



MSc Sustainability & Adaptation Programmes

GSE Fees Terms & Conditions 2021/22

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 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 2021/22:

- 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. Following the withdrawal of the UK from the European Union ('Brexit') from September 2021 students from the 'European Economic Area (EEA)' are now to be considered as overseas students and will be subject to the overseas fees. Students from the EEA who commenced study with CAT before September 2021 will continue to be considered as Home students in agreement with the regulations in place upon their registration. If existing EEA students withdraw from their study and re-enrol later, they will re-join their study as an overseas student. Further advice for overseas students can be found at:



<https://www.studentfinancewales.co.uk/postgraduate-students/postgraduate-master-s-finance.aspx> or <https://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/Wales-fee-status>.

- 2.3. During the Brexit transition process, the regulations, advice and guidance is subject to change. CAT will apply the criteria regarding EEA students' overseas or home status that is in place at the start of the academic year in September 2021.
- 2.4. 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

- 3.1. The total tuition fees in 2021/22 for Home students studying the MSc (180 credits) are £6,980.
- 3.2. The total tuition fees for overseas students studying the MSc (180 credits) are £8,330.
- 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 £200 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 on the next page:



	Home/EEA tuition fee (£6,980)	Overseas tuition fees (£8,330)	Last date payable
30-credit module (consists of 2 module instalments in Sept and Nov)	£640 per instalment	£777 per instalment	Payment due no later than 14 days before the start date of module
15-credit module (1 module week)	£640	£777	
Dissertation module (60 credits)	£1,860	£2,114	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. 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 2022 modules the last date payable to secure accommodation will be 13th December 2021.

During the COVID-19 pandemic, limits were imposed on the availability of accommodation to meet the COVID guidelines. Bunkhouse accommodation becomes unavailable, and the standard shared



accommodation is single occupancy to meet social distancing rules. Should these COVID guidelines still be in place in 2021-22 we will endeavour to maintain the prices outlined above, but some students may be required to use accommodation away from the CAT site. For students staying off site CAT will charge the same costs and absorb any additional accommodation costs. However, students may incur additional fuel costs estimated at £1-2 / day for car travel between sites.

Accommodation fees will typically 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 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.
- 4.4. The procedures for booking accommodation will be provided to students closer to the September 2021 intake.
- 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 / Changes

- 5.1. For planning purposes, we will ask you for details of the modules you intend to study, your attendance mode (i.e. onsite or distance learning) and



accommodation preferences for those modules. We will ask you to confirm these by 24th September 2021.

- 5.2. Should you wish to change a module booking for any modules you can do so by giving notice to the SSOs no later than one month before the cancelled module's start date. If you give less than one month's 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 module fee payment must be received no later than 14 days before the module commences. Note that if the core 30 credit module is repeated, the full fee of £1,280 (£1,554 for overseas students) is required rather than two equal payments.

7. Intermission

- 7.1. 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).
- 7.2. Should a period of intermission be granted you must still give one calendar month's 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..
- 7.3. If less than one calendar month's notice is given you will remain liable for the module tuition fees for booked modules which have a start date within that one-month period. Exception to either the one calendar month rule 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. If you are on a programme that is in the process of being withdrawn, we may not be able to agree to you returning to study on that programme at a future date (but will assist you in enrolling on an alternative programme that you are suitably



qualified for). Any change of programme will be done in consultation with your current and future programme leader.

- 7.6. Students who do not return to their studies after the agreed period of intermission will be automatically withdrawn from the course by the Awarding University.
- 7.7. 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.
- 7.8. 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.
- 7.9. **It is important that you let CAT know as soon as possible if you wish to request a break in study, simply not attending does not let us know your intentions and does not help us to support you with making such an important decision.**

8. Withdrawal from a Programme

- 8.1. 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 one month 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 one 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).
- 8.2. 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.
- 8.3. **It is important that you let us know as soon as possible if you are intending to withdraw from your programme – simply not attending does not let us know your intentions and does not help us to support you with making such an important decision.**



9. Withdrawal from a Module - fee liability

- 9.1. If less than one 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).
- 9.2. 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. For students studying by distance learning, accessing teaching material on the module Virtual Learning Environment (Moodle or Canvas) will be taken as evidence of starting tuition on the module.

10. Re-enrolment

- 10.1. If you have previously been awarded on one of our programmes or were previously withdrawn from a programme by the validating university and wish to re-enrol 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 then current Fees Terms and Conditions for students enrolled before April 2018.
- 10.2. Following the withdrawal of the UK from the European Union ('Brexit') from September 2021 students from the 'European Economic Area (EEA)' are now to be considered as overseas students and will be subject to the overseas fees. Students from the EEA who commenced study with CAT before September 2021 will continue to be considered as Home students in agreement with the regulations in place upon their registration. **However, if existing EEA students withdraw from their study and re-enrol later, they will re-join their study as an overseas student.** Further advice for overseas students can be found at: <https://www.studentfinancewales.co.uk/postgraduate-students/postgraduate-master-s-finance.aspx> or <https://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/Wales-fee-status>.

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 (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.

Please Note: The SLC state that a Postgraduate Master's Loan is a funding **contribution** 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). A typical loan payment from the SLC is allocated into 3 payments (each year) 1/3 in Sep, 1/3 in Jan and the final payment in April. You should take this into account when budgeting for module fees, as our fees are paid on an individual basis rather than termly. <https://www.practitioners.slc.co.uk/products/postgraduateeducation/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 agreements 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.

12. Fee Payments

- 12.1. These Fees Terms and Conditions apply to any module(s) taken during the 2021/22 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. All module fee payments must be in British Pound Sterling (GBP, £) and 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. CAT must be in receipt of a copy of a sponsorship agreement at the time of enquiry.

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).

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 2021/22 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 Finance Officer:

student.finance@cat.org.uk

+44 (0)1654 704981

Student Support Officers (SSOs):

student.support@cat.org.uk

+44 (0)1654 704985

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