

# Union School of Theology

## Fee Information 2024-25 Cert HE Fee Sheet

Below are the fees and charges for studying our Cert HE in Theological Studies programme. Prices include any applicable validation fees. UK and non-UK prices are the same.

### Tuition Fees

#### Full Time Study – Cert HE

If you study on a *full-time* basis, you will need to take 120 credits to complete the Certificate. This is the equivalent of 6 x 20 credit modules.

When you enrol at the start of the academic year, you will be asked to select and pay for 6 modules. Some of these will be compulsory and some you will be able to choose. Modules are charged as follows:

<b>Each 20-credit module</b>	<b>£1480</b>
<b>Annual cost of 6 x 20 credit modules</b>	<b>£8880</b>

#### Part Time Study – Cert HE

If you study on a *part-time* basis, you will need to take 60 credits each year for two years to complete the Certificate. This is the equivalent of 3 x 20 credit modules.

When you enrol each year, you will be asked to select and pay for 3 modules. Some of these will be compulsory, and some you will be able to choose. Modules are charged as follows:

<b>Each 20-credit module</b>	<b>£1480</b>
<b>Annual cost of 3 x 20 credit modules</b>	<b>£4440</b>

#### All Students

All students are required to pay the Digital Services Charge for each year of registration. This helps to pay for the systems and platforms we use to support you in your studies. Your digital library subscription is included in this charge.

<b>Digital Services Charge</b>	<b>£170</b>
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### Notes

#### Accommodation

Attendance at the Ministry Centre is encouraged, subject to availability. Please refer to the separate Accommodation Fees sheet for information about short term stays at the campus.

#### Student Finance

Our Cert HE course is currently not designated by the Welsh Government for Student Finance.

## Other Charges

The charges shown below are payable in addition to your tuition fees. The list is not exhaustive but is intended to show the charges which arise more frequently. Examples of other charges which might apply in some situations are online examinations, printing costs and postal charges which you will be notified about before they are incurred.

<b>Application Fee (all students, payable on application)</b>	<b>£50</b>
<b>Re-assessment (where required)</b>	<b>£100 (for each re-assessment)</b>
<b>Additional module (if requested)</b>	<b>Current full module price</b>
<b>Retake of module (if you fail a module)</b>	<b>Current full module price</b>
<b>Accommodation &amp; Meals</b>	<b>See separate sheet</b>

# Terms and Conditions

## Cert HE in Theological Studies Fees 2024-25

### Fees

Tuition fees for our Cert HE in Theological Studies programme cover the cost of tuition, validation (where applicable) and charges for the use of the School's facilities, both on campus and online. The compulsory Digital Services charge covers essential digital resources including the digital library subscription.

Additional charges may apply for extra services such as short stay accommodation, meals, module re-takes and re-assessments.

Fees and charges are shown on the Union website: <https://www.ust.ac.uk/students/fees-funding>. They apply to the current academic year only. To reflect ongoing costs and inflation it might be necessary for the School to increase fees at the start of each subsequent year of your programme. Any annual increases will usually be at or below the level of the prevailing RPI rate of inflation.

### Payment of Fees

You will be charged an application fee when you apply online to study at Union. This is to cover the administrative costs of processing your application. Your application will only be processed once this fee has been paid. The application fee is not refundable.

Fees for the **full time** Cert HE are payable for one year.

Fees for the **part time** Cert HE programmes are payable for two years.

Additional fees will apply if extra modules, re-takes or re-assessments are required at any stage.

At the start of each academic year, or at any other time when your programme begins, you will be asked to enrol online for all the modules required for that academic year. Usually, this will be 6 modules if you are studying full time, and 3 modules if you are studying part time.

For each module you choose, a module fee will be applied. The total of all module fees represents your annual tuition fees for that academic year. Added to the total tuition fees will be the Digital Services charge and any applicable extra charges. The total amount of your tuition fees and other charges will show in your account.

### Payment Plan

For our full time and part time Cert HE programme, you can either pay the annual fees in full at the time you enrol for your modules, or you can spread the cost with our payment plan. This applies to annual fees only, and does not apply to individual modules and other charges:

Payment 1	1 September	One third of your total annual fees
Payment 2	1 January	One third of your total annual fees
Payment 3	1 April	One third of your total annual fees.

No additional charges or interest are applied to the payment plan, assuming payments are made in accordance with the stated dates. See important note below.

**Important note:** your fees are payable by the dates stated in the payment plan. We reserve the right to withhold tuition and other services if payments are not made by the due dates. We also reserve the right to add interest to your outstanding balance at the prevailing Bank of England rate for each day an instalment remains unpaid.

Other charges which might be added later in the academic year, such as a module re-take or a re-assessment fee, will need to be paid for when the charge is added to your account. There is no payment plan for these additional charges.

If you have been awarded a scholarship or bursary by Union, this will usually be in the form of a credit against your tuition fees. The deduction will be shown in your account and your balance will be reduced. Your payment plan will be adjusted accordingly.

If you are being supported by other means, such as a contribution from your church, an external scholarship award, or a trust donation, *and they wish to pay this directly to Union*, you will need to inform us and arrange for their payment to be paid to us by bank transfer. Please contact us for details. When we have received the transfer, the payment will appear in your account, your balance will be reduced.

It remains your responsibility to ensure that arrangements are in place for payments from other sources to be paid by the payment plan dates. Should any funding from other parties fail to materialise for any reason, you remain responsible for the payment of all fees.

The Cert HE is not eligible currently for Student Finance. In the event that the programme becomes eligible, the following notes will apply:

*If you have successfully applied for a Tuition Fee Loan through Student Finance, you need to inform us. The Tuition Fee Loan is paid directly to Union, so the amount of the expected loan payments will need to be taken into account when calculating your payment plan amounts. **Please remember that you need to fund the difference between your annual fees and the amount of your Tuition Fee Loan.** If you become ineligible for Student Finance for any reason, you remain responsible for the payment of your fees.*

## Payment methods

When you have enrolled for your modules online, the total amount of your annual tuition fees and other charges will be shown in your account.

Fee payments – whether in full or by instalment – are payable online by debit or credit card. When your payment has been successful it will be shown in your account and the balance of your fees will be reduced. If you are late in paying a due instalment, part of your balance will be shown as outstanding until it has been paid. Your attention is drawn to the possibility of tuition being withdrawn and interest being charged on late payments (see above).

## Withdrawals and changes

The term 'fees' in the notes below refers to tuition fees. Other charges, such as the Digital Services charge, are separate from these terms and conditions and are not refundable.

### Withdrawal from the Programme

Withdrawal from the programme means that you are discontinuing studying the entire course.

If you withdraw from the programme *before the start of semester 1* you will not usually be charged any tuition fees, and you will receive a refund of any tuition fees paid in advance.

If you withdraw from the programme *during semester 1*, you will usually be liable for all fees for that semester\*. If you have paid any fees in advance for semester 2 these will usually be refunded.

If you withdraw from the programme *during semester 2*, you will usually be liable for all fees for that semester\*, in addition to fees for semester 1.

\* For the purposes of these calculations, semester 1 and semester 2 fees are each deemed to be 50% of the total annual fees.

Examples:

Withdrawal 4 weeks into semester 1: you will be liable for all fees for that semester, which will be the equivalent of 50% of your annual fees, plus the full amount of your Digital Services charge. You will not be liable for semester 2 fees.

Withdrawal 4 weeks into semester 2: you will be liable for fees for both semesters, which will be the equivalent of 100% of your annual fees, plus the full amount of your Digital Services charge.

Where there are extenuating circumstances which have led to your decision to withdraw, we may, at our discretion, waive the requirement for you to pay your balance of fees, or we may offer you an alternative financial arrangement. Extenuating circumstances include, but are not limited to, serious health issues. A change of mind concerning your decision to study is not usually considered to be an extenuating circumstance.

**Important:** notification of your intention to withdraw from your programme must be made as early as possible and be supported by a withdrawal form before your request can be actioned. If you feel there are extenuating circumstances, you will need to explain these to us in writing (in confidence if appropriate) and you will usually be required to produce supporting evidence. If a refund or credit is granted under these extenuating circumstances provisions, the effective date of withdrawal will be the date you complete the withdrawal form.

### Withdrawal From a Module

Withdrawal from a module means that you are discontinuing studying that particular module but are continuing to study on the programme. These notes should be read in conjunction with the section on **Module Changes** below as a withdrawn module will usually need to be replaced with another module to enable you to complete the programme.

If you withdraw from a module *before the start of the academic year* you will not usually be charged any fees for that module. Any fees you have prepaid for that module will be refunded.

If you withdraw from a module *at any point during semester 1*, you will be liable for 50% of the annual fees for that module, plus the full amount of your Digital Services charge.

If you withdraw from a module *at any point during semester 2*, you will be liable for the full annual fees for that module, plus the full amount of your Digital Services charge

Where there are extenuating circumstances which have led to your decision to discontinue a module, we may, at our discretion, waive the requirement for you to pay your balance of fees for that module, or we may offer you an alternative financial arrangement. Extenuating circumstances include, but are not limited to, serious health issues. A change of mind concerning your decision to study is not usually considered to be an extenuating circumstance.

**Important:** notification of your intention to withdraw from a module must be made as early as possible and be supported by a withdrawal form before your request can be actioned. If you feel there are extenuating circumstances, you will need to explain these to us in writing (in confidence if appropriate) and you will usually be required to produce supporting evidence. If a refund or credit is granted under these extenuating circumstances provisions, the effective date of withdrawal will be the date you complete the withdrawal form.

When deciding to withdraw from a module you will need to keep in mind that a minimum number of modules is needed to complete your programme of study each academic year.

## Interrupting Your studies

Interrupting your studies means that you are withdrawing from your programme of study *for a period of time*, with the intention of resuming your studies within the timeframe permitted.

If you interrupt your studies after the start of a semester you will be liable for a pro rata amount of the tuition fees for that semester. This is calculated on the basis of the number of weeks studied compared to the number of weeks in that semester. The effective interruption date is the date on your interruption form. You will need to give formal notification of your intention to interrupt your studies and follow the procedures asked of you.

Examples:

If you were to interrupt your studies 2 weeks into semester 1, you would be liable for 2/13ths\* of your tuition fees for that semester (fees for one semester represent 50% of the annual fees) plus the full amount of your Digital Services charge. You would not be liable for semester 2 tuition fees.

If you were to interrupt your studies 6 weeks into semester 2, you would be liable for 6/13ths\* of your tuition fees for that semester (fees for one semester represent 50% of the annual fees), plus the full amount of your Digital Services charge. You would also be liable for semester 1 fees in full.

\*assuming there are 13 weeks in the applicable semester

## Module Changes

A module change means that you are withdrawing from one module and replacing it with another module on the same programme.

If you wish to change a module *before the start of the academic year* you will not usually be charged any fees for the withdrawn module. A replacement module can be substituted for the withdrawn module at no additional cost.

If you wish to change a module *at any point during semester 1*, you will be liable for 50% of the annual fees for the withdrawn module, and in addition you will need to pay the full annual fees for the replacement module.

If you wish to change a module *at any point during semester 2*, you will be liable for the annual fees for the withdrawn module, and in addition you will need to pay the full annual fees for the replacement module.

Where there are extenuating circumstances which have led to your decision to change a module, we may, at our discretion, waive these requirements (i.e., to charge you fees for both the discontinued module and the replacement module), or we may offer you an alternative financial arrangement. Extenuating circumstances include, but are not limited to, serious health issues. A change of mind concerning your decision to study a particular module is not usually considered to be an extenuating circumstance.

**Important:** notification of your intention to change a module must be made as early as possible and be supported by a module choice change form before your request can be actioned. If you feel there are extenuating circumstances, you will need to explain these to us in writing (in confidence if appropriate) and you will usually be required to produce supporting evidence. If we accept that there were extenuating circumstances, the effective date of the module change will be the date you complete the module choice change form. Any credit granted in respect of the change of module will usually be in the form of a credit towards the replacement module.

Your attention is also drawn to the minimum number of modules needed to complete your programme of study in each academic year, and to carefully consider the effect of a module change on this requirement.

## Failure to Pay Fees

If fees remain unpaid 28 days after they were due, we will be entitled to take measures to recover the debt, until all outstanding amounts have been paid or arrangements for payment have been established which the School considers satisfactory.

If you encounter difficulties in paying your fees, please contact the Finance Officer: [finance@ust.ac.uk](mailto:finance@ust.ac.uk) as soon as possible.