Contents:

1. Introduction .............................................................................................................................................. 3
2. Tuition Fees and Deposit .......................................................................................................................... 3
3. Study Visit .................................................................................................................................................. 4
4. Accommodation and Meals ....................................................................................................................... 4
5. Repeating a Module .................................................................................................................................... 5
6. Deferring start of the course ...................................................................................................................... 6
7. Intermission ............................................................................................................................................... 6
8. Withdrawal .................................................................................................................................................. 7
9. Re-enrolment .............................................................................................................................................. 7
10. Loans and Financial Grants or Bursaries ................................................................................................. 7
11. Fee Payments ............................................................................................................................................ 8
12. Non & Late Payment of Fees .................................................................................................................... 8
13. Financial Problems ................................................................................................................................... 9
14. Programme Changes ................................................................................................................................. 9
15. Fees Terms and Conditions Review ....................................................................................................... 9
16. Your Agreement .......................................................................................................................................... 10
17. GSE Contacts ........................................................................................................................................... 10
1. Introduction

1.1. This document describes the Fees Terms and Conditions for the MArch: Sustainable Architecture programme, for the academic year 2019/20.

1.2. Please note the MArch programme is available for part time and full-time study. For full time study it is compulsory to attend all teaching weeks. Module attendance for part time study is still compulsory but attendance is spread over three years rather than the two year duration of the full time programme.

2. Tuition Fees and Deposit

2.1. The total tuition fees for the MArch are £12,000. A deposit of £50 must be paid by all students enrolling on the programme. This deposit will be returned to you as a contribution towards your first month’s tuition fee payment (Note: if you enrol but do not pay your first month’s tuition fee your deposit will be retained by GSE).

2.2. Your enrolment, and registration with the Awarding University, cannot be completed until your deposit has been received, along with your completed pre-enrolment form. (Note: You will not be able to obtain a student card or have access to the online learning or library resources until your enrolment is complete).

2.3. For students not receiving a student loan, monthly tuition fees must be paid in full no later than 14 days before the start of a teaching week. A breakdown of tuition fees is provided below:

<table>
<thead>
<tr>
<th>Full Time Students</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposit</td>
<td>£50</td>
</tr>
<tr>
<td>Payable on enrolment, prior to commencement of course</td>
<td></td>
</tr>
<tr>
<td><strong>First Year</strong></td>
<td></td>
</tr>
<tr>
<td>First month’s tuition (September 2019)</td>
<td>£550 (£600 - £50 deposit contribution)</td>
</tr>
<tr>
<td>Remaining 10 months’ tuition (includes month of study visit in Year 1)</td>
<td>£540 per month</td>
</tr>
<tr>
<td><strong>Second Year</strong></td>
<td></td>
</tr>
<tr>
<td>Eight months tuition, first of 8 monthly payments in October.</td>
<td>£750 per month</td>
</tr>
</tbody>
</table>
### Part Time Students

<table>
<thead>
<tr>
<th></th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Deposit</strong></td>
<td>£50</td>
</tr>
<tr>
<td>Payable on enrolment, prior to</td>
<td></td>
</tr>
<tr>
<td>commencement of course</td>
<td></td>
</tr>
<tr>
<td><strong>First Year</strong></td>
<td></td>
</tr>
<tr>
<td>First month’s tuition (September 2019)</td>
<td>£545 (£595 - £50 deposit contribution)</td>
</tr>
<tr>
<td>Remaining 9 months’ tuition (includes month of study visit in Year 1)</td>
<td>£450 per month</td>
</tr>
<tr>
<td><strong>Total Year 1</strong></td>
<td>£4645</td>
</tr>
<tr>
<td><strong>Second Year</strong></td>
<td></td>
</tr>
<tr>
<td>Five tuition visits to CAT (bimonthly beginning in October)</td>
<td>£575 per visit</td>
</tr>
<tr>
<td><strong>Total Year 2</strong></td>
<td>£2875</td>
</tr>
<tr>
<td><strong>Third Year</strong></td>
<td></td>
</tr>
<tr>
<td>Eight months tuition at CAT, first of 8 monthly payments in October.</td>
<td>£560 per month</td>
</tr>
<tr>
<td><strong>Total Year 3</strong></td>
<td>£4480</td>
</tr>
</tbody>
</table>

NB For part time students the fees are determined per module studied in the same way as for Full Time students. As a tuition visit to CAT is not necessarily the same as completing a module, the cost of attending a taught session at CAT will vary in years 1-3. There is also some slight rounding in scheduling the fees to assist students with budgeting.

### 3. Study Visit

3.1. Students should be aware of the financial cost associated with participating in the study visit in February (Year 1).

3.2. This is in addition to that month’s tuition fee and we advise students budget an estimated £300 for this (Note: final costs will vary depending on students’ booking choices for accommodation and transport, etc.).

### 4. Accommodation and Meals

4.1. We can provide accommodation and meals at CAT so you can make the most of our immersive learning environment. On-site accommodation options and costs are as follows:
### Per (6-night) teaching week attendance

<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Per attendance</th>
<th>Last date payable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard shared accommodation</td>
<td>£180</td>
<td>Payment due no later than 14 days before the start of a teaching week.</td>
</tr>
<tr>
<td>Bunkhouse-style shared accommodation</td>
<td>£120</td>
<td></td>
</tr>
</tbody>
</table>

These costs include teas and coffees during refreshment breaks whilst studying during a CAT week.

Unlike the standard shared accommodation, bunkhouse accommodation contains facilities for self-catering. We have specific number of beds available in both accommodation types that will be allocated on a first come first serve basis.

For the January 2020 module the last date payable to secure accommodation will be 13th December 2019.

Accommodation fees will be subject to annual increases, in line with the Retail Price Index.

#### 4.2. Meals

Meals are available in the café at CAT throughout the day and students are advised to budget an estimated £15-20 per day for on-site meals.

#### 4.3. Procedures

The procedures for booking accommodation will be provided to applicants closer to the September 2019 enrolment.

---

### 5. Repeating a Module

#### 5.1. If you fail a module, i.e. your assignment submission fails at the first and second attempts, you will have the option to repeat the module the following year.

#### 5.2. To repeat a module you will have to pay an additional module fee; this will be charged according to the credit value of the module (Note: you should also budget for accommodation and subsistence costs).

#### 5.3. Tuition fees for repeated modules are shown below:

<table>
<thead>
<tr>
<th>Home/EEA student fee</th>
<th>Last date payable</th>
</tr>
</thead>
<tbody>
<tr>
<td>15-credit Repeat Module</td>
<td>£750 Payment due no later than 14 days before each repeated module’s start date.</td>
</tr>
<tr>
<td>30-credit Repeat Module</td>
<td>£1,500</td>
</tr>
<tr>
<td>60-credit Repeat Module</td>
<td>£3,000</td>
</tr>
</tbody>
</table>
6. Deferring start of the course

6.1. Students who have paid a deposit but not commenced studies and wish to defer their place should contact the Student Support Officers (SSOs) in the first instance.

6.2. If a deferral to your start on the course is agreed, GSE will retain the deposit on a student's account until the agreed commencement date.

6.3. If you defer entry please be aware that the fees are likely to change, as we review our Fees Terms and Conditions annually.

7. Intermission

7.1. Students can apply to take a break from study (intermit) in accordance with the Awarding Universities’ regulations, and subject to agreement by the Programme Leader (refer to the Student Handbook for further information).

7.2. Should you wish to intermit you must give two calendar months’ notice before the start of the period of intermission which must be in writing to the SSOs on a ‘GSE Intermission Form’, available from the SSO’s or from the GSE website. You cannot intermit from a term in which you have already attended a module.

7.3. If less than two calendar months’ notice is given you will remain liable for the module tuition fees for booked modules which have a start date within that two month period. Exception to either the two calendar month rule or wishing to intermit mid-term will be on the acceptance by the Head of School of a satisfactory ‘Sudden and Severe Change in Circumstances Form’ with independent evidence to support the claim.

7.4. You are not allowed to intermit if you have any tuition fees outstanding.

7.5. Students who do not return to their studies after the maximum period of intermission will be automatically withdrawn from the course by the Awarding University.

7.6. Students who have been withdrawn and who later decide to return to complete their studies will need to re-apply for admission to the programme. In this situation, the academic year fees on the date of return will apply and a re-enrolment fee of £100 will be payable, in addition to payments for modules needed to complete the programme.
8. **Withdrawal**

8.1. You may leave the programme at any time but will be liable to pay tuition fees for the next two month’s following the date of notification to leave. A request to withdraw must be given in writing using our ‘Withdrawal Request Form’, available from the SSO’s or from the GSE website. If less than two months’ notice is given you will remain liable for the module tuition fee.

8.2. Exceptions to this two-month rule will be on the acceptance by the Head of School of a satisfactory ‘Sudden and Severe Change in Circumstances Form’ with evidence to support the claim (these forms can be provided by the SSOs or obtained from the GSE website, and must be returned to the SSO’s with supporting evidence).

9. **Re-enrolment**

9.1. If you have previously withdrawn from this programme and wish to return to progress to a further award you will need to apply for re-enrolment.

9.2. If accepted you will be required to pay a re-enrolment fee of £100 and the tuition fees for any modules you wish to take, according to the then current Fees Terms and Conditions.

10. **Loans and Financial Grants or Bursaries**

10.1. If you have applied for a Student Loan from the Student Loan Company (SLC) or a Professional Career Development Loan (PCDLs)* from the Skills Agency/Bank please provide proof of your funding to the student finance officer (CAT will need to confirm your enrolment on our courses with the SLC).

* The Professional Career Development Loan scheme closed to new students in January 2019, although remains available to existing borrowers.

10.2. It is your responsibility to ensure that we receive the total funds for your tuition fees.

10.3. If you are receiving a PCDL, you will be due to pay your full fees personally unless we receive a copy of confirmation of your entitlement. If you are an existing student with a PCDL who requires support please contact the Student Finance Officer.

10.4. If monies have not been received directly from the PCDL providers, it is your responsibility to make the appropriate payment to GSE.
10.5. If all or part of your fees are to be paid by a third party then you are responsible for obtaining funding from them and for keeping your sponsor up-to-date with your progress, if this is a requirement of your funding from them. GSE will not enter into discussion with a third party for fee payments nor communicate with them about your progress, attendance or achievements. It is up to you to enter into an agreement with your sponsor about how they will fund you and how you will keep them updated (Note: these rules do not apply to CAT / GSE bursaries which are governed by a separate policy).

11. Fee Payments

11.1. You will not be allowed to attend a teaching week or have access to learning materials, or receive tutor support unless the appropriate tuition fee has been paid in full by no later than 14 days before the start date of each teaching week.

11.2. The following methods may be used to pay tuition fees, however we advise using our 24Hr secure online payment facility for maximum convenience:

- Debit / credit card telephone payment *
- Bank transfer *
- If paying by Bank Transfer, we recommend that you make the payment in good time to ensure that it reaches us by the payment deadline given.

* see Section 17: GSE Contacts

11.3. If a third party is paying your fees, you are responsible for ensuring that they transfer any necessary monies to you in order to allow you to make payments as above to CAT.

11.4. Please note that if your employer or sponsor is paying your fees directly, the total tuition fees will be payable before commencement of each module.

12. Non & Late Payment of Fees

12.1. Tuition will not be available (including access to learning materials) unless the required tuition fee(s) have been paid.

12.2. If you have outstanding module tuition fees, your enrolment on further modules will be suspended until your outstanding fees have been addressed.
12.3. The GSE reserves the right to refuse access to tuition where tuition fees have not been paid by the payment deadline.

12.4. Late receipt of sponsor payment will not be considered to be a valid reason for non-payment or late payment of fees.

12.5. Bank Transfers typically take several days to arrive with CAT. If you intend to use a bank transfer, please allow for the additional time to process these payments.

13. Financial Problems

13.1. If you find yourself in financial difficulty, please contact the Student Finance Officer to discuss your situation at the earliest opportunity.

13.2. GSE reserves the right to exclude students who are unable to meet their financial obligations, and to use external agencies to recover debts if necessary (Note: award certificates will be withheld until all tuition fee debts have been cleared).

13.3. Students should be aware that GSE will determine at its discretion the attribution of any payments received from students owing debts.

14. Programme Changes

14.1. GSE reserves the right to modify and develop our advertised programmes (including the location of delivery) and to cancel a proposed module or programme if we reasonably consider this to be necessary.

14.2. In these circumstances you may transfer to another programme on which a place is available and for which you are eligible.

14.3. GSE reserves the right to make other programme changes where this becomes necessary due to unforeseen circumstances. Should this situation arise GSE undertakes to give affected students notice in writing as soon as possible.

15. Fees Terms and Conditions Review

15.1. GSE reviews its Fees Terms and Conditions annually, prior to the start of each academic year.
15.2. These Fees Terms and Conditions apply to the 2019/20 academic year irrespective of the year of enrolment, and apply to accommodation bookings and module(s) taken during this period.

15.3. If you request to defer entry or intermit please be aware that the Fees Terms and Conditions may change during the period of intermission or deferment, and upon your enrolment or return to study fees will be charged according to that academic year’s published fees.

15.4. Current versions of our Fees Terms and Conditions are available on the GSE website (https://www.cat.org.uk/courses-and-training/graduate-school/funding/).

16. Your Agreement

16.1. In order to complete your enrolment you are required to confirm that you have read and agree to these Fees Terms & Conditions, and as such these Fees Terms and Conditions represent a contractual agreement between yourself and the Centre for Alternative Technology.

17. GSE Contacts

Student Finance Officer:
student.finance@cat.org.uk
+44 (0)1654 704981

Student Support Officers (SSOs):
student.support@cat.org.uk
+44 (0)1654 704985
+44 (0)1654 704989
+44 (0)1654 705974
+44 (0)1654 705981