



## 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 the 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 (e.g. 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 2.5 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 2.4 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 access materials or attend the first lecture of the year unless their fees have been paid in full.
  - 2.8 Furthermore, students are not allowed to participate in subsequent lectures, sit examinations, progress to the next year's studies, or graduate until all outstanding tuition fees have been paid in full.



3. All payments should be made in £ Sterling by any of the following means:
  - 3.1 Electronically direct to Maryvale's bank account. In this case students are required to email the Finance Manager at ([financemanager@maryvale.ac.uk](mailto:financemanager@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;
  - 3.2 By cheque (payable to Maryvale Institute) sent with a copy of the invoice and addressed to the Finance Controller at Maryvale.
  - 3.3 Student needs to contact Finance Manager by email: [finanacemanager@maryvale.ac.uk](mailto:finanacemanager@maryvale.ac.uk) if is not able to arrange payment electronically or by cheque.
  - 3.4 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.
  - 3.5 Except for non-EU students denied a Visa (see below), fees will not be refunded once the course has started.
  - 3.6 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. **There is a general policy not to give awards to a student in their first year of their studies.**
5. The Maryvale Institute offers instalment plan to the student with difficult financial circumstances. The instalment plan agreement is set up between student and Maryvale Institute and student by signing the instalment plan agrees to pay course fees by instalments on the dates scheduled. **We will be charging administration charges for setting up the instalment plan.**
6. Student refunds:

The Maryvale registration fee is non-refundable, and this fee will not be repaid.

In the case where a student has paid the fees (in part or totally) but withdraws before the starting of the relevant course, the fees paid will be repaid in full. Once a student has received materials for the course and or attended a teaching session for the course then the fee becomes non-refundable.



# MARYVALE INSTITUTE

HIGHER INSTITUTE OF RELIGIOUS SCIENCES

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