



Tuition Fees Policy

Document Control Box	
Document title (include version number if amended within same year as approved)	Tuition Fees Policy
Reference Number	007/22
Approval category (Please indicate)	
Governance/Governor	X
MPRIG Executive/Other Committee (insert name)	
Senior Staff (insert name)	
Date document approved	24/2/22
Supersedes (insert previous title and/or version date)	1/10/21
Date document last reviewed and/or updated	1/10/21
Date next due for review	November 22
Related statutes or regulations	
Related policies/procedures/guidance/forms	
Staff member responsible for update	Chief Operating Officer/Head of Finance

Amendment History

Version	Revision Summary	Date Approved	Author
038/21	Para 8,17,12 payment dates changed; Para 16 amended to payment plan in agreement with Finance; para 3 & 5 Deposit and Fees paid in accordance with terms of Offer Letter	1/10/21	
007/22	Added para 1iv and 22-28 on Auditing. Minor amendments to paras 5,8,12b,17,18 &19	24/2/22	Gov Group



Spurgeon's College

Tuition Fees policy

Definitions

1. The following terms and phrases shall have the following meanings in this document:
 - i. **Spurgeon's College** ("the College", "we", "our") – a higher education institution registered with the Office for Students (OfS), a company limited by guarantee and a registered charity.
 - ii. **Offer Letter** – the letter offering a place at Spurgeon's College on a programme of study¹ or research, setting out any conditions associated with the offer.
 - iii. **Acceptance Form** – the form provided to a student with their Offer Letter to be completed if the offer of a programme of study or research is being accepted.
 - iv. **Rules and Regulations** – the rules and regulations available on our website are updated on a regular basis and cover, among other things, payment of fees, attendance at classes, submission of work, student discipline, complaints procedures, and freedom of speech and equal opportunities policies.
 - v. **The Contract** – the written agreement between the College and a student and which is comprised of the Offer Letter, a completed Acceptance Form, the Rules and Regulations and the Terms and Conditions.
 - vi. Auditing – presence in the lectures for a unit without the intention to achieve academic credit or other material benefits.

Introduction

2. College tuition fees are set out in the Acceptance Form, which forms part of the Contract that students sign with the College.

Deposit

3. A deposit, if required to be paid under the terms of the Offer Letter, is payable within 28 days of returning the Acceptance Form or before the start of course, whichever is sooner.

¹ Programmes of study are constructed to enable students to progress through the credit levels and, on achievement of the learning outcomes and credit requirements associated with each stage of the programme, to qualify for a College/University award.

4. A student has the right to cancel the Contract at any time within 14 days from the date the Contract is formed.² The deposit, if applicable, is non-refundable.

Registration fees

5. A registration fee, additional to the College tuition fees, is payable if required under the terms of the Offer Letter. The registration fee must be paid in full on or at the start of the course and per academic level. The registration fee is non-refundable.

Students registered on a Network of Hope Course validated by Liverpool Hope University are not required to pay a registration fee.

Payment

6. Each year students will be invoiced for their tuition fees. On receipt of their Offer, students may choose to pay their fees via standing order but must complete payment by the end of the course term.
7. The College may pursue legal proceedings in relation to non-payment of tuition fees.

Payment: dates and options

8. For all Theology courses; the Diploma in Therapeutic Counselling; the Diploma in Youth Ministry; and the Diploma in Ministerial Formation fees can be paid as follows:
 - a. in full at the start of the course; or
 - b. in three payments as follows:
 - 1/3rd by 21 October
 - 1/3rd by 7th February
 - 1/3rd by 7th May
9. If your church, another organisation or person will be paying your fees, please ensure that these dates are communicated to that person or organisation.
10. Students on a Master's programme must ensure that:
 - a. 100% of their fees for Part 1 are paid before or upon confirmation that permission has been granted by the Examination Board for the student to progress to the dissertation (Part 2) of the degree;
 - b. 50% of the fees for Part 2 is paid upfront at the start of the dissertation and the remaining 50% is paid before the submission of their thesis.
11. An invoice for the Master's dissertation will not be issued to students who have already informed the College that they do not wish to proceed to Part 2 of the course.

² See the College's *Terms and Conditions* available on the College website.

12. Fees for research courses (MPhil, DMin, PhD) and the IPC are payable:
 - a. in full at the start of the academic year; or
 - b. students may set up a payment plan, to be agreed with the Finance Department prior to starting the unit. This will usually be 10 equal monthly instalments, payable by standing order from September to June.
13. Fees for the Certificate in Counselling Skills can be paid:
 - a. in full at the start of the course; or
 - b. in two payments:
 - 50% by 1 October
 - Remaining 50% by 1 December
14. Fees for the Certificate in Counselling Studies can be paid:
 - a. in full at the start of the course; or
 - b. in two payments:
 - 50% by 20 February
 - Remaining 50% by 1 May
15. Fees for Equipped to Minister, Equipped to Pioneer, and the BHPAward must be paid in full at the start of each module.
16. Fees for single units can be paid:
 - a. in full at the start of the unit; or
 - b. students may set up a payment plan, to be agreed with the Finance Department prior to starting the unit. This will usually be 10 equal monthly instalments, payable by standing order from September to June.
17. Fees for Network of Hope students can be paid;
 - a. in full at the start of the course; or
 - b. in three payments:
 - 1/3rd by 21 Oct
 - 1/3rd by 7 February
 - 1/3rd by 7 May

Payment: how to pay

18. The College will invoice the student for the fee due for their course of study.
19. Payment can be made by electronic payment, cheque (made payable to Spurgeon's College), card or cash. Please note that there is a charge of £5.00 for any cheques returned as unpaid.
20. Standing order forms can be downloaded on the College's Moodle³ site <https://spurgeons.moodle.webanywhere.co.uk/course/view.php?id=159> under Payments.

³ Moodle is the College's virtual learning environment.

21. Students on a theology course are encouraged to consider setting up a personal account with Stewardship⁴ to receive payments from family or individuals that may qualify for Gift Aid.⁵

Auditing

22. Full-time students on University of Manchester validated courses can audit extra lectures without being charged extra fees. The fees they are charged for full-time courses are the maximum amount they have to pay for tuition.
23. Full time students on the Spurgeon's College Undergraduate Programme can audit one unit per level without charge. Students wishing to audit more than one unit per level will be charged 50% of the full fees payable for each additional unit audited.
24. Any students on part-time courses, or any individual who wishes to audit a unit on an ad hoc basis, will be charged 50% of the full fees payable.
25. If relevant part-time students change their minds whilst or after auditing a unit and want to take the unit for credit, they should speak to the Academic Director and will be invoiced for the full cost of the unit. Payment is due on receipt of the invoice.
26. Any student choosing to withdraw from a unit taken for credit, and audit that unit instead, must do so within 4 weeks of the start of the unit in order to receive a refund for 50% of the full fees payable. Students who make this change after 4 weeks from the start of the unit, will not be refunded.
27. BU ministerial students who follow a tailored programme of studies can be asked by the Director of Training to audit a particular unit or units. If the Director of Training makes the request, no fee is payable.
28. Fees for Auditing are payable in full before any unit is undertaken.

Student loans

29. Certain programmes offered by Spurgeon's College (level 4-7) are eligible for SLC funding.⁶

Sanctions for non-payment

30. Students will be issued with a reminder if they fall behind on the payment of their tuition fees.
31. Students who have fallen behind on the payment of their tuition fees may have their work withheld from marking.
32. Students who have fallen behind with the payment of their tuition fees by

⁴ Information concerning Stewardship is available at <https://www.stewardship.org.uk/>

⁵ Subject to restrictions on payments from close relatives. For further information see <https://www.gov.uk/government/publications/charities-detailed-guidance-notes/chapter-3-gift-aid>

⁶ Information concerning SLC funding is available at <https://www.slc.co.uk/students-and-customers/students-from-england.aspx>

the end of the first semester must discuss their situation with the Chief Operating Officer.

33. Students who have not paid their tuition fees in full at the end of the academic year may not be permitted to continue with their studies. Such students must discuss their situation with the Chief Operating Officer.
34. Students who have not paid their tuition fees in full at the end of the academic year and who may be eligible to graduate may not be permitted to graduate from the College until their tuition fees are paid in full.
35. Before exercising the right to withhold a student's degree certificate and/or re-registration, the College will discuss the matter with the student, and will give due consideration to the circumstances in which the outstanding tuition fees have arisen (including the amount of any outstanding sums).
36. For the avoidance of doubt, the exercise, or otherwise, of the College's right to withhold a student's degree certificate and/or re-registration, as set out in Clause 28 above, does not remove, or restrict, a student's statutory right to obtain information about their results or grades under the Freedom of Information Act 2000.
37. The College reserves the right to take reasonable legal measures for the recovery of sums owed to it.

Exceptional situations

38. In exceptional circumstances the College may make allowance, as determined at the sole discretion of the College, in regard to the payment of fees. The Principal and Chief Operating Officer, on a case-by-case basis, will decide.

Refunds / Withdrawal

39. The College recognises that there may be circumstances where a student embarks on a course and then wishes to withdraw. As set out in clause 4 above, a student has the right to cancel the Contract at any time within 14 days from the date the Contract is formed; the registration fee and deposit, however, are non-refundable.
40. If a student seeks to withdraw from a course, the following charges apply:

Withdrawal up to four weeks after the official start date	<i>Charged for 25% of the full year's tuition fees</i> If a student has paid their fees in full for the whole year, the College will refund the excess fees paid on this basis
Withdrawal after four weeks but before the end of the first semester	<i>Charged for 50% of the full year's tuition fees</i> If a student has paid their fees in full for the whole year, the College will refund the excess fees paid on this basis

Withdrawal in the second semester within four weeks of its official start date	<i>Charged for 75% of the full year's tuition fees</i> If a student has paid their fees in full for the whole year, the College will refund the excess fees on this basis
Withdrawal from a course four weeks after the official start date of the second semester	<i>Charged for 100% of the full year's tuition fees</i>

41. A request to withdraw from a programme of study should be made, in the first instance, to the Academic Director. The withdrawal form is available on Moodle under 'Academic Administration.' Copies of the withdrawal form are also available upon request from the Senior Registrar.
42. Students must settle any outstanding fees before withdrawal (see clause 32 above) and return any books borrowed from the library. The College reserves the right to take legal action against (former) students who fail to pay their fees and/or to return books.
43. Students who have not submitted work within the timeframe outlined in the programme of study may be deemed to have withdrawn from their course unless there are extenuating circumstances. Where personal or other circumstances prevent or hinder progress, students are encouraged to discuss the situation with their pastoral tutor, the Chaplain or the Academic Director at the earliest opportunity.