

**BIRMINGHAM CHRISTIAN COLLEGE
POSTGRADUATE FEES FOR 2023-2024 ACADEMIC YEAR**

POSTGRADUATE TUITION FEES

UK Students

Full-time	£ 6,300.00 (per annum)
Part-time	£ 3,150.00 (per annum)

Non-UK Students

MA Full-time	£ 9,300.00 (per annum)
Part-time Students (50%)	£4,650.00 (per annum)

(25% and 75% part-time students charged pro-rata)

OTHER FEES

Short Course Fees

MA Single Unit (UK/EU)	£ 1,050.00
MA Single Unit (Non-EU Students)	£ 1,550.00

Application Fees

PGCert/PGDip/MA	£35
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Accommodation

Accommodation fees for BA & MA residentials is charged at £25.00 per night.

The accommodation fee is for single rooms, some en-suite and some with shared bathrooms, and includes wi-fi. All BCC accommodation is self-catering.

Deposits

UK/EU Citizens Full-time – A deposit of £600 is required on acceptance of place.

UK/EU Citizens Part-time – A deposit of £300 is required on acceptance of place.

International Students – Payment in full is required before acceptance letter is issued for visa authorities.

Single Modules – Payment in full is required before the course commences.

Resit Years or Part Years

(including Examination/Assignment Retakes)

40% of the pro-rata annual fee on the number of modules attempted.

Change of Status

Change from full-time to part-time or vice-versa within an academic year: £50.

TERMS AND CONDITIONS OF PAYMENT OF FEES FOR POSTGRADUATE STUDENTS

A. TUITION FEES

2. Students who

2.1 have applied but not yet received confirmation of their Student Support Number; or

2.2 are planning to apply for a student loan, will be required to arrange a date with the Finance Office to report their application results.

A2. Self-financing Full-time and Part-time Students

A2.1 Full-time MA Students

3. Full-time students who do not pay at Registration will be required to set up a payment agreement plan for the 10th October, the 10th January and the 10th May to pay the balance of their total tuition fee for the semester.

3.1 A further payment of a third (1/3) is payable at the commencement of the second semester. In addition to the two payments of one third (1/3) of tuition fees, the student is to provide a schedule of agreed payments to reduce the balance over the course of the second semester.

3.2 The final payment is payable in the dissertation submission period.

A2.2 Part-Time MA Students

4. Students taking a unit over a semester must pay for their unit within the semester in which it is taken.

5. Part-time students attending Postgraduate Intensive study units are required to pay a deposit of 20% of the course unit fee prior to the release of the intensive course materials (the date will be advertised for each intensive period).

B. OTHER FEES

12. All fees are payable in full prior to, or at, Registration. Students who are unable to pay in full at Registration must make a payment plan with the Finance Office.

13. The MA Dissertation fee for full-time students will be charged at the point of their initial registration. Part-time students will be charged at the point of their registration for the MA dissertation.

13.1 If the dissertation extends to a second year, a Re-registration fee will be payable.

13.2 If the student needs to resubmit the thesis, a Resubmission fee will be payable.

14. Students who register for short courses are required to pay the full amount prior to the course's start.

C. MISCELLANEOUS FEES

15. Academic Transcript Request - one free copy upon graduation from a programme of study, subsequent copies £10 each.
16. Application for Extension fee: £20 per course unit (waived for applications on the grounds of health or assessed learning needs).
17. Late Registration fee: Students must register during the days and times set by the Academic Office at the start of each new semester. Please see the College calendar on the website. Failure to do so will result in a £25 fee for late registration.
18. Any costs incurred relating to the authorisation of student loans are students' responsibilities, i.e. couriering the cheque to the student for signature endorsement, etc.
19. Any international bank transfer: students are responsible for paying all the bank charge fees and any exchange variance.

D. ADDITIONAL FINANCIAL REGULATIONS

20. If a student cannot meet the deadlines for the payment of their fees, they must contact the Finance Office immediately. Where appropriate, alternative payment arrangements will be discussed and agreed.
21. Overdue payments: If the required amount of the fees is not paid on the agreed payment date, a late payment charge of £25 will be added to the student's account and the student will be advised by email sent to their College email address.
22. No payment: Where a payment of any fees remains outstanding beyond the agreed due date, the student will be sent an email to notify them of the consequences with respect to their course of study.
23. No student will normally be allowed to re-register for an academic year with any outstanding fees owed.
24. Graduands who owe any tuition fees to the College will not be allowed to graduate until these fees are cleared in full.
25. Graduands who have any fees outstanding will not be forwarded to the Academic Board and therefore will not receive a copy of their transcript.
- 26.2 Postgraduate Taught degrees (e.g. MA) – Students who suspend their studies mid-way through a semester will be liable for course unit fees for the current semester. No further fees will be charged until the student returns to study.
27. Withdrawals and refund: See our refund policy.
 - 27.2 For students who withdraw within 2 weeks Period at the start of the course will be issued a credit note against the invoice charges of the full amount less £50 administration charges.
 - 27.3 After the two weeks of registration students will remain liable for the cost of the full semester tuition and validation fees and other associated course fees incurred in the initial registration.

27.4 The College is required to inform the UK Visas and Immigration if a Tier 4 visa student withdraws or does not take up their place at the College.

D2. Other Full-Time and Part-Time Students

If a student officially withdraws from College before or during either semester the following refunds will be allowed:

27.5 For students who withdraw within 2 weeks Period at the start of the course will be issued a credit note against the invoice charges of the full amount less £50 administration charges.

27.6 After the two weeks of registration students will remain liable for the cost of the full semester tuition and validation fees and other associated course fees incurred in the initial registration.

D.3 Students Taking Short Courses

27.7 Students may be refunded for the full course fees if they withdraw before the Registration Revision Period.

27.8 Students will not get refund if they withdraw after the Registration Revision Period (end of the second class). In the case of intensive units, students who withdraw after the end of the Registration Revision Period and before the first class will be liable for the 20% fee deposit.

E. RECOVERY OF STUDENT DEBT POLICY

28. The Finance Office will make every effort to correspond, primarily by email, with students on a regular basis to ensure both timely and accurate invoicing and the provision of regular statements of account owing.

29. Should financial hardship be experienced by a student, then, as soon as practicable, a mitigating (financial) circumstances application should be submitted to the Finance Office. If a payment plan is agreed and adhered to, this will remove any of the financial penalties for unstructured or delayed payments.

30. In exceptional circumstances, a student who owes tuition fees to the College from a previous session may be permitted to re-register.

31. Where there are outstanding debts accrued by students who have left the College, the College reserves the right to refer the debts to an external debt collection agency and ultimately to the Small Claims Court. Any charges incurred will be passed on to the students.