



## Maryvale Institute

### Policy on the Payment of Fees – All Courses

1. 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 student's responsibility to ensure that all fees are paid in full and in accordance with the following procedures:
  - 1.1 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.
  - 1.2 Once a student has been accepted onto a course an invoice will be raised and forwarded to the student.
  - 1.3 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.
2. Tuition fees must be paid before commencing the course and before the start of each academic year.
  - 2.1 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, the fees which have been paid will be refunded.
  - 2.2 Payment in full must be made within 28 days from the date of Invoice.
  - 2.3 If a student applies for a course less than 28 days prior to the commencement date of the course, payment is required by course commencement date.
  - 2.4 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 the third-party. Subject to the very specific exception noted in 1.6.8 below, under no circumstances will the Institute 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.
  - 2.5 The only exception to 1.6.7 above 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 the Institute and that sponsoring body, those fees will be paid centrally.
  - 2.6 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, the Institute will refund that portion of the fees previously paid by the student.
  - 2.7 Students will not be allowed to participate in the first residential of the year unless their fees have been paid in full.
  - 2.8 Furthermore, students are not allowed to participate in subsequent residentials, sit examinations, progress to the next year's studies, or graduate until all outstanding tuition fees have been paid in full.



# MARYVALE INSTITUTE

INTERNATIONAL CATHOLIC COLLEGE FOR CATECHESIS,  
THEOLOGY, PHILOSOPHY AND RELIGIOUS EDUCATION

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3. All payments should be made in £ Sterling by any of the following means:
  - 3.1 By cheque (payable to Maryvale Institute) sent with a copy of the invoice and addressed to the Finance Controller at Maryvale;
  - 3.2 By credit/debit card – in which case, students must contact the main office at Maryvale (finance@maryvale.ac.uk) to make the necessary arrangements;
  - 3.3 Via the Website : [www.maryvale.ac.uk](http://www.maryvale.ac.uk) – at the bottom of relevant course fee page.
  - 3.4 Electronically direct to Maryvale's bank account. In this case students are required to email the Finance Controller at (finance@maryvale.ac.uk) to ask for the relevant details. In addition to the Course Fees, bank charges of £10 need to be added to payments made from bank accounts from outside the UK;
  - 3.5 By PayPal. In this case students must email the dedicated email address for PayPal requests (finance@maryvale.ac.uk).
  - 3.6 In all cases, payment by cheque and requests to pay by other alternative means, MUST be accompanied by an invoice or covering letter which must include the full name of the student, the student ID, and the title and year of the appropriate course. These details are essential to ensure that the Institute can record the payment against the correct student record.
  - 3.7 In the case of credit/debit cards and bank transfer payments, it is also essential that the instructions to the student's bank include these same details.
  - 3.8 Except for non-EU students denied a Visa (see below), fees will not be refunded once the course has started.
  - 3.9 For non-EU students who have been denied a Visa and therefore are unable to study on the course due to an inability to attend residential, fees will be reimbursed less an administration charge of £250.
4. In cases of exceptional need, it may be possible for a student to apply for an internal, Maryvale bursary to assist with their course fees. The Institute's bursary funding is very limited, but any student who believes they can demonstrate that their circumstances are such that a bursary award might be appropriate, should contact the Bursary Secretary at Maryvale for a 'Bursary Application Form'. The form must be completed and returned 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.