

Tuition fee Policy

This policy is effective from April 2024 and should be read in conjunction with the Terms and Conditions. It applies to all applicants for/students on LMA courses validated by Regent's University London.

Key Facts

Section	Explanation
1. Who pays tuition fees?	You are required to pay the tuition fees stated in their offer letter upon enrolment. If you withdraw or temporarily leave (intermit) during the academic year, there may still be a fee liability.
2. Fee Increases	For students whose fees are not regulated by the UK Government, an annual fee increase applies, effective each year on 1st August. This increase is based on the Consumer Price Index (CPI) plus an additional 2%.
3. Payment of your fees	You are responsible for ensuring tuition fee payment even when a third party or organisation is the sponsor.
4. Withdrawal, intermittence, and transfer	<p>Early withdrawal, temporary leave, or course transfer have serious financial implications.</p> <p>You must tell us in writing that you are leaving or wish to intermit.</p> <p>SLC funded students will have adjustments made to their Tuition Fee Loan, affecting maintenance loan eligibility.</p>
6. If you owe money to LMA	<p>If you have outstanding tuition fees you face restrictions such as re-enrolment limitations and we can withhold your degree certificate and other academic records.</p> <p>Failure to meet fee deadlines can lead to restricted access to LMA facilities and services, potential withdrawal from studies, and for international students, visa sponsorship withdrawal.</p>
7. Complaints and Disputes	<p>You must tell us in writing within 7 days if you dispute a payment.</p> <p>You can use our complaints policy if you are unhappy with how we have managed your tuition fees.</p>

1. Definitions

In this policy:

“We”/“Our”/“Us”/“LMA” means the Liverpool Media Academy Ltd and **“you” / “your”** means you as a registered student of LMA.

Self-funded means all students who are not in receipt of a Tuition fee Loan from the ‘SLC,’ including those paying International Fee rates and all Postgraduate students.

SLC means the Student Loans Company. For the purposes of this policy this encompasses all regional funding bodies in main UK: Student Finance England, Student Finance Wales, Scottish Awards Agency and Student Finance Northern Ireland.

Home student has the same definition as

- i. The Higher Education (Fee Limit Condition) (England) Regulations 2017, and as amended for undergraduate students;
- ii. The Education (Fees and Awards) (England) Regulations 2007, and as amended for postgraduate courses.

UKISA publishes a guide to fee status that can be found on [their website](#).

International students any student that is not counted as a **home student**.

2. Who pays tuition fees?

2.1. **You** will be required to pay tuition fees published for the course and detailed in **your** offer letter following **your** enrollment. If **you** withdraw or intermit within the academic year you may still be liable for fees.

2.2. The tables below detail fee liability points for LMA courses:

Table 1: home fee liability

*Undergraduate **home** students*

Liability Period	Fee liability	Liability Date
1	25%	Semester start date + 14 days
2	50%	Semester 2 start date + 7 days
3	100%	1 April

*Postgraduate **home** students*

Liability Period	Fee liability	Liability Date
1	33%	Semester 1 date + 14 days
2	66%	Semester 2 date + 7 days
3	100%	Semester 3 date + 7 days

2.3. As part of our approach to ensuring the integrity of the student visa system, international students have stricter payment liability dates as set out in table 2 below.

Table 2: international fee liability

*Undergraduate **international** students*

Liability Period	Fee liability	Liability Date
1	50%	Semester start date
2	50%	Semester start date

*Postgraduate **international** students*

Liability Period	Fee liability	Liability Date
1	50%	Semester start date
2	50%	Semester start date

2.4. Tuition fees will not be reduced for students who start their course late. Students that start late may become immediately liable for fees where they start after the liability dates above.

3. Fee Increases

3.1. If the UK Government does not regulate your tuition fees, these will be subject to an annual increase. Each year on 1st August, your fees will rise by an amount equal to the current rate of inflation, as measured by the Consumer Price Index (CPI), plus an additional two per cent (CPI + 2%).

For instance, if the fee for your course is £5000 in your first year, the fee for your second year will be calculated as £5000 plus the CPI + 2% rate, as determined on the 1st August of the year in which your second year begins. This normally applies to undergraduate international fee payers and all postgraduate course fees.

4. Payment of your fees

4.1. Regardless of how **you** pay **your** tuition fees, **you** are ultimately responsible for the payment, including when someone or an organisation sponsors **you** and does not pay.

4.2. **SLC** funded students who have been awarded a Tuition Fee Loan by their awarding body, do not have to provide evidence to us as the information will be forwarded electronically. Tuition fee payments will be made automatically on **your** behalf direct to **us**.

4.3. Students awaiting confirmation of funding from the **SLC** will be classified as **self-funded** until confirmation of support is received until then the student is responsible for paying their own tuition fees. Evidence of their application to **SLC** is to be presented to the Income Office within seven days of the start of their course by email to studentfinance@lma.ac.uk.

4.4. **Self-funded** students are eligible to pay in up to two equal installments. The first installment is due on the first day of their first semester and the second installment on the first day of their second semester. In the first year of study, any acceptance fees (or similar) will be offset against the first installment of tuition fees.

4.5. If **you** are a **self-funded** student in receipt of private sponsorship from a third party (e.g. a parent, guardian, employer or similar) **you** are responsible for ensuring they pay **your** tuition fees on time. If a third party sponsoring **you** does not pay all of **your** tuition fees, **you** are responsible for paying **your** remaining tuition fees. Evidence of payment from a third party is to be presented to the Income Office within seven days of the start of **your** course by e-mail to support@lma.ac.uk.

4.6. **You** must pay your fees in pounds sterling (GBP, £).

4.7. **Self-funded** students (and any sponsors) can pay tuition fees through the payment portal.

4.8. If **you** make a complaint about **us**, **your** tuition fee liability is unchanged. Should the complaint be upheld any tuition fee adjustments as part of the outcome will be processed and, if necessary, **we** will refund **you**.

5. Withdrawal, intermittence and transfer

5.1. Ending **your** studies early, or extending the time it takes to complete them, can have a significant adverse impact on **your** ability to achieve a higher education qualification in the future and may not be in **your** best financial or academic best interest.

5.2. If **you** do not tell us that **you** are withdrawing or wish to intermit **you** will still be liable for tuition fees until you do.

5.3. The formal withdrawal or intermittence process must be completed before the enrolment status can be changed and the contract amended. The 'Last day of Attendance' agreed in this process will be the date used for financial/fee adjustments.

5.4. Students withdrawing or intermitting will be obliged to pay tuition fees in accordance with the above liability points, with consideration to the agreed last date of attendance.

5.5. **SLC** funded students will have their Tuition Fee Loan amount adjusted by the LMA with the SLC. This may impact on your eligibility for, and value of, any maintenance loan **you** have.

5.6. If **you** transfer between courses within LMA, tuition fees will be calculated using the fees payable for each course in accordance with the standard liability dates, prorated where necessary. The fee liability date payable at the date of transfer will be the course **you** are currently studying, the following fee liability points due will be the new course. If **you** transfer, **you** will be liable for the tuition fees at the current rate of the new course, which may be higher than the course **you** transferred from. For transfers from external courses the fees payable will depend on the date of **your** transfer and will be calculated in accordance with the standard dates for the liability payment points.

5.7. If **you** intermit and the course fee has increased by the time you return, **you** will be liable for the increased fee from the point of **your** return.

6. If we owe you money

6.1. Only monies paid to us can be refunded.

6.2. Tuition fees and other monies paid to **us** are only ever refunded to the individual or organisation that paid **us** originally and is only refunded by the same method. Examples of this include but are not limited to:

- i. where your fees were paid by Student Finance England (or similar body) as part of a tuition fee loan or grant, the refund will be to that organisation.
- ii. where an employer has paid tuition fees on **your** behalf the funds will be returned to the employer
- iii. if a family member paid tuition fees on **your** behalf by credit card, the refund would be processed back to the same card;
- iv. if **you** have received funding from family or employment or other sources and subsequently passed this to **us**, **we** are only responsible for refunding and compensating **you**; we will not pay anyone else.

6.3. We will process refunds or payments due to you within 30 days of the payment being agreed. E.g. within 30 days of your last day of attendance or the outcome of a complaint that resulted in a fee adjustment.

7. If you owe money to LMA.

7.1. In line with the Terms and Conditions, if **you** have a tuition fee debt to **LMA**:

- i. **You** will not be able to re-enrol for any future study until the debt is cleared. This includes if **you** have intermitted and have an outstanding debt from before **you** intermitted; and
- ii. **We** have the right to withhold published information about **your** eligibility for awards, certificates and transcripts, and **you** may be excluded from attending the graduation ceremony. Academic references will also not be provided until you have cleared the debt.

7.2. Students who incur charges and who fail to return LMA property (e.g. specialist equipment) within the allotted timescale will find their access to equipment loans and IT facilities restricted until all outstanding loans and debts are cleared.

7.3. In addition if **you** fail to pay fees in full by the due dates (table 3) **you** may be subject to the following sanctions which may result in the termination of **your** enrolment.

Table 3: Fee due dates

Liability Period	Due Date
1	Semester start date + 30 Days
2	Semester start date + 30 days
3	Semester start date + 30 days

7.4. If **you** fail to pay **your** tuition fees by the due date, **we** may restrict your access to LMA facilities and services, including, but not limited to, the virtual learning environment and equipment loans. **We** will notify **you** of this via **your** LMA and personal email addresses and warn **you** that **you** may be withdrawn from **your** studies for continued non-payment.

7.5. If you fail to pay your tuition fees within 30 days of the due date (e.g. semester start date + 60 days) **we** may withdraw you from your studies. If we do **we** will notify you in writing to **your** term time and, where different, home addresses. **You** will remain liable for any outstanding tuition fees up to the point that **we** withdraw **you**.

7.6. Debts will be referred to an external debt collection agency including the use of legal action where these are outstanding beyond a reasonable time or you have been withdrawn;

7.7. If **you** are an **international student**, **we** will withdraw your sponsorship and notify UK Visa and Immigration (UKVI).

8. Complaints and Disputes

8.1. If **you** wish to dispute a debt, **you** must tell us in writing to the Income Office (support@lma.ac.uk) within seven days of receiving a payment demand. **You** should include attachments of any supporting evidence. **We** will aim to respond within 14 working days.

8.2. If **you** have a complaint about how **we** manage tuition fee payments or are dissatisfied with the outcome of **our** consideration of a disputed debt, **you** can also use our complaints and appeals policy and procedure published on our website.