



POLICY ON PAYMENT OF FEES

COURSE FEES – ALL COURSES

Maryvale Institute is privately funded and almost totally dependent on student fees in order to carry out its mission. In common with other Further and Higher Education Institutions, Maryvale's policy is that it is the students' responsibility to ensure that all fees are paid in full and in accordance with the following procedures:

1. When a student signs an application for participation in a Course at Maryvale Institute, the student also signs an agreement to abide by the Institute's policy on the payment of Course Fees.
2. Once a student has been accepted onto a course an invoice will be raised and forwarded to the student.
3. For subsequent years, an invoice will be sent to the student about six weeks before that year's Course commences. Those invoices will still be raised even if the Examination Board for the closing year has not yet discussed the final results for the year.
4. Tuition fees must be paid **before** commencing the course and **before** the start of each academic year.
5. Course fees must be paid even if the Examination Board has yet to determine the formal results of the closing year. If exceptionally, a student is deemed to have failed the year and any subsequent re-take of examinations, an appropriate refund of fees which have been paid will be made.
6. Payment ***in full must*** be made within 28 days from the date of the invoice or by the first residential, whichever is earlier.
7. Students are responsible for payment of their Course Fees by the prescribed date. Where a third-party (eg a diocese or parish) has agreed with a student that the third-party will pay or contribute to payment of the fees, that agreement is understood to be between the student and third-party. Subject to the very specific exception noted in the following bullet point, under no circumstances will Maryvale arrange to invoice a third-party or pursue a third-party for payment. It is for the student to recover the funds from the third-party. Such an arrangement does not allow for late payment of fees.
 - The only exception to this is in a small number of very specific cases where a group of students is being sponsored as a body. Under the specific arrangements entered into formally by Maryvale and that sponsoring body, those fees will be paid centrally.
8. Where a student is eligible to seek financial support by way of an external grant, donation, bursary etc, the process of applying for such external financial support cannot be used as a means of postponing payment of fees: the student must still pay the full fees by the prescribed date. If any grant is subsequently received directly by Maryvale Institute, we will refund that portion of the fees previously paid by the student.

9. Students will not be allowed to participate in the first residential of the year unless their fees have been paid in full.
10. Furthermore, students are not allowed to sit examinations, be considered at Examination Boards, progress to the next year's studies or graduate until all outstanding tuition fees have been paid in full.
11. All payments must be made in £Sterling.
12. Payment is accepted by any of the following means:
 - By cheque (payable to 'Maryvale Institute') sent with a copy of your invoice and addressed to the 'Finance Director' at Maryvale,
 - By credit/debit card – in which case, please contact the Bookkeeper in the Finance Office (bookkeeper@maryvale.ac.uk) to make the necessary arrangements
 - by credit card cheque (as for personal cheques),
 - Electronically direct to Maryvale's Bank Account. Our bank details are shown on the invoice. If you pay by electronic transfer, please ensure that your Student ID/Ref and your name are included in the transaction. Without this information we may not be able to credit your account correctly. In addition to the Course Fees, Bank charges of £10.00 need to be added to payments made from bank accounts from outside the UK,
 - By PayPal. In this case, please e-mail the dedicated e-mail address for PayPal requests (payments@maryvale.ac.uk) to request a PayPal Invoice.

In all cases, payment by cheque and requests to pay by the alternative means, MUST be accompanied by an invoice or other covering letter which must include the full name of the student, student ID and the title and year of the appropriate Course. These details are essential to ensure that we can record the payment against the correct student record. In the case of credit/debit cards and bank transfer payments, it is also essential that the instruction to your bank includes these same details.

13. Except for non-EU students denied a Visa, fees will not be refunded once the course has started. For non-EU students who have been denied a Visa, fees will be reimbursed less an administration charge of £250.
14. In cases of exceptional need, it may be possible for a student who has completed at least one year of study at Maryvale to apply for an internal Maryvale bursary to assist with their Course fees. Our bursary funding is very limited, but any eligible student who believes they can demonstrate that their circumstances are such that an award might be appropriate, should complete a 'Bursary Application Form' and return to the 'Bursary Secretary' at Maryvale well before a Course is due to commence. In practice, this means that applications for courses starting in September must be made by early July; for courses commencing in January, application must be made in early November.

Maryvale Institute

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