

LUTHER KING HOUSE EDUCATIONAL TRUST

TERMS AND CONDITIONS

On your Registration Form, you are asked to sign to say that you accept the Terms and Conditions regarding your entry on to the course at Luther King House. So it is important that you know what these Terms and Conditions consist of. The information you need is in the following places:

1. Programme Handbook

The Programme Handbook contains important information you need to know about the course you are studying and is to be found on Moodle. In it you will find such things as details about the course you are studying, attendance requirements, academic regulations that must be followed, and guidance that must be adhered to in submitting assessed work. It is important you familiarize with this Handbook. There are separate Handbooks for the BA, MA and Research Study.

NOTE: Those attending a Short Course will find that much of what is contained in the Handbooks does not apply to them. But some parts will, including the attendance policy, so it is worth getting to know the parts that do apply.

2. College Handbooks, Policies and Regulations

Each college at LKH will have its own procedures, policies and requirements covering such matters as grievances and involvement in your context. Again, it is important you familiarize with the documents that are relevant to the college of which you are a member.

NOTE: Those attending a Short Course will not normally be a member of a college.

3. Offer Letter

This is issued to those who studying on one of the Academic Programmes and forms part of the Terms and Conditions.

4. Payments and Fees

Attached is set out the policy in respect of the payment of fees and this forms part of the Terms and Conditions.

5. Withdrawal or Cancellation

PLEASE NOTE: All students are required to notify their College Principal and the Registrar immediately if they withdraw from a Programme, deregister from a module, or cancel involvement in a Short Course.

IN ADDITION: It may be helpful for you to know that the Library has its own separate regulations that you will be made aware of when you join.

Please see the Registrar if you have any concerns or questions.

PAYMENTS AND FEES

STUDENTS REGISTERED ON AN ACADEMIC PROGRAMME OF STUDY

1. Educational Fees

Tuition fees are set on an annual basis. All invoicing of tuition fees for students registered for degree programmes will be done by the Finance team based on the prices agreed by the Finance and Monitoring Committee.

a) Colleges

Where payment is a College responsibility, invoices will be raised to the Colleges in early October for their respective registered students. 75% of the total invoice is payable immediately and the balance due by the end of February.

b) Sponsored Students

Where a student is being sponsored, all the correct paperwork should be provided before or at registration. In the event that a sponsor defaults on payment, the student will become responsible for the debt.

c) Self-funding Students

Where a student is responsible for payment of their fees, one of the following methods of payment must be agreed with the Finance Office at the beginning of their period of study:

- i. Payment in full at registration
- ii. Payment Plan Agreement completed at registration (e.g. standing order)
- iii. Payment by the Student Loans Company or other recognised funders (Registry to inform Finance of eligible students).

Students will not be allowed to re-register for the next year or to graduate until all debts to the Trust are paid. This includes tuition fees, any accommodation costs, and library debts. In exceptional circumstances, the President may permit a student who owes money to the Trust from a previous year to re-register if there are justifiable reasons for doing so.

2. Refunding Tuition Fees

For the purpose of calculating refunds, tuition fees are charged on a daily basis up to and including the last date of attendance on a programme of study.

If a student withdraws from a programme, the college of which the student is a member and the student themselves must notify the Registrar and Finance Officer in writing on or before the official last day of attendance. Any refunds will be processed to the original payee by the original method it was paid. If there is any outstanding debt to LKH, this will need to be paid before any refund is made.

a) Undergraduate students

The Finance Officer will calculate the amount due to be refunded based on fees being charged for the current academic year defined as beginning on the first day of induction week and ending with the final submission date.

If the student is receiving funding from the Student Loans Company and they withdraw before the 1 December the Student Loans Company will not make any contribution towards the tuition fees and the student will become liable for the monies due up to the date of withdrawal. However, if the student withdraws after the 1 December the Student Loans

Company will contribute towards the tuition fees. LKH will re-calculate the tuition fees due on a daily basis and inform the Student Loans Company of the new amount that is due to be paid.

b) Postgraduate students

Tuition fee refunds on account of withdrawal from the programme are calculated according to the number of days in attendance on a programme of study. This will be based on a study period of 45 weeks in any one year, calculated from the date of registration. Refunds are not permitted for early completion.

3. Repeating Levels

Where a student has failed to gain the credits required to progress from one level of study to the next, the University of Manchester Examination Board may permit the student to repeat that level of study. If such permission is granted, fees are payable for the year that is repeated without approved and mitigating circumstances.

Any request for fees to be reduced or waived must be submitted to the Finance and Monitoring Committee by the college of which the student is a member with full reasons given. A decision will be made by this Committee. Evidence will be required that the student is able and willing to continue their programme of study.

4. Auditing Modules

Students registered on an academic programme of study are entitled to audit any available module up to their current level of study on payment of the audit fee set annually. This does not apply to biblical languages, which can be audited without payment.

In addition, all students registered on an academic programme are able to attend no more than two teaching sessions without payment before choosing whether to continue to study that module for credit. At this point a fee becomes payable. This may be varied with the agreement of the Module Tutor and Programme Leader.

SHORT COURSE STUDENTS

LKH offers a variety of short courses and educational opportunities open to all, including those not registered for formal academic programmes. The fees for these are set in advance and payment is required in full in advance, or through an agreed payment plan.

If a student withdraws from a course, to obtain a refund they must notify the Registrar and Finance Officer immediately. For the purpose of calculating refunds, fees are based on the number of teaching hours involved. Any refunds will be processed to the original payee by the original method it was paid. If there is any outstanding debt to LKH, this will need to be paid before any refund is made.

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