GSE Fees Terms & Conditions
2020/21
M.Arch Sustainable Architecture
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1. **Introduction**

1.1. This document describes the Fees Terms and Conditions for the MArch: Sustainable Architecture programme, for the academic year 2020/21.

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 £12,485. A non-refundable deposit of £50 must be paid by all students enrolling on the programme to secure a place on the course.

2.2. Students should note that if CATs fee is above the maximum tuition loan available per year, they will need to fund the difference. A full time student should budget to pay the difference in 2 annual instalments of £242.50, at the start of each academic year. A part time student should budget to pay the difference in 3 annual instalments: £160, at the start of year 1 and 2 and £165 at the start of years three. You can apply online for student loan funding at [www.gov.uk/studentfinance](http://www.gov.uk/studentfinance).

2.3. Your enrolment, and registration with the Awarding University, the University of East London, 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).

2.4. 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><strong>Full Time Students</strong></th>
<th><strong>Fees</strong></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>Monthly tuition fee (11 payments) starting September 2020 (includes month of study visit in Year 1)</td>
<td>£567.50</td>
</tr>
<tr>
<td>Total Year 1</td>
<td>£6,242.50</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td><strong>Second Year</strong></td>
<td>Eight months tuition, first of 8 monthly payments in October.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Part Time Students</strong></td>
<td></td>
</tr>
<tr>
<td>Deposit</td>
<td></td>
</tr>
<tr>
<td>Payable on enrolment, prior to commencement of course</td>
<td></td>
</tr>
<tr>
<td><strong>First Year</strong></td>
<td>Monthly tuition fee (10 payments) starting September 2020 (includes month of study visit in Year 1)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Second Year</strong></td>
<td>Five tuition visits to CAT (bimonthly beginning in October)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Third Year</strong></td>
<td>Eight months tuition at CAT, first of 8 monthly payments in October.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** 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 location of visit, 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:

<table>
<thead>
<tr>
<th>Per (6-night) teaching week attendance</th>
<th>Last date payable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard shared accommodation</td>
<td>£180</td>
</tr>
<tr>
<td>Bunkhouse-style shared accommodation</td>
<td>£120</td>
</tr>
<tr>
<td></td>
<td>Payment due no later than 14 days before the start of a teaching week.</td>
</tr>
</tbody>
</table>

**Notes:**

*These costs include the provision of tea and coffee 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 2021 module the last date payable to secure accommodation will be 14th December 2020.*

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

4.2. 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. If attending for less than one week accommodation costs are pro-rated i.e. £30 / £20 per night for WISE / Bunkhouse accommodation respectively.

4.4. Accommodation must be booked and paid for by the stated payment deadline, which is normally 14 days before the teaching week start date. If you miss the accommodation booking deadline then we can provide details of local accommodation providers with whom you can book directly if we have no availability at CAT.

4.5. The WISE Reception team will be happy to assist you with accommodation enquiries, bookings and payments. The following payment methods are available:
Online debit / credit card / PayPal payment

By card over the phone by calling 01654 704978 – if no-one is available to answer your call please leave a message with your name and number and they will get back to you as soon as possible.

4.6. If after booking accommodation at CAT you subsequently choose to stay off-site, we require a minimum of 14 days’ notice of the change so that we can reallocate rooms and secure an alternative room booking. If we receive less than 14 days’ notice you will remain liable for the cost of accommodation unless a ‘Sudden and Severe Change in Circumstances’ application is accepted.

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 £780</td>
<td>Payment due no later than 14 days before each repeated module’s start date.</td>
</tr>
<tr>
<td>30-credit Repeat Module £1,560</td>
<td></td>
</tr>
<tr>
<td>60-credit Repeat Module £3,120</td>
<td></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 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. In specific circumstances such as illness, 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 a period of intermission be granted you must still 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 tuition fees for teaching weeks falling 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 or receive an exit qualification, 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.

7.7. If you are in receipt of a student loan, CAT is obliged to notify Student Loan Company of any intermission period to avoid any loan overpayments that you will be liable for.
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).

8.3. If you are in receipt of a student loan, CAT is obliged to notify Student Loan Company of withdrawal to avoid any loan overpayments that you will be liable for.

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 Maintenance Loan* from the Student Loan Company (SLC) 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 SLC state that a Student Maintenance Loan or Postgraduate Master’s Loan is funding to help with course and living costs whilst studying a MArch or postgraduate Master’s level course. SLC funding is allocated at set periods of time over the study period (2 years for Full Time and 3 years for Part Time). You should take this into account when budgeting for module fees. ([https://www.practitioners.slc.co.uk/products/postgraduate-education/postgraduate-masters-loan/](https://www.practitioners.slc.co.uk/products/postgraduate-education/postgraduate-masters-loan/))

10.2. It is your responsibility to ensure that we receive the total funds for your tuition fees. If you are due to receive funding from the SLC, you will be due to pay your full fees personally unless we receive a copy of confirmation of your entitlement.
10.3. 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. 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. Tuition Fee Payments

11.1. These Fees Terms and Conditions apply to any module(s) taken during the 2020/21 academic year period.

11.2. 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.

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

- Online debit /credit card / PayPal payment ([https://gse.cat.org.uk/gse-payment-form](https://gse.cat.org.uk/gse-payment-form)).
- 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

11.4. 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.

11.5. 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.

11.6. Should a third-party fee payer such as an employer or sponsor make enquiries about a student, in line with our privacy policy our communications with them will only occur where we have written consent from the student for this purpose, or where it is a written condition of sponsorship.
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 2020/21 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 administer your enrolment and engagement with CAT and the GSE, we will maintain records including your contact details in line with GDPR and our privacy policy. Details of our privacy policy are available on the CAT website (https://www.cat.org.uk/privacy-notice).

16.2. 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 Support Officers (SSOs):
student.support@cat.org.uk
+44 (0)1654 70 4985 (4989) (5974) (5981)

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

WISE Reception:
wise.reception@cat.org.uk
+44 (0)1654 704978