MSc Sustainability & Adaptation Programmes

GSE Fees Terms & Conditions 2019/20

for students enrolled before April 2018
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1. Introduction

**Important Note:** Revised tuition fee payments have been introduced for students enrolling on our courses from April 2018, however the overall cost of taking a full MSc is the same for all of our students.

1.1. This document describes the Fees Terms and Conditions for continuing students who enrolled before April 2018* for the following programmes in academic year 2019/20:

- Sustainability and Adaptation (SA)
- Sustainability and Adaptation Planning (SAP)
- Sustainability and Adaptation in the Built Environment (SABE)
- Sustainability in Energy Provision and Demand Management (SEPDM)
- Sustainable Food and Natural Resources (SFNR)
- Green Building (GB)
- Sustainability and Ecology (SE)
- Sustainability and Behaviour Change (SBC)

1.2. The Graduate School of the Environment (GSE) is proud of the diversity of our student body and understands that our students’ personal and financial circumstances vary widely. With this in mind we have a policy of billing tuition fee payments on a module by module basis so our students can spread the cost of their studies.

* If you initially enrolled on one of our courses after April 2018 please see our separate Fees Terms and Conditions statement available on the GSE website.

2. Fee Status Assessment

2.1. On receipt of your completed Pre-enrolment form your fee status will be assessed as ‘Overseas’ or ‘Home’ and ‘European Economic Area (EEA)’ based on your status as a resident of the European Economic Area at the time when you start on the programme (Note: it is your residence and not your nationality that is relevant).

2.2. If you think your fee status might have been assessed incorrectly, please contact the Student Support Officers (SSOs) before you start the programme as we cannot change your fee status once you have commenced a programme of study with us.
3. Tuition Fees and Deposit

3.1. The total tuition fees in 2019/20 for Home and EEA students studying the MSc (180 credits) are £6,650.

3.2. The total tuition fees for overseas students studying the MSc (180 credits) are £7,950.

3.3. You may pay for all the modules necessary to complete your programme at the start of your studies or on a per-module basis (see below).

3.4. A deposit of £50 must be paid by all students enrolling on the MSc, the Postgraduate Diploma, the Postgraduate Certificate and Short Courses. This deposit will be returned to you as a contribution towards your first tuition fee payment (Note: if you enrol but do not pay your first module / tuition fee your deposit will be retained by GSE).

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

3.6. Students on the Sustainability in Energy Provision and Demand Management course should budget a further estimated £500 for the purchase of data-collecting equipment, some of which will be needed during the first core module. Further information about this will be published and distributed to Sustainability in Energy Provision and Demand Management applicants closer to enrolment.

3.7. The fees for each module must be paid in full no later than 14 days before the module start date. A breakdown of tuition fees is provided below:

<table>
<thead>
<tr>
<th></th>
<th>Home/EEA tuition fee (£6,650)</th>
<th>Overseas tuition fees (£7,950)</th>
<th>Last date payable</th>
</tr>
</thead>
<tbody>
<tr>
<td>30-credit module</td>
<td>£1,220</td>
<td>£1490</td>
<td>Payment due no later than 14 days before the start date of module</td>
</tr>
<tr>
<td>(2 module weeks)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15-credit module</td>
<td>£610</td>
<td>£745</td>
<td></td>
</tr>
<tr>
<td>(1 module week)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4. **Accommodation and Meals**

4.1. If you choose to attend your modules on-site we can provide accommodation and meals at CAT so you can make the most of our immersive learning environment.

4.2. On-site accommodation options and costs are as follows:

<table>
<thead>
<tr>
<th>Per (5-night) module week attendance</th>
<th>Last date payable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard shared accommodation</td>
<td>£150</td>
</tr>
<tr>
<td>Bunkhouse-style shared accommodation</td>
<td>£100</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 of these 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.

4.3. 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.

4.4. If attending for less than one week e.g. for the enrolment day and dissertation workshops etc. accommodation costs are pro-rated i.e. £30 / £20 per night for WISE / Bunkhouse accommodation respectively.

4.5. The procedures for booking accommodation will be provided to applicants closer to the September 2019 intake.
5. **Module Choices / Changes**

5.1. The modules you start between October 2019 and January 2020 (Term 1) and your attendance mode (i.e. onsite or distance learning) and accommodation preferences (if studying on site) for those modules must be selected by **27th September 2019**.

5.2. The modules you wish to take between February 2020 and July 20201 (Term 2) and your attendance mode and accommodation preferences (on site or distance learning) for those modules must be selected by **13th December 2019**.

5.3. Should you wish to change a module booking in your **first year** of study for any modules running in September 2019 through to January 2020 (i.e. Term 1) you can do so by giving notice to the SSOs no later than 14 days before the cancelled module’s start date. Thereafter, should you wish to change your module bookings you can do so by giving notice to the SSOs no later than two calendar months before the cancelled module’s start date. If you give less than two months’ notice, you may still be liable to pay that module’s fee, and incur an additional module fee for any replacement module taken.

6. **Repeat and Replacement Modules**

6.1. If you fail a module, you may have the option to repeat it at the next opportunity or to take a different module, subject to programme requirements.

6.2. The usual module fee will be charged to repeat or replace a module. In all cases full payment must be received no later than 14 days before the module commences.

7. **Deferring Start of the Course**

7.1. Students who have paid a deposit but not commenced studies and wish to defer their place should contact the SSOs in the first instance.

7.2. 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.

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

8.1. Students can apply to take a break from study (intermission or leave of absence) in accordance with the Awarding Universities’ regulations, and subject to agreement by the Programme Leader (refer to the relevant Student Handbook for further information).

8.2. Should you wish to take a break from study 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.

8.3. 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.

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

8.5. 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.

8.6. Students who have been withdrawn and 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.

9. **Withdrawal from a Programme**

9.1. You may request to leave a programme at any time but will be liable to pay the tuition for any modules already booked within two months ahead from the date of notification to leave. A request to withdraw must be, which must be given in writing to the SSOs on a ‘GSE Withdrawal Form’, available from the SSO’s or from the GSE website. If less than two calendar months’ notice is given you will remain liable for the module tuition fee unless a ‘Sudden and Severe Change in Circumstances’ application is accepted (please contact the SSOs for further information).
10. Withdrawal from a Module - fee liability

10.1. If less than two calendar months’ notice is given for withdrawal from a module that has not yet started, you will remain liable for the module tuition fee unless a ‘Sudden and Severe Change in Circumstances’ application is accepted (please contact the SSOs for further information).

10.2. If you have started tuition on a module, whether onsite or by distance learning, on withdrawal you will remain liable for the whole of the module fees.

11. Re-enrolment

11.1. If you have previously been awarded on one of our programmes and wish to progress to a further award you will need to apply for re-enrolment. 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 for students enrolled before April 2018.

12. Loans and Financial Grants or Bursaries

12.1. 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.

12.2. It is your responsibility to ensure that we receive the total funds for your modules. If you are due to receive funding from the SLC or PCDLs, 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.

12.3. You must have paid for all modules attended prior to commencement of the loan or grant. If monies have not been received directly from the PCDL providers, it is your responsibility to make the appropriate payment to GSE.

12.4. 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. These rules do not apply to CAT / GSE bursaries which are governed by a separate policy.

13. Fee Payments

13.1. These Fees Terms and Conditions apply to any module(s) taken during the 2019/20 academic year period. The only exceptions to this are for full-time students who commence the dissertation at the beginning of the second academic year, or for part-time students who commence the dissertation at the beginning of the third academic year, and have paid all applicable tuition fees in advance.

13.2. Module fee payments must be received no later than 14 days before the start date of each module or 7 days for the Dissertation module.

13.3. The following methods may be used to pay 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 19: GSE Contacts

13.4. 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.

13.5. Please note that if your employer or sponsor is paying your fees directly to CAT, total tuition for all module’s payments is payable before commencement of the programme.

14. Non- & Late Payment of Fees

14.1. 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.
14.2. If you have outstanding module tuition fees, your enrolment on further modules will be suspended until your outstanding fees have been addressed.

14.3. The GSE reserves the right to refuse access to tuition where tuition fees have not been paid by the payment deadline.

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

14.5. 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.

15. Financial Problems

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

15.2. 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).

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

16. Programme Changes

16.1. 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.

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

16.3. 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.

17. Fees Terms and Conditions Review

17.1. GSE reviews its Fees Terms and Conditions annually, prior to the start of each academic year.
17.2. 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.

17.3. 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.

17.4. 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/).

18. Your Agreement

18.1. 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 (CAT).

19. 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