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Guide to Tuition Fees

at Cardiff Metropolitan University





Guide to Tuition Fees

at Cardiff Metropolitan University

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Tuition fees for full-time students (home/eu)

Cardiff Met will be charging £9000.00 for its full-time undergraduate and PGCE programmes in 2016/2017.

If you commenced studies with Cardiff Met in the 2013/2013 or 2013/2014 academic year and are 'continuing' the charge will be £8,400.00

Students subject to the old fee regime will continue to be charged £3,465.00. If on a placement year in 2016/2017 the fee reduces to £1,800.00.

The fee rates for postgraduate study (MA, MSc, PhD, etc.) differ by programme, please refer to the 'Home (UK/EU) Student Fee Table' on: www.cardiffmet.ac.uk/tuitionfees for clarification.

Tuition fees for part-time students (home/eu)

The fee rates for part-time study differ with each programme. If on a 'Credit Based' course (UG, MA, MSc, etc) we usually find that in the main part-time students will do 60 credits per year.

Please refer to the 'Home (UK/EU) Student Fee Table' on www.cardiffmet.ac.uk/tuitionfees for clarification of the correct rate. You will need to calculate the fee by multiplying the credit rate with the actual number of credits for each academic year (Programme Director will be able to confirm this).

Methods of payment for home/eu students

Students enrolling at Cardiff Met have three options for the payment of their fees:

1. Charge to third party sponsor - Student Loan Company (SLC)/Employer/ NHS/ Local Authority (LA). Any contribution by a sponsor must be verified, for SLC funding we will validate any funding details using the SLC database. For all other funding, we will require written confirmation from the sponsor detailing their willingness to cover the fees and to what proportion. Please ensure all information is provided as part of the enrolment process. Any self-financing contribution to be made up by one of the following methods.
2. Payment in full as part of the enrolment process. You will be given the opportunity at the end of the enrolment process to pay your fees online.
3. Payment by Instalment. If choosing to pay your fees by instalments, you must complete a Direct Debit Mandate (available on the Cardiff Met Tuition Fees website) and send to us as soon as the enrolment process has been completed; please ensure the reference number field is completed with the applicant/enrolment number. You are required to make a minimum deposit (one fifth of the tuition fee) as part of the enrolment process, we will then take an additional four equal Direct Debit instalments on the 20th of the month from November - February. If no deposit is paid, or if there is any shortfall on the deposit amount, this will be added to the first Direct Debit deduction.

If you are unable to pay your fees on-line, you will be able to make this payment (Card/Cash/ Cheque) at the designated locations during the first week of term.

On-line payment

Enrolled students have the ability to view an on-line snapshot of their fee account and make payment against any outstanding balances, or even just a payment on account.

Parents/Sponsors can also use this facility. Although they will not be able to see any details of outstanding fees, payment can still be made on account if they know the students enrolment number (same as applicant id).

When making payment, please omit the prefix 'ST' from the User ID.

*Please note, you will need to register for on-line payments before using this facility (link on last page).

Direct debit scheme

Students wishing to pay by instalments must complete a direct debit mandate (available from the website) and submit this with their deposit (one fifth of fee) at enrolment.

Four equal instalments will be collected on the 20th of the month from November 2016/ February 2017

Prior agreement

If you are already enrolled with Cardiff Met and deductions were made from a direct debit agreement in 2015/2016, as long as this agreement has not been cancelled with the bank, we will proceed to collect from these details.

If you wish to pay from a different account, please complete a new mandate (available on our website) and send to us immediately. Please note, the reference number is your student number with Cardiff Met (shown on the bottom of your student ID card).

Direct debit general requirements

Please ensure that there are sufficient funds available in your account on the dates shown on the previous page.

You should note that if the direct debit instalment is declined the amount will be automatically taken with the following month's instalment. We will not write out to you prior to the instalments being taken, so please ensure you are fully aware of the details of our scheme.

Paying by bank transfer

Payment can be made direct to the University's bank account using the following details:

Bank:

National Westminster Bank Plc.
96, Queen Street, Cardiff, CF10 2GR

Account Number: 01043838

Sort Code: 01-01-55

Account Name: Cardiff Met Exchequer
Account

IBAN: GB73NWBK01015501043838

Swift Code: NWBK GB 21 22 T

You must quote your full name, student number if available, and programme of study for all bank transfers.

Please Note: It is your responsibility to pay the bank charges for the transfer.

Associated fees

Bench Fees

Research programmes will usually attract a separate bench fee. You are advised to check in advance of enrolling what this charge is likely to be.

If self-financing, this can be paid alongside your tuition fees. If sponsored, please ensure your 'Sponsor Letter' details their willingness to cover this fee.

Tuition fees for full-time international (non-eu) students

Please refer to the fee table on our website (*see useful web-links on page 12*) to determine your fee level.

Payment by a Sponsor

For example an embassy or your employer. You will need a letter from your sponsor, on headed notepaper, signed by an authorised signatory, confirming that payment will be made on your behalf.

This letter must be handed in at enrolment. The letter will be Cardiff Met authority to bill your sponsor for the fees.

If applicable, please ensure that the letter details your sponsor's willingness to pay for any additional fees. If we do not receive a sponsor letter, you will be liable for the full fee charge.

There are two options for payment:

1. Payment in Full as part of Enrolment
Payment can be made on-line (*see page 5*), by Cash, Cheque/Bankers Draft (made payable to Cardiff Met), Credit/Debit Card, or, Bank Transfer (*see page 7*).

If any fee was paid in advance of enrolment, this will be reflected on your Finance account please ensure you provide proof of this to the enrolment staff.

2. Payment by Instalments
A minimum payment of 60% of the total fee charge will be due as part of enrolment (inclusive of any payment made in advance). The balance of 40%, plus an administration charge of 5% of the outstanding balance will be payable four months after the initial enrolment e.g. end of January for September/October enrolments, end of June for January/February enrolments, etc.

General fee regulations

Please ensure you are aware of our fee policies. These are detailed in the student handbook, on the web and on the tuition fees webpage (*please refer to web-links on page 12*).

The updated handbook (2016/2017) will be available prior to the main enrolment session in September. This details our withdrawal and refund policy.



Difficulty with payment

Students who are experiencing financial difficulties in paying tuition fees should seek help at the earliest opportunity. The university will be sympathetic and assist where it can.

If you have financial problems you may wish to speak to the Student Services staff, personal tutor, or the Students' Union. It is important to keep the Exchequer Office informed of developments.



Useful contacts

Cardiff Met Finance Section

029 2041 6083

tuitionfees@cardiffmet.ac.uk

Cardiff Met Admissions Section

029 2041 6285

admissions@cardiffmet.ac.uk

Cardiff Met Student Services Section

029 2041 6170

studentservices@cardiffmet.ac.uk

Cardiff Met Fee Waiver Scheme

029 2041 6087

pcheverton@cardiffmet.ac.uk

Cardiff Met Enrolment Unit

029 2020 5669

enrolment@cardiffmet.ac.uk

Cardiff Met Registry Section

029 2041 6034

registry@cardiffmet.ac.uk

Student Union

029 2041 6190

studentunion@cardiffmet.ac.uk

EU (Non-UK) Student Funding

0141 243 3570

EU_Team@slc.co.uk

Student Finance Wales

0845 602 8845

Student Finance England

0845 300 5090

Useful web-links

Cardiff Met's Tuition Fee Web Page

www.cardiffmet.ac.uk/tuitionfees

On-Line Payment Facility

<https://webpayments.uwic.ac.uk/webpayments/Logon.aspx>

Cardiff Met's Student Services Web Page

www.cardiffmet.ac.uk/studentservices/

Cardiff Met Student Handbook

www.cardiffmet.ac.uk/studenthandbook/index.asp

Further details on funding for Welsh students

www.studentfinancewales.co.uk

Further details on funding for English students

www.gov.uk/student-finance

Further details on funding for Scottish students

www.student-support-saas.gov.uk

Further details on funding for Northern Irish students

www.studentfinancenirni.co.uk

Further details on funding for non-UK EU students

www.gov.uk/student-finance

General information on funding arrangements for students

www.aimhigher.ac.uk/home/index.cfm

SLC website, facility to check on loan applications, etc

www.slc.co.uk

Some good advice about student finances

www.moneysavingexpert.com/family



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