

# Distance Learning Students 2008-2009

## New Payment Terms and Discounts



### Payment Terms:-

100% on or before enrolment

Or

6 monthly instalments by Direct Debit providing you hold a British bank account or payment can be made by Debit/Credit card.

The 1st instalment is due on enrolment.

This arrangement must be agreed with the Finance department on enrolment.

### Important Information

#### Payment by a Sponsor

If the fees are to be paid in whole or in part by a sponsor, it is important that you either bring proof of the sponsorship when you enrol or the sponsor letter is sent to the Finance Office at the address on the back so that the sponsor can be billed.

**A sponsor letter is required for each academic year of study.**

In the event of a sponsor defaulting on payment, the University will pass the debt on to the student and it is the student's responsibility to pay the fees. The student will be advised in writing from the Credit Control Section of the Finance Department that the liability has been passed to them and an invoice raised in the student's name.

### Methods of Payment:-

**Online Payments** Paying your fees at Northumbria by clicking onto: -  
[www.northumbria.ac.uk/sd/central/finance/epayments](http://www.northumbria.ac.uk/sd/central/finance/epayments)

**Cash** at the Cash Office, No. 3 Ellison Terrace, City Campus

**Cheque/Bank Draft** made payable to University of Northumbria, please write your name, student no. and date of birth on the back of the cheque

**Credit /Debit Card**, in person or tel. Cash Office  
0191 227 4092

**Bank Transfer** from your account to the University:

Barclays Bank PLC  
City Office  
Percy Street  
Newcastle upon Tyne  
NE1 8QL

Account Name: University of Northumbria at  
Newcastle No.1 a/c  
Sort Code 20.59.42  
Account Number: 00909297  
IBAN Code: GB63 BARC 2059 4200 909297  
Swift Code: BARC GB22  
BIC Code: 8030

We do not accept American Express. Visa Electron cards are acceptable but must be taken in to the cash office to be swiped. We cannot accept payments by telephone for these cards.

Please note that Northumbria University operates the Chip and Pin technology if paying by card in the cash office.

### How Can Finance Help You:-

The Finance office is located at room 007 3 Ellison Terrace Newcastle upon Tyne NE18ST.

We have friendly advisors happy to discuss fee repayments in a confidential area. You can email us on FI Student Enquiries or telephone us on 0191 2274050. Please remember to quote your unique student ID on any correspondence to the University.

### Non Payment of Fees:-

A letter will be sent directly to you one month after enrolment if no payment has been received or no agreement arranged with the Finance office. The letter will give you 10 days to arrange payment before we advise the school to exclude you from the University.

The same follow up will apply for non payment of each instalment.

#### Finance Office

**Email Address:- FI Student**

**Enquiries@northumbria.ac.uk**

**Credit Control & Income Section Tel no :-  
0191 2274050**

**Room 007**

**3 Ellison Terrace**

**Newcastle Upon Tyne**

**NE1 8ST**

### Withdrawal Policy:-

In the event of a student withdrawing themselves from a programme of study, they must advise the Course Administrator in writing to this effect, stating the last date of attendance, the fee due will be calculated from the last date of attendance recorded on the withdrawal form.

- If a student withdraws within four weeks of the commencement of an academic year, they will receive a 100% reduction in fees for that academic year.
- If a student withdraws at any time after the four weeks of the commencement of an academic year, the fees will be apportioned pro rata accordingly to the number of weeks the student has been in attendance.

### Refunds:-

If a student withdraws/interrupts/suspends/transfers from their course of study the withdrawal procedure has to be implemented and the Finance Department notified by the School of the student's change of circumstance and any refund due to the student can be calculated.

The procedure for calculating any refund of fees is as follows:

- If a student withdraws within four weeks of the commencement of an academic year, they will receive a 100% reduction in fees for that academic year and any payment made will be refunded.
- If a student withdraws at any time after the four weeks of the commencement of an academic year, the fees will be apportioned pro rata accordingly to the number of weeks the student has been in attendance and any overpayment will be refunded to the fee payer.

Any refund processed will be returned to the student or fee payer by the method of payment used by the payer and if this is not possible, a cheque refund will be made.

In the event of a student withdrawing themselves from a programme of study, they must advise the Course Administrator in writing to this effect, stating the last date of attendance.