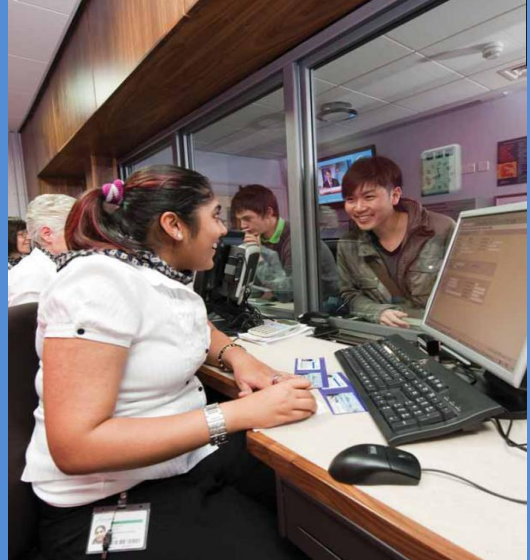


How Finance Can Help You In 2011/2012



Fees Calculator

Tuition Fees

How to Pay Tuition Fees

Payment Terms

Discounts

Scholarships & Bursaries

Funding

Withdrawals

Refunds

Important Links

Important Telephone Numbers

Student Enquiries and Payment Office

To find out more why not visit our Student Enquiry and Payment Office located in Sutherland Building, Newcastle upon Tyne, NE1 8ST.

We have friendly advisors happy to discuss any financial issues in a confidential area.

You can telephone us on Finance Enquiries –0191 227 4050.

Or email it.helpline@northumbria.ac.uk

Please remember to quote your unique student ID on any correspondence to the University.

Fees Calculator

We now have a facility that will provide you with the individual course tuition fee - and any applicable scholarships, bursaries and discounts - for every course we offer. You can find the Fees Calculator on the Course Details pages under Fees or follow the attached link:

<http://www.northumbria.ac.uk/?view=CourseSearch>

Home Tuition Fees (2011/12)

In 2011 most of the home full-time undergraduate courses will cost £3,375 per year – please see the table below for further fees.

Undergraduate	
Full Time	£3375
Old System Fees	£1345
Foundation Degrees	
All Schools	£3375
Other	
Part-Time	£1680 (Dependent upon modules taken)
Sandwich Year Out	£843
Old System Sandwich Year Out	£672

Overseas Tuition Fees 2011/12

Annual overseas full-time tuition fees for the majority of programmes for the 2011/12 academic year are as follows. Please contact the University to check which fee applies to a specific programme:

English Language	
1 Semester	£2650
2 Semester	£5300
Summer School – 6 weeks	£1300
Summer School – 12 weeks	£2600

Undergraduate

Full Time Classroom	£9450
Full Time Science	£10150

Postgraduate Taught	
Full Time Classroom (exc. NBS)	£9450
Full Time Science	£10300
NBS	£11100 (Additional premiums apply to some courses)
NBS – MBA	£15500
NBS Chinese & Indian articulation fees:	
MBA – 120 credits	£12670
MBA – 20 credits + dissertation (Birla)	£5500
MSC – 120 credits	£8780
Postgraduate Research	
Full Time Classroom	£10300
Part Time Classroom	£5150

If you are starting an undergraduate programme in 2011/12 which lasts more than one year, the tuition fee will not increase in the following years of the same programme.

The annual tuition fee for research programmes (e.g. for PhD or MPhil) depends on which School your programme is based in. **Different fees apply for specialist doctoral programmes. For details please check with the School.**

For some research degree programmes bench fees are payable in addition to the tuition fee.

Materials charge

For some courses a small additional charge for materials is payable in full at enrolment.

Tuition fees include:

- Meet and Greet service
- Induction programme for international students
- English language in-sessional tuition during term-time if you need it
- Access to a wide range of student services and facilities

Tuition fee deposits

Overseas students are required to pay a minimum tuition fee deposit of £5,500. For further details please see our Terms and Conditions of Offer which are available to download via our International Fees and Discounts Web page : <http://www.northumbria.ac.uk/brochure/international/fees>

Note: These are the general fees across the university; please contact your school for your exact figure by following the link:- <http://www.northumbria.ac.uk/sd/academic/>

How to Pay Tuition Fees

- **Website** <http://www.northumbria.ac.uk/sd/central/finance/epayments/>
- **Phone** with a credit/debit card: 0191-2156555. We do not accept American Express.
- **Cheque**, send to: Northumbria University, Finance Department, Credit Control, Sutherland Building, Newcastle upon Tyne, NE1 8ST. Put your student number and date of birth on the back of the cheque.
- **Cash Office**: located on Lower Ground Floor, Sutherland Building – pay by cash or card.
- **Bank Transfer**: details below.

Bank	Barclays Bank PLC
Branch	City Office, Percy St, 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

Please state any Student reference / Invoice number when making a transaction.

Payment Terms

1) Self Financing Students

Overseas student payment terms

We provide the following payment schedules for fees:

- Full fees paid on enrolment or earlier (for prompt payment discount)
- 50% of fees on enrolment, 50% due 1st December 2011.
(Subject to a minimum first payment of £5,500)

Home student payment terms

We provide the following payment schedules for fees:

- Full fees paid on enrolment
- 50% of fees on enrolment, 50% due 5th February 2012
- Direct debit (this must be set up at or before enrolment) – 50% 4th December 2011, 50% 5th February 2012.

LL.B (Hons) Open Learning

New Students

- £700 Registration fee due on or before enrolment
- £500 Examination fee due on or before 8th April 2012

Continuing Students

- £400 Registration fee due on or before enrolment
- £500 Examination fee due on or before 8th April 2012

2) Payment by a Sponsor

If you are being sponsored for your fees, then the university requires a sponsor letter to confirm your sponsorship status. This needs to be on the Company's / Sponsor's letterhead.

The following information must be included in the letter:

1. Student Number
2. Student Name
3. The amount or the Percentage of the sponsorship
4. The Academic Year / Years, the sponsorship applies to
5. Relevant Contact person in the Company
6. Any Purchase Order or Reference, that the sponsor would like to be quoted by the university when we request for payment
7. A VAT Registration Number if the company has one, if not, this must be stated in the letter

A sponsor letter is required for each academic year of study. This letter can be sent to the university as a scanned e-mail attachment to it.help@northumbria.ac.uk. This can also be faxed over on 0191-2274464.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 of this 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 will be sent to their University e-mail address.

Payment Discounts for International Students (i.e. Non UK / EU)

You will qualify for an early payment discount if you pay your full tuition fees for the academic year in advance and meet the following conditions:

- You have already received an offer prior to payment
- The tuition fee stated in your offer letter is more than £6000; and
- You are a self-funding student starting an academic degree or diploma programme in 2010/12 which lasts at least one full academic year.

If you meet these conditions please remember to deduct the relevant discount when you pay your fees. The amount of discount varies depending on when your full fees are received by the University, as shown below: Please allow enough time for funds to clear.

New and Continuing Students		
START DATE	FULL FEE RECEIVED	DISCOUNT
September 2011	On or before 1 ST June 2011	£500
	2 ND June – 1 ST August 2011	£260
January 2012	On or before 1 ST October 2011	£500
	2 nd October – 1st December 2011	£260

Alumni Discounts – All Students

- **All schools apart from LAW**– 10% Available for taught postgraduate programmes, and for the first year of postgraduate research programmes.
- **Law** – offer course-specific discounts. Please refer to school for further details.

Scholarship & Bursary Payments

2011 Bursary (payable from October 2011)

This is an annual, non repayable means –tested CBH Award of £500 that is available to ‘home’ students who receive the full maintenance grant or equivalent for Scottish, Welsh or Northern Irish students

2011 Scholarship (payable from 15th February 2012)

Northumbria scholarships are being introduced in September 2011 and enable the university to recognise outstanding academic achievement prior to students joining the university.

If you are a new ‘home’ full time undergraduate student who pays tuition fees and who achieves a minimum of 360 UCAS tariff points (from a maximum of three A2 awards or their equivalent) you will automatically be awarded a Northumbria scholarship of £1000 in the first year of your course.

If you meet the criteria you will be notified during your first term and your scholarship will be paid during your second term.

Funding 2011 – 2012

1) Tuition Fee Loan

Undergraduate full time UK/EU New Students can apply to the Local Authority (LA) for a fee loan (up to a maximum of £3,375.00 for 2011/12). The new top-up fees structure means that – unless you want to pay the fees upfront – you can take out a student loan for fees and defer the payment until you graduate, which means you don't have to repay the loan until you're earning an annual salary of over £15,000. If you intend to apply to an organisation i.e. LA or sponsorship for assistance in paying your fees, you must do so in good time. Students who have applied for a tuition fee loan, the Student Loan Company will send the fees direct to the University You can apply for the fee loan by completing a PN1 / PR1 form. Forms are available from your LA or online at <http://www.direct.gov.uk/en/EducationAndLearning/UniversityAndHigherEducation/StudentFinance/index.htm>

Disability Support

2) Advice on grants allowances and equipment

Disabled Students' Allowance (DSA) is available to most undergraduates with a disability or specific learning difficulty on full time courses and who are eligible for student loans and means tested bursaries. DSA is also available, to most part-time students and post graduate students. DSA is a non means tested allowance for extra support and equipment for students with disabilities. Students who wish to apply for DSA must hold recent medical evidence or (in the case of dyslexia or other specific learning difficulty) a full psychological assessment dated after their 16th birthday. IT IS VERY IMPORTANT THAT STUDENTS APPLY FOR DSA IN GOOD TIME AS THE PROCEDURE CAN BE TIME CONSUMING.

The North East Regional Access Centre (NERAC) and Joint Universities Northern Access Centre (JUNAC) are the local centres that assess students for their requirements from DSA including the technical equipment necessary for study. The Disability Support Team can help arrange appointments for assessment at NERAC, JUNAC or other specialist centres when the need arises.

Disabled Students Allowance (DSA)

3) What is DSA?

The Disabled Students Allowance (DSA) is intended to help you pay for extra costs related to your disability if they are directly connected with your studies. Extra costs might include specialist equipment, a non-medical helper, travel and other costs.

DSA is not means-tested, it is not a loan and any equipment purchased for you from DSA remains your property at the end of the course - you do not have to give it back. However, if you leave your course early your funding authority may decide to recover some or all of your DSA...

4) Who is Eligible?

Undergraduate Students Usually you will be eligible for DSA if you are a disabled undergraduate student who is eligible for support from: Student Finance England; an LEA in England and Wales; a Local Education and Library Board in Northern Ireland; the Student Awards Agency for Scotland; or the NHS Student Grants unit.

Postgraduate Students must have been living in the United Kingdom, the Channel Islands or the Isle of Man for three years immediately before the start of the academic year.

Some postgraduate students who receive support from the Research Councils that is equivalent to DSA will not be eligible

Students on PGCE courses will continue to be eligible for the same rate of DSA awarded to undergraduate students and as a result will not be eligible for a postgraduate DSA.

Postgraduate students who receive a bursary from the NHS or the General Social Care Council may also be eligible.

5) How do I Apply for the DSA?

You can apply for DSA any time before or during your course. You will need to provide evidence of your disability - a recent medical report or, in the case of dyslexia, a Psychological Report dated after your 16th birthday. There are different application procedures for different categories of students. If you are applying before your course begins you will need proof that you have been offered a place.

6) Application Procedures for Full-Time Undergraduate Students

If you are entering higher education for the first time in 2009/2010 and are applying to your funding authority for financial support, you should indicate on the eligibility application form (PN1) that you have a disability and wish to apply for DSA. You will then be sent a DSA application form.

You must provide details of your disability and the date of your last assessment either on the application form or in a covering letter. Once your funding authority has confirmed your

eligibility for DSAs, they will then ask you to have a needs assessment carried out so that the help you need on your course can be identified.

7) Application Procedures for Part-Time Undergraduate Students and all Postgraduate Students

If you are a part-time undergraduate or a postgraduate student you should ask for your funding authority to send you the relevant DSA form or you can download one from <http://www.direct.gov.uk/studentfinance>

8) What is Covered by DSA?

There are no set amounts - you will only get enough to cover your individual needs. In order to establish your individual needs your funding authority will normally ask you to undergo an Assessment of Needs - your funding authority will meet the cost of this.

However, there is a limit to the amount of help available, the maximum levels of DSA change slightly each year and the current figures can be found in the DfES booklet 'Bridging the Gap':

The maximum rates of allowance for 2009/2010 are as follows: (2011/12 rates t.b.c.)

Full-Time Undergraduate Students

- Specialist equipment allowance - for major items of equipment - up to a maximum of £5161 spread over the whole duration of the course
- Non-medical helpers allowance - for help with study related personal support - up to £20520 a year.
- General allowance - up to £1724 a year
- Travel costs - students may claim reasonable costs if they have to pay **extra** costs to attend university because of a disability. You will not be eligible for everyday travel costs, which any student would expect to pay.

Part-Time Undergraduate students

- Specialist equipment allowance - for major items of equipment - up to a maximum of £5161 spread over the whole duration of the course
- Non-medical helpers allowance - as a percentage of the full-time rate up to £15390 per year; for example, for a student studying 50% of a full time course up to £10260 a year; or 60% of a full-time course up to £12312 a year
- General allowance - as a percentage of the full-time rate in the same way as the non-medical helpers allowance, up to £1293 a year

- Travel costs - students may claim reasonable costs if they have to pay **extra** costs to attend university because of a disability. You will not be eligible for everyday travel costs, which any student would expect to pay.

9) Full-Time and Part-Time Postgraduate Students

There is one allowance to meet all costs of up to £10260 a year for both full-time and part-time postgraduate students. You can use this for specialist equipment, non-medical helpers, extra travel costs or other course related expenses. The amount of DSA you receive will depend on the needs assessment.

10) Assessment of Needs

Your funding authority can arrange for a needs assessment to be carried out before the start of term. Contact your funding authority for more detailed information. However, you may need a further assessment when you start your course to make sure that the particular needs that you have on your course are met.

Students who are already enrolled can apply at any time; The North East Regional Access Centre (NERAC) and Joint Universities Access Centre (JUNAC) are the local centre's that assess students for their DSA requirements including the technical equipment necessary for study. The Disability Support Team can help arrange appointments for assessment at NERAC, JUNAC or other specialist centre's.

11) How long will it take?

The earlier you apply for DSA the better. You can apply at any time once you have the offer of a place at University. The process of obtaining assessments and equipment is a slow one, especially during the first few weeks of term when staff in funding authorities and universities are very busy. Therefore it can take many weeks between your initial application and the arrival of equipment. It is important that you maintain contact with your funding authority throughout the process and respond quickly when you are required to do something.

For further information please follow the attached links:-

http://www.northumbria.ac.uk/sd/central/stud_serv/

http://www.northumbria.ac.uk/sd/central/stud_serv/sws/homeinfo/

Withdrawals

1) Withdrawing from your Programme

Withdrawal is the term we use where students decide to leave the University prior to completion of the award for which they are registered, for reasons both personal and academic. If you are considering withdrawing, it is important that you understand the implications of your decision.

2) How to withdraw from your programme

Before deciding to withdraw from your programme of study, you should first speak to your Guidance Tutor or Programme Leader to discuss issues you may have and any alternative options available to you. If you then decide to withdraw you should notify your School Office who will complete a Withdrawal Form which will be sent to **Student Finance England*** to notify them of the changes.

Your student status will cease from the last date of attendance quoted on the Withdrawal Form. From this date you will lose your student status including exemption from Council Tax.

You should also let **Student Finance England*** know yourself that you are withdrawing. You can do this by completing a Change of Circumstances Form (C01), available to download from the **Student Finance England** website.

3) Future support & the Previous Study Rule

You should be aware that withdrawing from your programme will have an effect on your remaining entitlement to financial support if you want to return to Higher Education at a later date.

Eligible students are entitled to financial support for the length of their programme plus one additional year, minus any years of previous study. This is known as the 'Previous Study Rule'.

Example 1: a student withdraws from her 3 year programme at the end of her 1st year. She later enrolls on another programme and is entitled to three years financial support.

3 yr programme + 1 additional yr - 1 yr previous study = 3 yrs remaining financial support
(3+1-1=3).

Example 2: a student withdraws from his 3 year degree programme at the end of his 2nd year and later enrolls on a new programme. He will be entitled to 2 years of financial support for his new programme.

3 yr programme + 1 additional yr - 2 yrs previous study = 2 yrs remaining financial support
(3+1-2=2).

The student in the above example would only receive financial support for years 2 and 3 of his programme and is required to support himself (or 'self fund') in his first year. Where a student is required to self fund any years of their programme, this will always apply to the earlier rather than later years of the programme. During any 'self funding' years, students will not be able to access fee support or grant support. Under the current rules, eligible students can continue to receive the Maintenance Loan until they have an honours degree.

Under the regulations, even if you withdraw after one day of your programme, this will be counted as one year of previous study.

If you decide to withdraw from your programme for compelling personal reasons and can provide evidence of your circumstances, [Student Finance England](#)* has the discretion to extend your support by one year.

Please note:

The information above sets out the basic principle of the Previous Study Rule. However, the interpretation of this regulation is not straightforward and there are a number of exceptions/variations which may apply, depending on your circumstances. If you are considering withdrawing from your programme you should speak to a Welfare Support Adviser for advice on your individual funding status and circumstances. We would also recommend that you speak to **Student Finance England*** to double check your remaining financial support entitlement before making a decision to withdraw or change programmes.

4) Withdrawal & tuition fees

If you are considering withdrawing from the University you are strongly advised to contact **Welfare & International Support** and/or the **Finance Department** to check the University's fee charging policy. Depending on the date that you withdraw, you may be faced with a bill for tuition fees.

(Students who started their programme prior to 2006 who withdraw from their programme this year and return to Higher Education to start another programme will be classed as 'new' students for financial support purposes. This means they will be charged the higher rate of tuition fee (£3,375 in 2011/12). However, they will also be able to apply for the appropriate financial support, including a Tuition Fee Loan to cover the cost of tuition fees. In these circumstances, remaining entitlement to support will be determined by the Previous Study Rule, as outlined above.

If you are an 'old system' student who wishes to transfer to another programme at Northumbria University in September 2011, you will be charged the £3,375 tuition fee. However, if transferring to a different institution you must contact the new institution to check on their fee charging policy.)

5) Withdrawal and your financial support

If you have a Maintenance or Tuition Fee Loan from **Student Finance England***, you must contact them to inform them if you withdraw from your programme. You will then start to repay the loan in the April after you leave, once you start earning over £15,000 per year.

6) Withdrawal and your student status

If you withdraw from your programme, you will no longer hold student status. This means that you will no longer be entitled to your exemption from Council Tax (for all student households). If you have an interest free overdraft on your student bank account, you will become liable to pay interest on any money that you owe.

7) Withdrawal & accommodation

If you decide to withdraw from your programme before mid December and you are living in University owned or managed accommodation you can usually give four weeks notice if you wish to leave. (Please check with the **Accommodation Office** regarding the arrangement for your particular residence .)

If you wish to leave University accommodation after mid December (or for reasons other than withdrawal/transfer at any time of year) you will usually have to find someone to take over your room before you leave (this must be a Northumbria University student not already in University accommodation).

If you live in private rented accommodation you will need to speak to your Landlord and will usually have to find someone to take over your room.

8) Withdrawal & international students

If you are an International student and wish to withdraw from your programme or suspend your studies, you should be aware that this may have implications for your immigration status in the UK. It is compulsory that you see **Welfare & International Support** advice and complete the relevant paperwork before approaching your school to withdraw or suspend formally.

9) Withdrawal & future options

If you are planning to withdraw from your programme and would like some advice relating to your future options, whether these include work or education, you can visit the [Careers & Employment Service](#) in Student Services.

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.

With the exception of certain part-time Law Courses, which charge a non-refundable pre-enrolment registration fee (e.g. LLB Open-Learning), the procedure for calculating any refund in fees is as follows for Home and EU students:

- 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 between four weeks of the commencement of an academic year, and up to the start of the second semester they will receive a 50% reduction of fees for that academic year.
- If a student withdraws after the start of the second semester the full fee remains due for that academic year.

Any refund processed has to be returned to the student/fee payer by the method of payment used by the payer and cheques must be returned to the student's home country.

However, please note that if the student has paid a **non-refundable deposit** this will be deducted from any refund due. The deposit is strictly non-refundable except where evidence is supplied of a visa refusal and the original offer letter is returned and any refund claim is dealt with by the International Office in the first instance.

Where to get help

For information on the financial implications of withdrawing from Higher Education you should speak to an Adviser in [Welfare & International Support](#) .

10) Contacts

Welfare & International Support

Student Services Centre,
Ground Floor,
Northumberland Building,
City Campus,
Tel: 0191 227 4127

Student Services Centre,
Allendale Building,
Coach Lane Campus,
Tel: 0191 215 6590

Email: sv.welfareandinternational@northumbria.ac.uk

**New Students in 2011/12 will apply to Student Finance England.*

**Students who started between September 2006 and before September 2009 will apply to their Local Authority (or Student Finance England, depending on where they live).*

**Student Finance England replaces the previous Student Finance Direct service*

**UK Students from outside England should contact the following agencies:*

N. Ireland: [Education Library Board / Student Finance NI](#)

Wales: [Local Authority / Student Finance Wales](#)

Scotland: [SAAS \(Students Awards Agency for Scotland\)](#)

Refunds

International Students (Undergraduate and Postgraduate Students Full and Part Time)

1) Deposit Conditions

Once you have paid your £5500 deposit it is **non-refundable and non-transferable** except if you are unable to join your course due to any of the following circumstances:

- * In the unlikely event that your programme is cancelled; or if you apply for a UK visa with your Northumbria CAS and your visa application is refused; or if you do not meet the conditions of your offer (for example if you pay your deposit when you have a conditional offer but you do not obtain the required examination results); or if you have serious personal extenuating circumstances which prevent you from studying overseas, e.g. in a serious case of illness. Refunds are at the University's discretion and will only be given where the University is satisfied that there is evidence of serious personal extenuating circumstances.
- * In any of the above circumstances, subject to the University's agreement, you would receive a full refund of the deposit amount and of any additional tuition fees you had paid in advance for the academic year. To request a refund you would need to complete our Refund Form, attach the required documents and send it to the University Office from which you received your offer.
- * In all other circumstances, including in the following situations, no refund of the £5500 deposit will be made:
 - If you do not apply for a visa to study at Northumbria University;
 - If you decide to study at another institution in the UK or in another country;
 - If you decide not to study overseas.

However, in the three situations outlined above, you would receive a refund of any tuition fees you had paid in advance for the academic year, which were in addition to the £5500 deposit .

If you are unable to join the University in the expected intake but are accepted for a subsequent intake your deposit and any additional payment of tuition fees you have made for the academic year will be carried over to the relevant intake and credited against your tuition fees.

In addition, if you have obtained a UK General Student Visa using a Northumbria University Confirmation of Acceptance for Studies (CAS) but you do not enrol at the University in the semester for which your offer is valid or if you enrol at the University and subsequently withdraw from your programme at any time, the deposit and any additional fees you have paid in advance are both non-refundable and non-transferable. The only partial exceptions to this regulation are the two following situations, in which the deposit amount is still non-refundable and non-transferable, but any additional pre-payment you have made, less any

additional fees which are due at the time of withdrawal, would be refunded / transferred as indicated below:

Transfer to another Tier 4 registered University

If you transfer to another UK university which is a registered Tier 4 Educational Sponsor for the start of the same semester, any partial refund due will be transferred to the university concerned, once Northumbria has received evidence from that university that it is acting as your Tier 4 sponsor. No transfer of funds will be made if you transfer to any other type of institution.

Withdrawal to return home

If unforeseen personal extenuating circumstances force you to return to your home country and you withdraw from the University, any partial refund due will be paid once you have provided satisfactory evidence as requested by the University of your circumstances as well as satisfactory evidence that you have returned to your home country and intend to remain there for at least the duration of your UK student visa.

2) Refund Policy

If you withdraw between four weeks after the start date of your programme and the end of your first semester a minimum of 50% of your tuition fees for the academic year are payable by you. If you withdraw after the end of your first semester, the full fees for the academic year are due.

N.B. – certain part-time Law Courses (e.g. LLB Open-Learning), charge a pre-enrolment registration fee. These are non-refundable.

If you overpay your tuition or accommodation fees for the year any refund due will be processed. However, due to financial regulations refunds cannot be paid to the student directly if the overpayment is more than £500. Any refund due of more than £500 would be paid to the original account from which it was received. Please also note that the University cannot disburse other payments such as living expenses to students.

3) Insurance for Loss of Deposit/Fee Payments

Please note that you should consider taking out insurance in advance of making any payment if you wish to insure yourself against unforeseen circumstances which may result in the loss of your deposit and any additional fee payments. Endsleigh Insurance (www.endsleigh.co.uk) is one company which provides student insurance or you may wish to use an alternative company.

Home Students (Undergraduate and Postgraduate Students Full and Part Time)

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 anytime 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.

Important Links

Northumbria University Finance E-mail Address – it.help@northumbria.ac.uk

Student Loan Company, Where to Apply:

England: www.direct.gov.uk/studentfinance

Scotland: www.student-support-saas.gov.uk

Wales: www.studentfinancewales.co.uk

Northern Ireland: www.studentfinancenir.co.uk

EU Team: www.direct.gov.uk/en/D11/Directories/DG_6000071

Academic Schools: <http://www.northumbria.ac.uk/sd/academic/?icid=M130-1359864-053G>

University Services: <http://www.northumbria.ac.uk/sd/central/?icid=E141-1364308-061A>

Student Services & Wellbeing: http://www.northumbria.ac.uk/sd/central/stud_serv/

Important Telephone Numbers

Northumbria University Finance Helpline: 0191-2274050

Student Finance England General Enquiries: 0845 026 2019

Consent to Share for Scholarship/Bursary Payments: 0845 603 4016

Student Finance England: 0845 300 5090

Student Finance Wales: 0845 602 8845

Student Finance Northern Ireland: 0845 600 0662

Scottish Students: 0845 111 1711

Telephone Payments: 0191 2156555

Accommodation: 0191 2274209 or 0191 4753

Student Services & Wellbeing City Campus: 0191 2274127

Student Services & Wellbeing Coach Lane Campus: 0191 21656590

Student Union: 0191 2274757 or 0191 2273760

