



Tuition Fee Policy and Procedures

Approved by the Board of Trustees: August 2025

Next review date: August 2026

Statement of Intent

These regulations are designed for the proper management of IRIE! dance theatre's operations and affairs. The implementation of these policies serves to protect the interests of IRIE! dance theatre's beneficiaries, employees and members of the Board.

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Goldsmiths, University of London, is committed to a fair and transparent policy in respect of the fees it expects students to pay as well as a duty to safeguard public funds and ensure that it delivers value for money. This policy provides clear expectations of a student's financial obligations to the College following enrolment on to a programme of study. It also details the process with regards to refunds and compensation should a programme of study be cancelled, or the student chooses to withdraw.

This policy should be read in conjunction with other related policies, which include:

Section 2.10 of the Goldsmiths Academic Manual [Fees](#)

[Regulations | Goldsmiths, University of London](#)

Section 15 of the Financial Regulations [Financial Regulations | Goldsmiths, University of London](#)

This policy has been developed in line with the College's statutory responsibilities as articulated in the Consumer Rights Act 2015 (CRA) and the Higher Education and Research Act 2017 (HERA). It is formulated in line with the requirements for registration with the Office for Students as a Higher Education provider.

Students will be required to pay the fees and charges applicable to their programme of study and fee charging pattern. Fee levels are determined based on fee status and mode of attendance for each period of enrolment and the fee regime in force when a student begins a course of study (subject to changes outlined in this policy).

Tuition fees for each programme of study are published on the College and IRIE! website and can be accessed at [Undergraduate financial support |](#)

[Goldsmiths, University of London](#) for undergraduate courses, [Funding your postgraduate study | Goldsmiths, University of London](#) for postgraduate courses.

Students retain ultimate personal liability for the payment of their fees, whether invoiced or not, including where sponsorship agreements have been approved. IRIE! will always seek to recover fees directly from students in cases where payment from other approved sources is not forthcoming. Goldsmiths/IRIE! reserves the right to take appropriate action against students who fail to pay their fees, or make satisfactory arrangements to pay on, or by the end of a set period after the start date of their course.

Please note: Other than in a student's offer letter only authorised staff from the Student Administration (Registry) and Finance Department are able to provide a definitive statement on tuition fees. All other tuition fee information provided by non-authorised staff shall be considered advisory only and non-binding on the College. Students or staff requiring definitive confirmation of tuition fees should contact with their enquiry. Registry@gold.ac.uk

Important information for all students

2.1 By the act of enrolment, a student accepts liability to pay the full tuition fee for the year of study and they are agreeing to abide by the current College. Regulations set out in the Goldsmiths Academic Manual which includes acting in accordance with the College's Tuition Fee Policy.

2.2 The payment plan ('terms'), which forms part of the Student Contract. The College's admissions process is subject to the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013. You have the right to cancel your acceptance by informing the College in writing within 14 calendar days after you have completed the online or manual registration process or from the official course start date, whichever is later. If you cancel within this period, you may be entitled to a full refund of any deposit/fees that you have paid. If you cancel after this period, the College retains the right to charge a proportion of the annual course fee as indicated in this Policy.

2.3 For students who first commenced studies on their programme prior to the 2025-26 academic session, the College has a 'fixed fees' policy for tuition fees meaning that the fee that is charged when a student commences their programme of study at enrolment will remain at that level whilst on that programme of study.

2.4 For students who first commenced studies on their programme prior to the 2025-26 academic session, the 'fixed-fees' policy will apply if a student interrupts or repeats a year of study.

2.5 For home undergraduate students who first commence studies on their programme from 2025-26 onwards, tuition fee charges will be subject to increases aligned with any increase of the fee cap with an overall cap of 10% of the initial programme fee over the lifetime of the programme.

2.6 For overseas undergraduates and all other students who first commence studies on their programme from 2025-26 onwards, fees will be subject to yearly increases aligned with any increases in the fee for new students enrolled on the same programme. These increases will be subject to an overall cap of 10% per annum.

2.7 It is your responsibility to ensure that you are able to pay for your course prior to enrolment.

2.8 Enrolment will not be permitted unless any prior year debt outstanding has been paid in full or an instalment plan has been agreed to by the Fees Manager.

2.9 It is the College's responsibility to ensure that it delivers the programme of study as articulated in the programme specification and in line with the terms and conditions supplied to students in the Student Contract: [Student Contract Goldsmiths, University of London](#)

2.10 Goldsmiths works in partnership with Blackbullion and has invested in an online financial education system to help students to improve their money management skills. Students can access this service for free by registering with their Goldsmiths email [Avoiding financial difficulties |Goldsmiths, University of London](#) Further information about Blackbullion may also be found at www.blackbullion.com

3 Fees

3.1 Setting Fees

3.1.1 The College reviews its fees, fees policy and annexe annually. Tuition fees are approved by Council on the recommendation of the College's Finance and Resources Committee. The fees structure is developed by the Fees and Scholarships Working Group.

3.1.2 The College home undergraduate fee is set in line with maximum applicable fee cap for undergraduate programmes designated for statutory support, currently £9,535.00 per annum. Future fees will increase in line with this cap.

3.1.3 When a student joins a new programme of study at the College they are assigned to a 'cohort'. This cohort is used to determine the fees and fee regime applicable to each student. The cohort changes each time a student takes up a new

programme registration unless the student is moving to a new programme of study as a result of an internal transfer.

3.1.4 All fees set and published by the College are in pounds sterling (GBP, £).

Standard Fee Coverage

5.1 The standard tuition fee will cover a student for the first sitting and one in-year resit of all modules necessary to complete an academic year of a programme of study.

5.3 Additional fees and costs

5.3.1 The College may make additional charges for services provided to students during their period of study - such as printing own work on college printers - and may also charge students the costs incurred by the College in recovering any debts owed by the student to the College.

Resit, retake and repeat fees

5.4 Resit

5.4.1 Students who do not pass a module at the first attempt will be considered by the Board of Examiners to be referred for resits in which they will be reassessed for the component(s) they did not pass. There is no charge for a resit taken within the academic year.

5.5 Retake

5.5.1 A retake is an opportunity to study a whole module including assessment again.

5.5.2 There is no charge for a retake when it is taken as part of a standard academic year (i.e. in addition to a standard number of credits up to the maximum permitted).

5.6 Repeat

5.6.1 Students who are required to repeat modules in the following academic session will be charged based on the student's mode of attendance during the repeat year. (See Annex 5: Additional module(s), retakes and repeat charges for further information)

5.7 Recognition of prior learning

5.7.1 Goldsmiths does not currently charge a fee for considering an application for the recognition of prior learning, be this prior certificated learning (RPCL), or experiential learning (RPEL) where credit is awarded as a result of learning gained through vocational or other experience. Information on how the fee adjustment is calculated can be found in Annex 15: Fee calculation for prior learning credits.

6 Payment of Fees

6.1 Fees for undergraduate will be paid directly to goldsmiths if in receipt of Student Finances. Private Undergraduate and Post -Graduate students will pay directly to IRIE! by contacting ba@iriedancetheatre.org and ma@iriedancetheatre.org for details.

Liability periods and dates

6.2.1 Details of fees liability periods and dates may be found in Annex 6 Withdrawals, interruptions, changes and liability and can also be found on the Goldsmiths website at [Leaving Goldsmiths – student fee liability and refunds | Goldsmiths, University of London](#)

6.3.1 New students have the right to cancel their acceptance of a place on a programme of study by informing the College in writing within 14 calendar days of the completion of their online or manual enrolment process or from the official course

start date, whichever is later. Students that cancel within this period will be entitled to a full refund of any tuition fees paid. It is the student's responsibility to ensure that this notification reaches the College in a timely fashion. At the very least a student must ensure that any notification to cancel is sent to the College via the withdrawal process no later than the end of the 14th day of the cooling-off period.

6.4.3 If a student cancels after this cooling-off period the College retains the right to charge a proportion of the annual course fee (Annex 4 Withdrawals, interruptions, changes and liability).

6.5 Transferring programme or mode of study

6.5.1 If a student transfers to a different programme of study, then they will be liable for the fee associated with each programme that they study for the duration that they are enrolled on that programme.

6.5.2 In the event that a student transfers to a programme with a higher or lower fee their fee liability will be increased or reduced on a pro-rata basis. Should the student have paid fees in advance then a pro-rata refund will be applied.

6.5.3 If a student transfers from full-time to part-time mode of study (or vice-versa) on a programme of study with a different fee band they will be charged a pro rata amount for the period they were enrolled as a full-time student and a pro rata amount for the remaining period as a part-time student. This may result in an increase or reduction in the fee due.

6.5.4 Where a student transfers from full time to part time mode (or vice versa) on the same programme of study, their total fee liability will match the published total fee for the programme.

Withdrawal, interruption, refunds and reduced liability

Sometimes students may wish to withdraw from or interrupt their studies. In such cases fees due will be adjusted accordingly. If the fees already paid exceed the adjusted payment due, a refund will be made.

6.6.2 Where a refund is payable, the repayment must be refunded to the original payer using the same method of payment as the original remittance. This is to ensure compliance with the College's Anti-Money Laundering Policy and the associated legislation.

6.6.3 Further details may be found in Annex 5 Withdrawals, interruptions, changes and liability and can also be found on the Goldsmiths website [Goldsmiths, University of London | Goldsmiths, University of London](#) and in the [Academic Manual | Goldsmiths, University of London](#).

Break in study/interruption

6.7.1 In accordance with the Regulations set out within the Goldsmiths Academic Manual - 2.2. Attendance, the College allows students to take a break during the course of their studies up to a maximum of two academic years. Students taking a longer break in study may have their fee status reassessed; see Annex 5 Withdrawals, interruptions, changes and liability.

6.8 Debt

6.8.1 Students retain ultimate personal liability for the payment of their fees, whether invoiced or not, including where sponsorship agreements have been approved. The College/IRIE! will always seek to recover fees directly from students in cases where payment from other approved sources is not forthcoming.

6.8.2 In the event that a student does not make a payment by the date it is due the College will contact them by e-mail at their Goldsmiths email account. If we do not receive a reply and debts remain, sanctions may be applied, which could include the withdrawal of IT and Library services.

6.8.3 In the event that an outstanding debt remains following the actions described above, and if it has not been possible to agree an alternative payment plan, the College will require the student to withdraw from their programme of studies. The College also reserves the right to pass outstanding debts to an external debt collecting agency, which may, as a last resort, take legal action to enforce the recovery of the debt and associated costs incurred by the College will be passed to the student.

6.9 Complaints

Students who consider this policy to have been incorrectly applied in their individual case or a decision about the termination of their studies on financial grounds may submit a complaint under the College's complaint

procedure. Details of this procedure and the free advice service for students

Goldsmiths, University of London can be found at www.riedancetheatre.org [Student complaints](#)

Annex 1: Payment of fees

Introduction

Guidance on how to best manage your finances can be found on the Goldsmiths website at [Financial support | Goldsmiths, University of London](#). The College works in partnership with Blackbullion and has invested in an online financial education system to help our students to improve their money management skills. Students can access this service for free by registering with their Goldsmiths email

[Avoiding financial difficulties | Goldsmiths, University of London](#).

The information contained in this annex supports the tuition fee policy by providing detailed information and guidance on the payment of tuition fees and lays out the approved and appropriate methods for payment of fees to the College.

Making a payment

Full or partial contribution to fees

Full or partial contribution to fees can be paid by one or more of the methods below:

- Credit / debit card online, via phone or in person (see below)
- Bank Transfer (see below)
- International Funds Transfer – In your own currency (see below)
- Instalment by a method agreed by the college (see below)
- By bringing a letter authorising the College to invoice a sponsor (see below)

If arrangements to pay tuition fees are not made by the student at enrolment/re-enrolment, the College will subsequently make every effort to remind students that fees are due by email; however, **these are reminders only and students are contractually responsible for paying fees on time whether emails are received or not**. Please note that emails will be sent to a student's Goldsmiths email account. Defaults on payment are treated seriously and may lead to sanctions being taken against the student. See the section on Debt Management below for further information.

Information on how to pay tuition fees can also be found at www.riedancetheatre.org

Payments by credit/debit card online

Payments may be made online using a credit or debit card on our Web Payments page at: [Goldsmiths University of London | Student Invoice Payment Pathway](#)
Goldsmiths, University of London Email assistance with any problems when using Web Payments can be obtained via epaygs@gold.ac.uk.

International funds transfer

This is the best method for international students who want to pay in their own currency. It guarantees that the payment will arrive quickly and in full and there are no transaction charges.

Bank Transfer

Tuition fee payments may be made by bank transfer through the IRIE! website www.riedancetheatre.org

Payment by instalment

You can pay in instalments termly (payments due in October, January and April). Students should make every effort to ensure they inform IRIE! of any difficulties they have in meeting their payment obligations at the earliest opportunity.

Instalment options are not available to third party sponsors such as employers, government/embassy sponsors or other organisations. Family members are not considered third party sponsors by the College and may pay in instalments. On an exceptional basis, where extenuating circumstances have been demonstrated, IRIE! may approve an exceptional payment plan with a student. If the terms of an exceptional payment plan are not met, the payment plan ceases, and any outstanding balance of fees is due immediately. Students must discuss any requests for non-standard payment of fees with the Finance Officer at IRIE! dance theatre.

Financial Support web page [Financial support | Goldsmiths, University of London](#)
International students(MA) – advanced payment of fees

Students who wish to and are able to make a larger payment in advance, for example to mitigate foreign currency risk, are encouraged to do so. Such a payment can cover more than one year's fee. Fee payments received in advance will be held on account and released against invoices as they fall due. Should the student subsequently withdraw from, transfer or suspend their studies, the remaining payment on account will be refunded in accordance with annex 5 below *Withdrawals, interruptions, changes and liability*.

Please see our payment options on our How to Pay page at: [How to pay IRIE! dance theatre tuition fees |](#)

Debt management

Students retain ultimate liability for the payment of their fees, whether invoiced or not, including where sponsorship agreements have been approved. The College/IRIE! will always seek to recover fees directly from students in cases where payment from other approved sources is not forthcoming. The College will follow the following debt collection procedure following non-payment of tuition fees:

1. Email reminders from the College
2. Withdrawal of certain services (e.g. IT/Library usage)
3. Withdrawal of the student from the College
4. Exclusion of the student from re-enrolment to any subsequent academic year
5. Referral to a debt collection agency, which may, as a last resort, take legal action on the College's behalf to recover the sum due, plus costs.

This list is in the form of an escalation of actions and the student position may be re-set at any point in the process on payment of fees, or acceptance by the IRIE! of an approved payment plan.

Following withdrawal by the College for non-payment of tuition fees, a student's transcript of study and certificate will be withheld, they will not be permitted to re-enrol with the College and the College will not confirm attendance to any potential employer or third party. If you are worried about money matters or any related issues, our experienced Student Welfare Officer will be able to advise.

Annex 2: Undergraduate and PGCE Student Finance Funded Students Postgraduate Loans

Introduction

This annex to the tuition fee policy provides detailed information supporting the processes for exchange of data between the College and Student Finance. It also provides details of the requirements for reporting progression for the purposes of receiving funding.

Student Finance

Designated undergraduate courses attract funding from the UK Government (and the devolved administrations) via the Student Loans Company (Student Awards Agency for Scotland for students from Scotland). For ease of reference, **Student Finance** refers to both the Student Loans Company (SLC) and the four assessing authorities (listed below) and is used throughout the tuition fee policy and its annexes:

- Student Finance England (SFE)
- Student Finance Wales (SFW)
- Student Finance Northern Ireland (SFNI)
- Student Awards Agency for Scotland (SAAS)

Undergraduate student tuition fee and maintenance loans

Applying to Student Finance

Home Fee students studying towards an undergraduate degree, PGCE and some certificate programmes can apply for support towards tuition using the Student Finance website – [Student finance - GOV.UK](#). Home students can also apply for grants and loans towards living costs.

A new application needs to be made each academic year and students are advised to apply to Student Finance as early as possible.

The College maintains an SLC advice page to assist students with their application.

[Undergraduate financial support | Goldsmiths, University of London](#)

Students taking up a place at Goldsmiths through the clearing process should inform Student Finance at the earliest opportunity about their change of institution and notify the College that they are expecting to receive funding from Student Finance so that the College may undertake the necessary work to transfer funding from another institution.

Student fee liability and liability periods

For the purposes of monitoring student attendance for the collection of fees each academic session is divided into liability periods. Full details are published in Annex 6; *Withdrawals, interruptions, changes and liability*.

The College has an obligation to monitor and report on Student Finance funded undergraduate students three times a year, at the start of each liability period. A liability period is a period of time in which a student's entitlement to tuition fee funding from Student Finance increases and therefore the liability for payment of fees accrues; liability periods are different to term dates. This is a Student Finance requirement.

Students who have funding applications rejected by Student Finance after they have started their course will be liable to pay their own tuition fees. Students receiving late notification of rejected applications will be liable to pay their own fees and should contact the Registry as soon as possible to discuss their options.

Student Finance reassessments

All students are responsible for applying on time and providing all the information and evidence required by Student Finance to ensure that students receive the correct funding at the right time. Where the College and/or student believes a Student Finance assessment to be incorrect the assessment may be challenged, and the student should be prepared to supply more information and evidence as may be required.

Student Finance has the right to reassess students and where necessary award or remove funding. The College will reflect these changes in the student fee record.

This may mean students have funding removed after it has been paid and may, therefore, become liable for tuition fees. The College will work with students to mitigate the impact of any changes; however, students retain ultimate responsibility for the payment of the fees due for their course.

Data returns to Student Finance

For students in receipt of fee support from Student Finance the College is required to return certain information about students and their enrolment(s) to the Student Loans Company in order to release tuition and maintenance funding.

The data returns include details of:

- enrolment
- course
- course duration
- transfers
- periods of repeat study
- periods of suspension

This does not replace the student's own responsibility to inform Student Finance of changes to their studies.

Maintenance loans are released to students once the College has submitted a registration confirmation to Student Finance. In order for payments to be released, students need to have completed their Student Finance Application and be enrolled At Goldsmiths. Once the College has confirmed registration, the SLC should release payment directly to student bank accounts within 3-5 days. **NB: Payment cannot be released before the first day of term.**

Confirmation of registration is sent to Student Finance on a regular basis as student support is approved or students enrol.

Postgraduate Taught Masters Loans

Postgraduate loans are also available to students studying towards a taught MA.

This is a loan to help with all the costs associated with students' study and may not cover the full cost of their programmes. The loan is also paid to the student and not to IRIE! and is administered by Student Finance England alongside the undergraduate funding programme.

The loans for Masters students provide:

- a contribution towards the cost of study. They can be used for fees, maintenance or other costs associated with your study
- non-means tested
- paid directly to the student into a UK bank account

Applications can be made via the Student Finance England website

[Funding for postgraduate study - GOV.UK.](#)

Once Goldsmiths has confirmed a student's registration of study, payments of the loan will be made directly to the student in three equal instalments per year.

Payments will not be made prior to the first day of term and students must have fully completed enrolment for Goldsmiths to confirm registration to Student Finance. Students will be notified of the payment dates by Student Finance. If the programme of study is longer than one-year (including part-time) payments will be made over two years, normally this will be paid termly. In the case of programmes of study that are 15 months long, students will receive the final three payments in the final term of their studies. Payment on these dates depends on the College confirming that the student is still attending their course.

The College maintains a Postgraduate Loan advice page, to assist students with their application.

Students will receive notification from Student Finance detailing the exact amounts and dates of each payment.

Annex 3: Additional costs to students

Introduction

Goldsmiths is committed to ensuring that a student is able to complete their course of study without incurring any significant additional study costs over and above the tuition fee for that course. Where additional costs are incurred, the College will work to ensure that these costs are kept to a minimum.

The College expects students to bear in mind that the academic provision does include certain elements of study that will inevitably incur additional costs. Costs will be influenced by the location of teaching and method of delivery of the programme of study as well as its duration. Where there are additional costs that students are expected to bear above the overall tuition fee students should note they need to budget for these.

Additional costs to students

General study costs

Studying a degree incurs some general costs that need to be budgeted for. These may include:

- Buying stationery, notebooks, computing equipment and study software for your modules
- Travel costs to get to university
- Photocopying and printing costs
- Buying textbooks and reading materials
- Attending conferences and events related to your programme
- Costs associated with graduation - you'll be asked to pay for your robes and tickets to the graduation ceremony

Course-specific costs

Additional costs can include things like paying to attend performance/external workshops, or specialist materials for assignments. Dance students will be expected to provide dance clothes and costumes for their own work.

Annex 4: Additional module(s), retakes and repeat charges

Introduction

The tuition fees paid entitle students to a first attempt and one in-year resit of all of the modules necessary to complete the academic year of the course. Additional modules and retakes incur an extra charge; this annex to the tuition fee policy gives detailed guidance on how, when and at what level charges will be made for additional modules and retakes.

Assessment fees

There is no charge for in-year resits. Fees for students studying in exam attendance will be charged as can be found here [Resubmitting and resitting | Goldsmiths, University of London](#)

Repeat years

Students who need to repeat an academic year in order to complete outstanding assessments in attendance will be charged either the part-time or full-time fee rate dependent on their mode of study.

Annex 5: Withdrawals, interruptions, changes and liability

Introduction

This annex covers the detailed application of the College withdrawal policy and sets out numerous examples of the way in which fees will be charged for students withdrawing from the College or interrupting their studies. Before withdrawing or interrupting, students are strongly encouraged to seek information, advice and guidance from IRIE! staff. Information can also be found on the Goldsmiths website at [Taking an absence, changing, leaving/withdrawing | Goldsmiths, University of London](#)

For further information on withdrawals and refund of fees, please also see [Fees Regulations | Goldsmiths, University of London](#) and [Leaving Goldsmiths – student fee liability and refunds | Goldsmiths, University of London](#).

Withdrawing from the College

If a student withdraws, it is important that they contact their academic department, particularly their Senior Tutor, so that their withdrawal can be formally authorised. Students are required to submit a [Change of status form | Goldsmiths, University of London](#) to formally request withdrawal. The form must be submitted within two weeks of the effective date.

Retrospective withdrawals will not be permitted.

College withdrawing students

From time to time, it may be necessary for IRIE! to withdraw a student. The reasons for this can vary and this will be carried out in line with the appropriate policy. Should this occur, a student will be eligible for a refund of any credit on account following an adjustment to fees charges from the date of withdrawal.

Undergraduate students

1. If a student is withdrawn by Registry for non-attendance tuition fees are due up to the date of withdrawal.

If a student withdraws, or interrupts, within 3 weeks of the start of autumn term, they will not be liable for any tuition fee payment to the College and any tuition fee loan applied for will not be payable.

Thereafter tuition fee liability will increase as follows:

Time lapsed Percentage

After 3rd work of Autumn term 25%

From beginning of Spring term 50%

From beginning of Summer term 100%

Postgraduate Taught students

If a student withdraws from their programme of study fees are calculated as follows:

Autumn term

Withdrawal time Refund amount

Withdrawal within 3 weeks of start of autumn term No fee due, full refund

After 3 weeks 25% of fee due, refund of 75%

Spring term

Withdrawal within 2 weeks of start of spring

Term 25% of fee due, refund of 75%

After 2 weeks 50% of fee due, refund of 50%

Summer term

Withdrawal within 2 weeks of start of summer

Term 50% of fee due, refund of 50%

After 2 weeks 75% of fee due, refund of 25%

After 1st July Full fee due

Interrupting study

The General Regulations which apply to absences and interruption of study can be found at [Student Attendance Policy](#). If students need to be absent for under four weeks they can request to take an authorised absence; this is usually arranged through the appropriate tutor. Students will be charged their fees as normal during this time. If students need to take a longer break, they may do so up until 31 March in any academic year for a maximum of two years in total. Students should advise their IRIE! within one week of their last day of attendance.

In order for the appropriate fees actions to take place applications for interruption must be made by submitting a Change of Status Form to IRIE! which will then be passed to Registry at Goldsmiths. All forms must be submitted within two weeks of the effective date.

Undergraduate students

If an undergraduate student interrupts, then fees will be calculated the same as for a withdrawal. Please see above.

Postgraduate students

If a postgraduate taught student interrupts, then fees will be calculated as follows:

Withdrawal time Refund amount

Withdrawal within 3 weeks of start of autumn term Full refund

After 3 weeks Liable for pro rata fee based on number of weeks attending, based on a 46-week year. Overpayment to be held as a credit towards fees for the following academic session.

Changes to study

Transferring from Full Time to Part Time study

If a student transfers from full-time to part-time mode of study on a programme of study with a different fee band they will be charged a pro rata amount for the period they were registered as a full-time student and a pro rata amount for the remaining period as a part-time student. This may result in an increase in the fee due. Where a student transfers from full time to part time mode (or vice versa) on the same programme of study, their total fee liability will match the published total fee for the programme.

Transferring programme of study

If a student transfers programme of study, then they will be liable for the fee associated with each programme that they study for the duration that they are enrolled on that programme.

In the event that a student transfers to a programme with a higher fee their fee liability will increase. This will be applied on pro-rata basis. In the event that a

student transfers to a programme with a lower fee their fee liability will be reduced on a pro-rata basis. Should the student have paid fees in advance then a pro-rata refund will be applied.

Refunds

Refunds to students who have paid fees

If a student has paid tuition fee up front you will be refunded the amount in excess of the tuition fee charged based on the percentage tuition fee liability:

Refunds for withdrawal

Autumn term

Withdrawal time Refund amount

Withdrawal within 3 weeks of start of autumn term

No fee due, full refund

After 3 weeks Refund of 75%

Spring term

Withdrawal within 2 weeks of start of spring term

Refund of 75%

After 2 weeks Refund of 50%

Summer term

Withdrawal within 2 weeks of start of Summer term

50% of fee due, refund of 50%

After 2 weeks 75% of fee due, refund of 25%

After 1st July Full fee due

Refunds in the case of programme or institutional closure

In extreme circumstances the College may have to terminate a programme of study.

This will be managed in line with the College's Programme Closure process:

gold.ac.uk/quality/prog-closure/.

In such a case, or if the institution has to close, refunds will automatically be awarded to students for the current year of study. If the programme has to be terminated at any stage during the year, then the refund process will be applied as above to students who have paid fees.

We will ensure that students can be taught and assessed to the end of the module which they are studying thus enabling them to accrue academic credit. This can then be used to secure transfer to another university should this be appropriate.

On some occasions this may mean that a student suffers financial loss. Each situation is different and therefore needs individual consideration. The outcomes of this consideration may include compensation for maintenance costs and lost time where it is not possible to preserve continuation of study.

Refunds are not given to students on non-credit bearing/short courses except in the following circumstances:

- Closure of classes because of low enrolment (full fee refunded)
- Withdrawal from class before course begins (full fee refunded)
- Exceptional circumstances such as illness (pro rata) with must be supported by documentary evidence and the written approval of the Department

Further information can be found in the Short Courses Welcome Pack

gold.ac.uk/short-courses/short-course-welcome-pack/

Refunds to sponsors

Where a tuition fee has been paid by a sponsor, any refund due will be paid back directly to that sponsor.

Process for refund

- Approved refunds will be paid by the same method and to the same account as the money was originally received. Evidence of payment and a copy of a bank statement will be required to verify details.
- We aim to process a refund within 3 weeks of the Registry receiving the refund request or withdrawal form. You may be contacted to confirm the bank details you wish the refund be paid to.
- Refunds will be paid within 30 days of the refund being approved.
- Where payment was made in a currency other than GBP (£), money will be refunded back to the currency used for payment and will be subject to the exchange rate on the day the refund is processed. Due to the policies of banking and payment partners we may not be able to refund an amount that exceeds the amount paid in the original currency.
- Refunds may be subject to a 1% payment handling company processing charge.
- If your fees were paid via a sponsor or other organisation, including the Student Loans Company, the refund will be paid to the sponsor and in line with any external regulations that may apply.
- In the case of withdrawals, the date of withdrawal will be the date at which a completed withdrawal form is authorised by the Registry Operations team. It is the student's responsibility to formally notify the College of their withdrawal at the point at which they leave the course.
- Closure of classes because of low enrolment (full fee refunded)
- Withdrawal from class before course begins (full fee refunded)
- Exceptional circumstances such as illness (pro rata) must be supported by documentary evidence and the written approval of the CEO of IRIE

Claiming a refund

If a student meets the above criteria for a refund, then they should apply for this through IRIE!

Compensation

Compensation will be awarded if clear, recognisable and material loss is suffered and evidenced by the student. This normally falls into two categories, either:

- (a) Recompanying a student for wasted out-of pocket expenses they have incurred, which were paid to someone other than the university (such as travel costs).
- (b) An amount to recompense for material disadvantage to the student arising from a failure by the university to discharge its duties appropriately.

Compensation may take the form of a financial payment, a discount, or some other form of benefit. It is possible that in the case of a complaint about an element of a programme of study or learning experience this could be settled without the need for a refund or financial compensation. In these cases this might include an apology, a goodwill gesture or in the case of the complaint relating to the quality of a programme of study this could include repeating a part of the course that did not meet the expected standard.¹

Making a claim for compensation

IRIE!'s Complaints and Appeals Process is the process that provides students with effective consideration of any claim for financial or other compensation. It articulates the steps that will be taken by the College in assessing any complaint and also details the process that a student should follow if they are unhappy with the outcome of a complaint and wish to progress their complaint to the Office of the Independent Adjudicator (OIA)²

Students can find guidance in the IRIE! Complaints and Appeals Policy

<https://www.riedancetheatre.org/policies>

2. www.oiahe.org.uk

Annex 6: Fee calculation for prior learning credits

Introduction

This annex covers the application of the fee adjustment when prior learning is applied. Where a student has prior learning accepted under the [Recognition of Prior Learning \(RPL\) Policy and Procedures](#), the tuition fee charge will be adjusted. The calculation will be adjusted on a pro-rata basis using the number of credits of the award. The full tuition fee will be divided by the credits of the award and then multiplied by the number of credits being taken (omitting the credits of prior learning accepted).

For example, a student enrolling on the full-time programme MA Media and Communications in 2024-25 has prior learning approved for 30 credits. The number of credits required on the programme is 180 credits. The fee is £11,170.00. The fee is divided by the credit value of the programme and then multiplied by the number of credits being taken as below.

£11,170.00 divided by 180 credits = £62.00

180 credits minus 30 credits of prior learning = 150 credits

£62.00 multiplied by 150 credits = £9,308.00*