

| | | Research Fees 2018/2019 | | | | | |
|-----------------------|---|--------------------------------|----------------|----------------|----------------|----------------|----------------|
| | | MTh | | M Phil | | PhD | |
| | | Full Time £ | Part Time £ | Full Time £ | Part Time £ | Full Time £ | Part Time £ |
| Research Fees | Standard Rate | 10,745 | 5,375 | 10,745 | 7,170 | 10,745 | 7,170 |
| | OR | | | | | | |
| | Subsidized Rate <i>citizens of UK/EU/Low income countries*</i> | 5,805 | 2,905 | 5,805 | 3,875 | 5,805 | 3,875 |
| | OR | | | | | | |
| | Continuation Fee <i>one year only after minimum programme fee is paid</i> | 1,030 | 1,030 | 1,030 | 1,030 | 1,030 | 1,030 |
| Middlesex Fees | Registration Fee <i>Payable in year one only</i> | 1,050* | 1,050* | 1,050* | 1,050* | 1,050* | 1,050* |
| | Administration Fee <i>Payable in each year of study</i> | 290* | 290* | 290* | 290* | 290* | 290* |
| | Examination Fee <i>Payable in the final year of study</i> | 300* | 300* | 300* | 300* | 300* | 300* |
| Residence Fees | Single Room shared bathroom <i>Full Board 30 weeks and bed only 20 weeks</i> | 7,185 | 7,185 | 7,185 | 7,185 | 7,185 | 7,185 |
| | OR | | | | | | |
| | Shared Room shared bathroom <i>Full Board 30 weeks and bed only 20 weeks</i> | 6,000 | 6,000 | 6,000 | 6,000 | 6,000 | 6,000 |
| | OR | | | | | | |
| | Single Room ensuite bathroom <i>Full Board 30 weeks and bed only 20 weeks</i> | 7,955 | 7,955 | 7,955 | 7,955 | 7,955 | 7,955 |
| | OR | | | | | | |
| | Shared Room ensuite bathroom <i>Full Board 30 weeks and bed only 20 weeks</i> | 6,430 | 6,430 | 6,430 | 6,430 | 6,430 | 6,430 |
| Lunch | <i>Term Time only (Non-Resident student on campus)</i> | 600 | 600 | 600 | 600 | 600 | 600 |
| Student Body | <i>Yearly Optional</i> | 54 | 54 | 54 | 54 | 54 | 54 |

NB * See notes overleaf

Minimum Payment of Research Programme Fee

MTh - 1 year Full Time or 2 years Part Time

MPhil - 2 years Full Time or 3 years Part Time

PhD - 3 years Full Time or 4.5 years Part Time

Fees are per annum unless otherwise stated

The School reserves the right to increase the fees at any time.

Notes on Fees and charges

1. Programme Fee

- a. Students registering in October will be invoiced for the full year fees annually. Students registering in February will be invoiced in February on a pro-rata basis in the first academic year. Students will then be invoiced for the next full year in October and annually thereafter.
- b. Students who commence study on a given rate, standard or subsidized (see below), will be charged at that rate for the duration of their programme.
- c. All fees are subject to annual increases.

2. Subsidized Programme Fee Rate

- a. A reduced programme fee rate applies to students of the UK, other EU countries and to students carrying a passport of countries with a middle-lower Gross National Income (GNI) according to the World Bank.
- b. For students commencing in 2018-2019 the subsidized programme fee applies to countries with a GNI of less than \$3,895 in 2017. On request the School accounts department (accounts@lst.ac.uk) can provide a list of these countries.
- c. Students from countries for which the standard rate is applicable, who then become UK citizens during their course will be charged at the subsidized rate from the start of the next academic year after becoming UK citizens. For the purposes of deciding subsidised rates the marker used by the school to determine citizenship status is the country issuing the passport held by the student.

3. Suspension of Registration

- a. For full-time and part-time MTh students the length of suspension may not exceed 3 months at a time.
- b. For MTh students the overall maxima periods of suspension are MTh 6 months for full-time students and 8 months for part-time students.
- c. For full-time and part-time MPhil/PhD students registration may be suspended normally for not more than 12 months at a time.
- d. For full-time and part-time MPhil/PhD students the overall total period of suspension is 24 months.
- e. Students do not pay fees for the duration of a suspension of registration.
- f. Any prepaid fees will be carried forward for the period of resumption of registration.
- g. An administration fee of £100 is charged for applying for a suspension of registration.
- h. Students with unauthorised outstanding fees for more than 30 days will have their registration and supervision suspended until the debt and administration fee of £100 are cleared.
- i. A student's period of registration in a programme is extended by the same length as the period of suspension of registration.
- j. Applications for exceptions to these regulations, including documented extenuating circumstances, will be considered by the Executive Team, taking advice from the Director of Research.

4. Research Continuation Policy and Fees

Full fees are payable for the standard registration period for the programme for which the students are registered. After this time, continuation fees apply to students needing very limited or no supervision during the period of writing up their thesis.

- a. For full-time students continuation can be taken in six-months blocks and students are entitled to up to two blocks over their period of registration.
- b. For part-time students continuation can be taken in six-months blocks and students are entitled to up to four blocks over their period of registration.
- c. Full-time students may not switch to part time in order to increase their continuation period.
- d. Students are charged a flat rate continuation fee of £515 for each six-months block or any part thereof.
- e. After the continuation period fees revert to the full rate.
- f. Students on continuation fees, and who were admitted before 1 September 2016, may have up to two further six-months blocks of continuation fees in addition to those detailed in sections a. and b. above.
- g. MPhil students admitted before 1 September 2016, who are upgraded to the PhD level while on continuation fees, will pay full fees from the beginning of the next academic year.

- h. Applications for exceptions to these regulations, including documented extenuating circumstances, will be considered by the Executive Team, taking advice from the Director of Research.

5. Writing up period

- a. Full- and part-time MTh students, and MPhil/PhD students admitted before 1 September 2018, are entitled to a three-months writing up period for which students will not be charged or receive any supervision.
- b. The writing up period is additional to any continuation periods taken.
- c. Full- and part-time MPhil/PhD students admitted after 1 September 2018 will not be entitled to a three-months writing up period.
- d. Students requiring additional time will need to apply for a continuation period.

6. Middlesex University Fees

- a. **Registration Fee.** On registration, Middlesex University charge a one-off fee that is included in the student's first fees invoice.
- b. **Annual Administration Fee** is included in the annual invoice.
- c. **Examination Fee.** On their application for submission students are charged the university fee to cover the cost of examination.

7. Residential Fees.

Students in residence who move out during the academic year are responsible for the residential fees for the remainder of the academic year or until the School is able to find someone to take over the room.

8. Lunch for non-residents.

Lunch is available in the School on a termly or daily basis.

9. Application fees (non-Refundable).

Application fees are payable by all applicants at the point of application.

- a. Students from UK & EU £50
- b. Students from the Rest of the World £80
- c. Subsequent CAS applications £25

10. Tuition Fee Deposit

£1,050

- a. This fee secures a place at the School.
- b. This fee is deducted from programme fees.
- c. This fee is non-refundable for students who withdraw after 1st September 2018.

11. Room Facilities Deposit

£150

- a. This fee is payable by all resident students and is fully refunded when the key is returned at the end of tenancy, provided the room does not require additional cleaning.
- b. Lost keys can be replaced for a fee of £50.

12. Swipe cards: Student ID

- a. ID cards are issued free of charge
- b. Cards may be replaced at reception on payment of £10.00.
- c. Cards can be topped up at reception in multiples of £10.00.
- d. Cards are used for access to the School buildings and the payment of photocopying and laundry charges.

Terms of Payment

1. Fee Payment

- a. Payment of fees is required annually in advance and invoices are payable in full within 30 days of the date of issue.
- b. A payment plan is available on request at accounts@lst.ac.uk. A 0.5% surcharge applies if paying in 10 instalments on the 1st day of each month starting on 1st November.
- c. For alternative payment arrangements contact the School's Credit Controller creditcontrol@lst.ac.uk or telephone 01923 456126.

2. Withdrawal

- a. Students who withdraw more than two weeks after formal registration remain responsible for their fees for the remainder of that billing period.
- b. Registration Fees and Administration Fees are not refundable.
- c. Residential students who move out are responsible for the residential fees for the remainder of the academic year or until the School finds someone to take over the room.

3. Non-Payment of Fees

Fees are payable in accordance with the School's terms of payment. Failure to meet these terms or non-payment of fees, will mean that defaulting students can expect to have their academic supervision and use of the School's facilities withdrawn until outstanding fees are paid. Continued failure to pay fees in due time can result in the student's de-registration from Middlesex University and possible legal action to recover outstanding fees.

4. Scholarship and Bursaries.

- a. Through the generosity of supporters of the School there are a number of scholarships and bursaries available to help students in need.
- b. For financial assistance apply to the Scholarships and Bursaries Committee (irena.toska@lst.ac.uk).