

# Union School of Theology

## Fee Information 2024-25 PhD Programme

Below are the fees and charges for studying on our PhD research programme. The PhD is offered through a collaborative partnership with the Vrije Universiteit Amsterdam (Free University of Amsterdam). UK and non-UK prices are the same.

### PhD Fees

PhD fees relate to the cost of mentored induction at the start of your period of study, and ongoing supervision of your independent research and thesis writing and submission. The fees cover the period of research up to the point you successfully submit your thesis.

The PhD can be studied on a full time or part time basis.

#### Full Time Fees

A full time PhD normally takes three years to complete, and you must submit your thesis within four years. Fees are payable per year for each year until completion. There are two entry points during each academic year: September and February. Fees will be charged as follows:

**September entry**                      **£5520** Each year

**February entry**                      **£2760** In year one, and full annual fees from year two

Fees are payable until your thesis has been successfully submitted, within the maximum period of four years. The fees are for the current academic year, and you should be aware that fees might increase each year. See our terms and conditions for more information.

#### Part Time Fees

A part time PhD should take no less than four years, and you must submit your thesis within seven years. Fees are payable per year for each year until completion. There are two entry points during each academic year: September and February. Fees will be charged as follows:

**September entry**                      **£3850** Each year

**February entry**                      **£1925** In year one, and full annual fees from year two.

Fees are payable until your thesis has been successfully submitted, within the maximum period of seven years. The fees are for the current academic year, and you should be aware that fees might increase each year. See our terms and conditions for more information.

#### All Students

All students are now 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.

**Digital Services Charge**                      **£170**

## Notes

### Expenses excluded

Please note that any costs and charges you might incur for travel and accommodation etc for supervision meetings, attendance at the Union Research Conference or other study-related expenses are not covered by your PhD fees.

### Accommodation

You are welcome to visit our ministry centre at any time, perhaps for a supervision meeting, to carry out research in our library, or for a study break. We can offer you accommodation, subject to availability. Please see our website for prices and booking.

### 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 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>Accommodation &amp; Meals</b>	<b>See separate sheet</b>

# Terms and Conditions

## PhD Programme Fees 2024-25

### Fees

Tuition fees for our PhD programme cost of supervision, validation (where applicable) and charges for the use of the School's facilities, both at our ministry centre and online. The compulsory Digital Services charge covers essential digital resources including the digital library subscription.

Additional charges apply for extra services such as accommodation and meals.

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.

The fees shown for the full time PhD programme are payable per year for the duration of your research, usually a maximum of four years.

The fees shown for the part time PhD programme are payable per year for the duration of your research, usually a minimum of four years and a maximum of seven years.

When you have been accepted onto the programme by both Union School of Theology and by the Vrije Universiteit Amsterdam (VU Amsterdam), your fee-paying period will start. Entry points are either September or February.

If your entry point is September, you will be charged the full annual fees for the applicable academic year. You will then be charged annual fees until you submit your thesis or reach the maximum period of research allowed.

If your entry point is February, you will be charged 50% of annual fees in your first academic year. In subsequent years you will be charged full annual fees until you submit your thesis or reach the maximum period of research allowed. As a February entrant, you would usually only pay 50% of the annual fees in your final year to make up the balance. *For example:*

*(Full Time Study, February Start)*

Year 1	Half year	50% annual fees
Year 2	Full year	100%
Year 3	Full year	100%
Year 4	Full year	100%
Year 5	Half year	50%
Total	Four years	

## Payment Plan

For our full time and part time PhD programme, you can either pay the annual fees in full at the time they are added to your account, or you can spread the cost with our payment plan. This applies to annual fees only, and does not apply to any other charges:

### September entry

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.

### February Entry

Payment 1	1 March	50% of your total annual fees
Payment 2	1 May	50% of your total annual fees

In subsequent years, the payment plan will revert to three instalments, the same as the September entry.

No additional charges or interest are applied to the payment plans, 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 supervision 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.

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, and your payment plan will be adjusted.

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.

## Payment methods

Fee payments – whether in full or by instalment – are usually 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 supervision 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 and Interruption from the Programme

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

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 in the near future.

If you withdraw or interrupt *before your acceptance* on to the programme by Union School of Theology, or by the Vrije Universiteit Amsterdam (VU Amsterdam), you will not usually be liable for any fees. If you have paid any fees in advance, these will be refunded.

If you withdraw or interrupt *after your acceptance* on to the programme by both Union School of Theology and the Vrije Universiteit Amsterdam (VU Amsterdam), you will usually be liable to pay for the part of the year in which you withdraw.

Examples:

If you withdraw or interrupt in October, you will be liable to pay for the September to January period, which is 50% of the annual fees; if you are withdraw or interrupt in March you will be liable to pay for the February to August period, which is 50% of the annual fees.

Where there are extenuating circumstances which have led to your decision to withdraw or interrupt, 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 or interrupt your programme must be made as early as possible and be supported in writing 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 or interruption will be the date of your written request.

## 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, and/or to exclude you from study, withhold you from any award or qualification, suspend teaching, supervision and marking, or refuse to allow you to proceed to any further stage of the programme, 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.