

Royal Northern College of Music
Student Registration, Fees and Debt
Policy & Procedure
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1 Introduction

This document details the College policy in relation to student registration, fees and debt, including the sanctions that may be applied in the event of non-payment of tuition fees by the due date and non-payment of library fines and other academic related charges. It is designed to ensure that all students are treated fairly in relation to the payment of fees. This policy applies to all students; full-time, part-time, undergraduate, postgraduate, UK, EU and International.

The College will be sympathetic to students experiencing unforeseen financial difficulties and will offer assistance wherever possible. However, each student should be aware that they are personally liable for payment of their tuition fees, library fines and other academic-related charges. Students experiencing such difficulties should seek help at the earliest opportunity and must remain in regular contact with the Deputy Academic Registrar & Head of Student Services about their situation.

2 Terminology

'Student' is defined as any person currently or previously registered by the College to follow a course or programme of studies approved by the Academic Board, or registered as a student under the regulations prescribed by the Academic Board holding a position of sabbatical officer of the Students' Union. A student once registered remains a student until completion of their programme of studies or until they are due to re-register whichever is the sooner, or, in the case of a sabbatical officer, until the conclusion of their term of office, provided that their registration has not been cancelled, they have been excluded from the College or has been withdrawn from the course through failure to comply with any obligations imposed upon them.

'Tuition fees' are defined as any financial charge payable to the College by a current or former student for their teaching, use of College facilities or undertaking of a period abroad as part of their programme.

'Sundry charges' are defined as fees for anything other than tuition fees and include but are not limited to library fines and item replacement costs, IT costs and instrument-related costs.

3 Registration and Tuition Fees

All students are required to register at the beginning of the autumn term. Registration constitutes an acceptance by the student that they will conform to the Student Regulations and to all other approved regulations of the College as amended from time to time by the College. The times and procedures for registration are determined by the College. Registration is not complete until:

- all required information has been entered on the student record system;
- full payment has been made of all fees required, or documentary evidence has been provided that a tuition fee loan has been approved by the Student Loan Company or other responsible body has guaranteed the payment of all fees outstanding. The College reserves the right not to accept guarantees of deferred payment and in any instance of undertakings by guarantors not being met the student will become liable for payment of all fees outstanding within two weeks of the start of the academic year. Fees are reviewed annually and up-to-date details may be obtained from the Student Services

team. Any increase in fees will be in line with inflation and linked to the Retail Price Index (RPI);

- verification of entry qualifications has been made.

Where a student is unable to register by the due date, they must provide a reason for the absence. The Deputy Academic Registrar & Head of Student Services will decide if the reason is valid and therefore, allow a late registration. Where a student is unable to provide such a reason, a late registration fine is payable at a sum to be determined by the College.

Students will not be permitted to register and receive tuition or use College resources and services unless they have paid their due tuition fees, or have reached an arrangement for deferred payment acceptable to the Deputy Academic Registrar & Head of Student Services. Any such services, or the benefits thereof, supplied to or utilised by a student prior this requirement being fulfilled, may be disregarded or declared void and may, at the discretion of the College, be charged for.

4 Sanctions for Non-Payment of Tuition Fees

Tuition fees must be paid in full, or if an agreement has been reached to pay in instalments; the first instalment must be paid in full, in order for a student to be registered on their programme. The student has a two week period, in which time they are temporarily registered in which to make payment in full from the commencement of term. If payment is not received by the end of the temporary registration period, then their registration with the College will be suspended until the unpaid debt has been met in full or satisfactory arrangements have been made with the Deputy Academic Registrar & Head of Student Services.

Temporary registered students will have access to tuition but not normally the College Library or practice rooms.

A student who is registered with the College but subsequently fails to meet their financial obligations to the College during the remainder of the session will not be allowed to re-register for the College's next academic year without settling their outstanding debt in full.

The Principal shall have the power to direct that the award or any letter of confirmation of award for any student who has not paid in full all tuition fees to the College be withheld until such debts have been paid in full. In such cases a student will not be eligible to graduate from the College and therefore, will be unable to attend the Congregation of Awards ceremony.

The College reserves the right to pass the student's outstanding debt to a debt collection agency and to take further legal action through the courts to recover debt. In such circumstances the College will not only seek to recover the outstanding debt but also the College's costs of debt recovery.

5 Academic / Academic-Related Charges

Academic and academic-related charges include library fines, replacement books or scores and instrument-related costs. Instrument loans; the costs of which may be substantial, are included as an academic / academic-related charge.

The arrangements for paying academic / academic-related charges will be explained by the College department making the charge.

6 Sanctions for Non-Payment of Academic / Academic-Related Charges

Non-payment of academic / academic-related charges, where no arrangement to pay the outstanding balance of unpaid charges exists between the student and College, may lead to withdrawal of access College services and / or facilities linked to the area of debt, for example non-payment of Library fines or non-return of books or scores may lead to withdrawal of access to Library facilities. Non-return of an instrument may, in addition, lead to legal action if all other avenues for recovery of the instrument have been exhausted.

Any student with a debt in excess of £50 will receive a transcript but not be eligible to attend the Congregation of Awards ceremony.

The College reserves the right to pass the student's outstanding debt to a debt collection agency and to take further legal action through the courts to recover debt. In such circumstances the College will not only seek to recover the outstanding debt but also the College's costs of debt recovery.