



MSc Sustainability & Adaptation Programmes

GSE Fees Terms & Conditions 2020/21

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 2020/21:
 - 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 2020/21 for Home and EEA students studying the MSc (180 credits) are £6,840.
- 3.2. The total tuition fees for overseas students studying the MSc (180 credits) are £8,185.
- 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. Students on the Sustainability in Energy Provision and Demand Management course should budget a further estimated £150 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.
- 3.5. 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:

	Home/EEA tuition fee (£6,840)	Overseas tuition fees (£8,185)	Last date payable
30-credit module (2 module weeks)	£1,255	£1,528.75	Payment due no later than 14 days before the start date of each module week
15-credit module (1 module week)	£627.50	£764.38	
Dissertation module (60 credits)	£1,820	£2,070	Payment due no later than 7 days before the start date of module

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:



	Per (5-night) module week attendance	Last date payable
Standard shared accommodation	£150	Payment due no later than 14 days before the start date of module.
Bunkhouse-style shared accommodation	£100	

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.

- 4.3. 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. Accommodation must be booked and paid for by the stated payment deadline, which is normally 14 days before the module 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.
- 4.6. 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
(<https://www.123formbuilder.com/form-5157974/accommodation-bookings>)
 - 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.



- 4.7. If after booking accommodation at CAT you subsequently cancel a module, or decide to study a module through distance learning or 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. Module Choices

- 5.1. Continuing students will be asked to submit their module choices and attendance mode for each module by mid-July in the preceding academic year.

6. Withdrawal from a Module - Fee Liability

- 6.1. 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).
- 6.2. 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.

7. Repeat and Replacement Modules

- 7.1. 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.
- 7.2. 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.

8. Intermission

- 8.1. In specific circumstances such as illness, 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 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.



- 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 or receive an exit qualification, 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.
- 8.7. 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.

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 that you have started or already booked within two months ahead from the date of notification to leave. A request to withdraw 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).
- 9.2. 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.

10. Re-enrolment

- 10.1. 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.



11. Loans and Financial Grants or Bursaries

- 11.1. If you have applied for a Student Loan from the Student Loan Company (SLC) or a Professional Career Development Loan* (PCDL) 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.

Note: The SLC state that a Postgraduate Master's Loan is funding to help with course and living costs whilst studying a 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/>

- 11.2. 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.
- 11.3. 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.
- 11.4. 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. 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.

12. Tuition Fee Payments

- 12.1. These Fees Terms and Conditions apply to any module(s) taken during the 2020/21 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.



- 12.2. 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.
- 12.3. The following methods may be used to pay 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>).
 - 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 18: GSE Contacts
- 12.4. 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.
- 12.5. 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.
- 12.6. 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.

13. Non- & Late Payment of Fees

- 13.1. 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.
- 13.2. If you have outstanding module tuition fees, your enrolment on further modules will be suspended until your outstanding fees have been addressed.
- 13.3. The GSE reserves the right to refuse access to tuition where tuition fees have not been paid by the payment deadline.
- 13.4. Late receipt of sponsor payment will not be considered to be a valid reason for non-payment or late payment of fees.
- 13.5. 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.



14. Financial Problems

- 14.1. If you find yourself in financial difficulty, please contact the Student Finance Officer to discuss your situation at the earliest opportunity.
- 14.2. 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).
- 14.3. Students should be aware that GSE will determine at its discretion the attribution of any payments received from students owing debts.

15. Programme Changes

- 15.1. 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.
- 15.2. In these circumstances you may transfer to another programme or module on which a place is available and for which you are eligible.
- 15.3. 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.

16. Fees Terms and Conditions Review

- 16.1. GSE reviews its Fees Terms and Conditions annually, prior to the start of each academic year.
- 16.2. 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.
- 16.3. 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.
- 16.4. 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/>).



17. Your Agreement

- 17.1. 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>).
- 17.2. 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 (CAT).

18. GSE Contacts

Student Support Officers (SSOs):

student.support@cat.org.uk

+44 (0)1654 704985

+44 (0)1654 704989

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WISE Reception:

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+44 (0)1654 704978