

LANCASTER UNIVERSITY
STUDENT FEE REGULATIONS

Fee liability

All students will receive notification of fees due prior to their first registration.

The University may refuse to register a student who cannot, on request, show that they have the means to pay their fees and other financial commitments. If fees are to be paid by a sponsor direct to the university, the University requires evidence of how this will be provided at the time of registration or as soon thereafter as possible. Tuition fees will not normally be refunded following withdrawal or exclusion following week 1 (after 7 days) of starting the module.

Every student becomes liable for the full sessional tuition fee upon registration and payment must be received 7 days before the start of each module. It is a condition of registration that a binding undertaking to meet all university charges is made. Failure to make payment by the due date will the student from starting the module.

Where charges are being paid by a sponsor, the University will pursue payment from the sponsor. If no payment is received, in line with normal payment terms, the liability and responsibility for payment reverts to the student.

Invoices can be viewed online showing the sums to be paid in respect of fees and other balances outstanding. All debts or financial obligations must be met by the due dates given.

Consequences of not paying fees

Students will not be able to start a module if the fees are not paid in full by the due date.

Refunds

Students who have overpaid will receive a refund. The exception is for intercalating students. Where intercalating students have an overpayment of fees following adjustments for intercalation this will be held on account for the following module/s.

The University policy on the refunding of fees for students who have withdrawn or been excluded is as follows:

1. Before the end of week 1 (within 7 days following start of module) – no charge.
2. After week 1, no refunds will be given and self-funded students or sponsors will be charged for the full module.
3. Any payments received in advance for modules due to take place in the future that have not started will be refunded in full upon request.
4. Approved refunds will be returned to the same bank account the fees were received from.

All deposit refund requests are considered on a case-by-case basis. Approved refunds may be subject to an administrative charge to cover processing costs.

Fees for members of staff

Lancaster University staff members may be entitled to a fee waiver if they meet certain criteria which can be found at: [\[Link\]](#)

Student fee waivers

Alumni of Lancaster University will receive a 10% reduction in fees. Please see the University website for more information: [\[Link\]](#)