



Finance Handbook

**Academic Year
2021-2022**

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Tuition Fees

<u>Academic Year 2021/2022</u>	Home (UK)		Overseas		EU	
	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time
Postgraduate Taught (PGT) Standard Course (90 ECTS)	€ 11,150	€ 5,575	€ 18,750	€ 9,375	€ 14,100	€ 7,050
Postgraduate Taught (PGT) Extended Course (120 ECTS)	€ 14,700	€ 7,350	€ 27,100	€ 13,550	€ 20,350	€ 10,175
Individual Module	€ 2,800		€ 2,800		€ 2,800	

Your fee status and your tuition fees due are also quoted in your individual offer letter (available as a PDF through the Kent Vision application portal).

Split site students:

Students studying in Paris **and** Canterbury are referred to as split-site students. Their tuition fees are set in British Pound (GBP) and are managed by the Income Office in Canterbury (incomeoffice@kent.ac.uk).

Part-time Students

The tuition fee for part-time students is half of the full-time fee in the same year of study. Therefore, if the full-time tuition fee increases this increase will be reflected in the part-time tuition fee for the second year.

How to pay

Online

Using Kent EuroPay (<https://epay.kent.ac.uk/euro>), you can settle your tuition fees in full or make payment for one-off charges using a debit or credit Visa or Mastercard.

To validate and use your Kent EuroPay you need your:

- **Student number** (not application number)
- **Date of birth**

You will find your student number on correspondence that we have previously sent you or on the face of your student ID card. If you have not yet been assigned a student number, you will not be able to use this service. Your student number will be automatically generated when you accept your offer of a place. You will not receive a student number until you accept your offer through the application portal.

Via Bank transfer

Tuition payments for the University's Paris School are processed through our bank account domiciled in Belgium.

The University's bank details are:

Beneficiary name: University of Kent's BSIS
Bank: ING Bank, Pleinlaan 2, 1050 Brussels, Belgium (Tel: +322 626 9890)

IBAN: BE31 3751 0071 2755
BIC: BBRUBEBB

When paying by bank transfer, please ensure that you include your:

- **Full name** (the student's name)
- **Student number** as a reference

International transfers may incur bank charges. Your account will be credited with the amount received by the University, net of any wiring or transfer fees. **It is your responsibility to ensure that the correct amount arrives in the University's account.**

Invoices and Payment Statements: Tuition fees invoices and payment statements can be sent to the student's Kent email address but only on request by email to eurofin@kent.ac.uk

Payment Schedule

1) Payment in full

All tuition fees are to be paid in full before the start of each academic year (or course) unless terms have otherwise been agreed with the University.

The payment deadline for courses or modules starting in September 2021 is **7 September 2021** and for those starting in January 2022 it is **7 January 2022**.

2) Payment in instalments

If you wish to pay your tuition fees in instalments you should apply by email at eurofin@kent.ac.uk by **1 September 2021** if you start in September 2021 or by **4 January 2022** if you start in January 2022.

Home (UK) students on the Standard and Extended courses, EU and Overseas students on the Standard courses can pay in **three** instalments as illustrated below:

PGT Standard and Extended Courses Home (UK)

Study Mode	Tuition Fee	Home (UK)					
		Sep 2021 Students			Jan 2022 Students		
		7-Sep-21	7-Dec-21	7-Mar-22	7-Jan-22	7-Apr- 22	7-Jul-22
PGT Standard – Full-time	€ 11,150	€ 3,718	€ 3,716	€ 3,716	€ 3,718	€ 3,716	€ 3,716
PGT Standard – Part-time	€ 5,575	€ 1,859	€ 1,858	€ 1,858	€ 1,859	€ 1,858	€ 1,858
PGT Extended – Full-time	€ 14,700	€ 4,900	€ 4,900	€ 4,900	€ 4,900	€ 4,900	€ 4,900
PGT Extended – Part-time	€ 7,100	€ 2,367	€ 2,366	€ 2,366	€ 2,367	€ 2,366	€ 2,366

PGT Standard Courses Overseas and EU

Study Mode	Tuition Fee	Overseas					
PGT Standard – Full-time	€ 18,750	€ 6,250	€ 6,250	€ 6,250	€ 6,250	€ 6,250	€ 6,250
PGT Standard – Part-time	€ 9,375	€ 3,125	€ 3,125	€ 3,125	€ 3,125	€ 3,125	€ 3,125
EU							
PGT Standard – Full-time	€ 14,100	€ 4,700	€ 4,700	€ 4,700	€ 4,700	€ 4,700	€ 4,700
PGT Standard – Part-time	€ 7,050	€ 2,350	€ 2,350	€ 2,350	€ 2,350	€ 2,350	€ 2,350

Overseas and EU students on the Extended courses may pay in **five** instalments as illustrated below:

PGT Extended Courses Overseas and EU

Study Mode	Tuition Fee	Overseas				
		Sep 2021 students				
		7-Sep-21	7-Dec-21	7-Mar-22	7-Jul-22	7-Oct-22
PGT Extended – Full-time	€ 27,100	€ 5,420	€ 5,420	€ 5,420	€ 5,420	€ 5,420
PGT Extended – Part-time	€ 13,550	€ 2,710	€ 2,710	€ 2,710	€ 2,710	€ 2,710
EU						
PGT Extended – Full-time	€ 20,350	€ 4070	€ 4070	€ 4070	€ 4070	€ 4070
PGT Extended – Part-time	€ 10,175	€ 2035	€ 2035	€ 2035	€ 2035	€ 2035
Jan 2022 students		7-Jan-22	7-Apr-22	7-Jul-22	7-Oct-22	7-Dec-22

Do you have a European bank account?

Yes

Fill the SEPA form

University of Kent
Creditor Identification: BE70222089100047
Creditor Name: Stourhead Lane, Sittingbourne, Kent, SA1 10AA, Sittingbourne, Kent, UK

By signing this mandate form, you authorize (A) the Creditor to send instructions to your bank to debit your account and (B) your bank to debit your account in accordance with the instructions from the Creditor. At the end of your rights, you are entitled to a refund from your bank under the terms and conditions of your agreement with your bank. A refund may be claimed within 8 weeks starting from the date on which your account was debited. Your rights regarding this mandate are explained in a statement that you can obtain from your bank. All banks are mandatory.

Mandate Identification (To be completed by the Creditor)
Mandate reference: (optional number)

In respect of the contract:
Type of Payment: recurrent one-off

Debtor Identification (To be completed by the Debtor)
Name: (maximum 70 characters)
Address: (maximum 70 characters)
Postcode: _____ City: _____
Country: _____
Account number (IBAN):
Your bank BIC: (BIC, maximum 11 characters, not mandatory in Belgium)
Date: ____ / ____ / ____ Place: _____ Name: _____
Signature*

Your course starts in:

September 2021

Send the form to eurofin@kent.ac.uk by 1 September 2021

January 2022

Send the form to eurofin@kent.ac.uk by 4 January 2022

No

Use a standard payment method for your first instalment

Online or Via Bank transfer

Your course starts in:

September 2021

by 7 September 2021

January 2022

by 7 January 2022

Once you arrive in France you can open your European bank account

Fill the SEPA form

University of Kent
Creditor Identification: BE70222089100047
Creditor Name: Stourhead Lane, Sittingbourne, Kent, SA1 10AA, Sittingbourne, Kent, UK

By signing this mandate form, you authorize (A) the Creditor to send instructions to your bank to debit your account and (B) your bank to debit your account in accordance with the instructions from the Creditor. At the end of your rights, you are entitled to a refund from your bank under the terms and conditions of your agreement with your bank. A refund may be claimed within 8 weeks starting from the date on which your account was debited. Your rights regarding this mandate are explained in a statement that you can obtain from your bank. All banks are mandatory.

Mandate Identification (To be completed by the Creditor)
Mandate reference: (optional number)

In respect of the contract:
Type of Payment: recurrent one-off

Debtor Identification (To be completed by the Debtor)
Name: (maximum 70 characters)
Address: (maximum 70 characters)
Postcode: _____ City: _____
Country: _____
Account number (IBAN):
Your bank BIC: (BIC, maximum 11 characters, not mandatory in Belgium)
Date: ____ / ____ / ____ Place: _____ Name: _____
Signature*

Send it to eurofin@kent.ac.uk

Terms and conditions for paying in instalments:

- Paying your tuition fees in instalments requires setting up a SEPA Direct Debit. This enables us to automatically initiate collections from your bank account on the due dates,
- SEPA Direct Debit is only available to students with a European bank account, in the [SEPA zone](#) and in (EUR) Euro, following submission of the enclosed [SEPA form](#) to eurofin@kent.ac.uk,
- **Students without a European bank account** who nevertheless wish to take advantage of paying in instalments may use a [standard payment method](#) (as described page 4) to pay the first instalment by **7 September 2021** (for September students) or **7 January 2022** (for January students). Upon arrival in France, students can open a European bank account and submit a completed and signed [SEPA form](#) for the remaining instalments. The form should be sent to eurofin@kent.ac.uk by **1 Oct 2021** for September 2021 students and by **1 Feb 2022** for January 2022 students,
- Failure to respect any of the deadlines mentioned above will automatically require any remaining tuition fee balance to be paid by **31 Oct 2021** for September 2021 students and by **28 Feb 2022** for January 2022 students, that's if the student is not to be withdrawn,
- *Students who wish to take advantage of paying in instalments or who are unable to meet the above conditions are invited to contact the Finance Office at eurofin@kent.ac.uk.*

Late payments and additional charges

Failure to meet any of the payment deadlines detailed in this handbook for any reason (including failure to allow adequate time for international funds transfers, credit card difficulties, etc.) will result in an automatic late payment fee of €100 being added to the total outstanding balance at the end of the month your payment was due. A charge of 1.5% per month will then be calculated on the total balance outstanding beginning 30 days after the initial charge was incurred. In addition, and in accordance with University of Kent Regulations, your registration status may be reviewed if payment is not received on time.

Additional Charges

The following fees may also be levied where appropriate:

Late Enrolment or Module Registration	The fee for failure to register for all modules by the deadline published in each term	€50
Lost Student ID Card	The fee for replacing a lost student ID card	€20
Late Payment	The charge for late payment 30 days after the late payment charge has been levied, and in the event that no new payment plan has been agreed, an additional monthly interest charge of 1.5% will be charged on any outstanding balance.	€100

Terms and Conditions

1. **Tuition Fees**

- 1.1 For individual students this procedure details the arrangements for the payment of fees and the sanctions, which may be applied in the event of non-payment of fees by the due date. This procedure is designed to ensure that all students are treated in a fair and equitable manner with respect to the payment of fees.
- 1.2 This procedure applies to all students – including part-time, full-time, undergraduate, postgraduate, home, EU and overseas students, attending any European Centre.
- 1.3 Students are defined as persons registered or enrolled at the University to follow a course of study, which may or may not lead to an award or qualification. If a student leaves the University with outstanding debts, the University will pursue payment of the outstanding debt.
- 1.4 Students are responsible for paying all fees incurred whilst studying at the University on a timely basis. Where a sponsor has agreed to pay on behalf of a student, the student remains responsible for the debt until it has been discharged.
- 1.5 Non-payment of tuition fees will result in action to recover the debt. This can include de-registration, prevention of re-registration in successive years, non-admittance to their degree and prevention of attendance to their graduation ceremony, receiving their award in absentia. Further detail is at section 4.4.
- 1.6 The University reserves the right to pass details of any unpaid account to a third-party agency to pursue the collection of the outstanding balance. This action may include credit checks and further legal collection processes.

2. **Payment of Tuition Fees**

2.1 Payment of tuition fees is expected as follows:

- 1) In full by payment methods stipulated in the European Centres finance handbooks,
- 2) According to the payment plans stipulated in the European Centres finance handbooks,
- 3) By separate written agreement approved by the Head of Operations (Europe).

- 2.2 A Loyalty discount for Alumni who **have spent a period of at least 12 months away following their undergraduate degree** (non-direct entrants) can be granted (more information at <https://www.kent.ac.uk/finance-student/fees/loyaltydiscount.html>). The discount is **£1500* for Home (UK) fee** paying students and **£3000* for EU and Overseas fee** paying students.

**Amounts to be converted to Euro (EUR) based on the live exchange rate of the day the loyalty discount was granted.*

3. Invoicing

- 3.1 All invoicing of student tuition fees for courses administered by the European Centres campuses will be processed by the European Centres Finance Office in relation with the Tuition Fee Invoicing Office.
- 3.2 For students attending the University of Kent European Centres, tuition fees will be processed by the European Centres Finance Office in euro (EUR).
- 3.3 For split site students in Paris, tuition fees for split site students will be processed by the Tuition Fee Invoice Office in British Pound (GBP).
- 3.4 For split site students in Brussels that have started their course in Canterbury and that were originally invoiced in British Pound (GBP), the invoicing and all payments made up to that date will be converted to Euro (EUR) according to the live exchange rate on the day of the payment(s).

4. Tuition Fee Debts

- 4.1 Once a tuition fee invoice has been raised the collection of the debt becomes the responsibility of the European Centres Finance Office for all tuition fees invoiced in Euro (EUR) and the Income Office for all tuition fees invoiced in British Pound (GBP). Both offices will provide appropriate credit control services.
- 4.2 Late payment of tuition fees incurs a €100 fixed fee and late payment of tuition fees older than 1 month will incur a 1.5% charge on the outstanding fees on the last day of each month, until the balance is paid in full.
- 4.3 Students experiencing difficulties in making payments must seek assistance from the European Finance Office or the Income Office (where relevant) regarding options available to pay in instalments. These offices must be informed immediately by the student of any difficulties in making payments and of any involvement of other areas of assistance.
- 4.4 Letters and statements will be emailed direct to students in respect of outstanding balances in the first week of each month and / or after a payment deadline is overdue.

- 4.5 Non-payment of tuition fees may result in students being de-registered. The de-registration process is performed:
- by the end of week 4 of any Term start, all students who have not resolved their financial obligations with the University will be referred to the deregistration panel,
 - 1 week after each instalment date mentioned in the European Centres finance handbooks (for students paying in instalments), all students who have not met the payment deadline(s) will be referred to the deregistration panel.
- 4.6 A student who has been de-registered will be deemed withdrawn without any further opportunity to study, unless permitted to intermit by the Department / Faculty, and return at a later date. The deregistered student will have no access to University resources including IT and other facilities. Any examinations that have been registered will be cancelled. Any tuition fees falling due up to the date of de-registration will be applied and pursued in accordance with the University's tuition fees charging and refund procedure.
- 4.7 Any student receiving a notice of deregistration can appeal within 7 days by letter / email to the Head of Operations (Europe), detailing how the situation has arisen and the proposed steps to resolve this.
- 4.8 Students with tuition fee debts at the final board of examiners will not receive any official notification of their results. Where tuition fees remain unpaid a student will not be able to re-register for the next academic session.
- 4.9 No person eligible for the award of a degree of the University shall be admitted to the degree or to attend graduation unless he / she shall first have paid all academic related University fees. The cut-off date for the payment of fees is advertised in literature circulated by the Congregations Office.

5. **Sponsors and Student Loan Company sponsored students**

Some students have agreements with a sponsor to pay their tuition fees, for example an employer, company, Student Loan Company or a formal scholarship scheme. In the event that a sponsor defaults on payment, the responsibility of payment will be transferred to the student. If the student does not arrange payment, then the European Centres Finance Office or the Income Office (were relevant) will treat the student as a debtor and normal procedures will be followed to collect the debt.

6. **Withdrawal/Intermission of Studies**

- 6.1 In the event of a student withdrawing / intermitting from a course of study, the date of withdrawal will be the date from which the student formally advises the University in writing that they are no longer attending their course of study. This date **MUST** be confirmed and approved in writing by the relevant Faculty / Department to the Income Office or to the European Centres Finance Office for Paris and Brussels students.
- 6.2 The first two weeks of Term is considered as the "settling-in period" and any student withdrawing within this period will not be charged tuition fees.

6.3 The calculation for any reduction in tuition and related fees is based on the regulations mentioned on the University's webpage:

<https://www.kent.ac.uk/finance-student/student-finance-guide/refunds.html>

All other private and sponsored students:

The number of months completed; time apportioned against the total months allocated to the academic year. This applies to all students and their sponsors.

7. Sundry Charges

7.1 Other, sundry charges may be applied to the student account such as:

- Masters' fines
- Parking charges
- Other notified charges that are appropriate to apply to the student account

7.2 Payment for sundry charges is expected immediately, or in line with the agreed repayment date, in the case of Emergency Loans.

7.3 Late payment of tuition fees incurs a €100 fixed fee and late payment of tuition fees older than 1 month will incur a 1.5% charge on the outstanding fees on the last day of each month, until the balance is paid in full.

7.4 Letters and statements will be sent or emailed direct to students in respect of outstanding balances in the first week of each month.

7.5 Final year students with such sundry charge debts will be permitted to receive official notification of their results, however the student will not be permitted to graduate in person and will receive their graduation in absentia. The cut-off date for the payment of fees is advertised in literature circulated by the Congregations Office.

8. Former Student Debtors

8.1 The University will pursue all former students for the complete settlement of any outstanding amounts due. All debt recovery costs will be applied to the student account.

8.2 The University reserves the right to pass details of any unpaid account to a third-party agency to pursue the collection of the outstanding balance. This action may include credit checks and further legal collection processes.

8.3 The University will adhere to Government legislation and guidance from the Financial Conduct Authority on instalment credit agreements (payment plans). Where a payment plan exceeds 12 instalments or 12 months a credit agreement will be put in place between the University and the former student.

9. **Collection Agencies**

9.1 As part of our rigorous procedures we engage specialist debt collection agencies to pursue debts on our behalf. The University reserves the right to pass matters into their hands when debts are of a certain age, or amount, or level of complexity, and all other issues have been taken into account as determined by this paper. Their remit is to use the legal system to contact debtors and pursue enforcement, including tracing and credit check processes.

10. **Debtor Write Off Authority Limits**

10.1 The limits for the write off of the University's debts are as follows:

- Balances up to £5,000 Director of Finance
- Balances £5,001 to £9,999 Director of Finance and the Deputy Vice-Chancellor
- Balances over £10,000 Finance and Resources Committee

11. **Complaints**

11.1. The complaints process relates to an appeal against the way in which these procedures have been applied to individual cases.

11.2 In accordance with the University's complaints procedure students should initially seek to resolve difficulties informally, at the level at which they arose. In relation to the student debt procedures, the student should discuss any matter relating, in the first instance, with the person handling the case, or the member of staff's immediate supervisor.

11.3 If the matter cannot be resolved informally the student may make a formal complaint as detailed at <https://www.kent.ac.uk/studentservices/complaints/complaint-definition.html>