary or scholarship awarded.
  - 3.1 A further payment of a third (1/3) is payable at the commencement of the second semester. In addition to the two payments of one third (1/3) of tuition fees, the student is to provide a schedule of agreed payments to reduce the balance over the course of the second semester.
  - 3.2 The final payment is payable in the dissertation submission period.

##### A2.2 Part-Time MA Students

4. 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).
5. Part-time students attending Postgraduate Intensive study units are required to pay a deposit of 20% of the course unit fee prior to the release of the intensive course materials (the date will be advertised for each intensive period).
  - 5.1 This deposit can be refunded up to the end of the MA intensive Registration Revision Period (1 month from the release of the intensive course materials).
  - 5.2 Students who withdraw from an MA intensive unit after that date will not be eligible for a deposit refund. All part-time students are required to pay the remainder

of the course unit fees before the second day of the intensive course starts.

6. Failure to comply with above will result in a student being ineligible for re-registration in the following academic year.

##### A2.3 Full-time PhD Students

7. Where Registration takes place at the commencement of the Academic Year, full-time PhD students will be required to pay a minimum of one third (1/3) of their tuition fee for the academic year after deduction of any bursary or scholarship awarded.
8. If the total tuition fees have not been paid during the first semester, a further payment of a third (1/3) is payable at the commencement of the second semester. In addition to the two payments of one third (1/3) of tuition fees, the student is to provide a schedule of agreed payments to reduce the balance over the course of the second semester.

##### A2.4 Part-time PhD Students

9. Part-time students must pay for their tuition fee within their year of study over a maximum of ten monthly payments.
10. Failure to comply with this will result in a student being ineligible for re-registration in the following year.

##### A2.5 All PhD Students

11. The Submission Pending fee is applied following the period of supervision, and also should the period of revision following examination extend into a new registration period.

### B. OTHER FEES

12. All fees are payable in full prior to, or at, Registration. Students who are unable to pay in full at Registration must make a payment plan with the Finance Office.
13. The MA 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 the MA dissertation.
  - 13.1 If the dissertation extends to a second year, a Re-registration fee will be payable.
  - 13.2 If the student needs to resubmit the thesis, a Resubmission fee will be payable.
14. Students who register for short courses are required to pay the full amount prior to the course's start.

### C. MISCELLANEOUS FEES

15. Academic Transcript Request - one free copy upon graduation from a programme of study, subsequent copies £10 each.
16. Application for Extension fee: £20 per course unit (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 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 fees outstanding will not be forwarded to the Academic Board and therefore will not receive a copy of their transcript.
26. Interruption:
  - 26.1 Postgraduate Research degrees (e.g. PhD) – Students who successfully apply for an interruption will be charged an Intercalation fee, either as an annual fee, or a monthly fee, depending on the length of interruption.
  - 26.2 Postgraduate Taught degrees (e.g. MA) – Students who take an interruption from studies mid-way through a semester will be liable for course unit fees for the current semester. No further fees will be charged until the student returns to study.
27. Withdrawals and refund:

#### **D1. Tier 4 visa International Students**

- 27.1 Students seeking a visa as a full-time student will be required to show evidence of funds, and (unless eligible for government loans) to lodge a deposit for the first semester's fees
- 27.2 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.
- 27.3 Students who officially withdraw before the start of the course and have paid the first semester's fees in advance are will have them refunded in full once the UK Visas and Immigration has been informed.
- 27.4 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.
- 27.5 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:

- 27.6 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.
- 27.7 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**

- 27.8 Students may be refunded for the full course fees if they withdraw before the Registration Revision Period.
- 27.9 Students will not get refund if they withdraw after the Registration Revision Period (end of the second class). In the case of intensive units, students who withdraw after the end of the Registration Revision Period and before the first class will be liable for the 20% fee deposit.

#### **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 owing.
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.
30. In exceptional circumstances, a student who owes tuition fees to the College from a previous session may be permitted to re-register.
31. 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.