<table>
<thead>
<tr>
<th>Service Description</th>
<th>Fee (£)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate students REPEATING a year are charged the relevant full-time fee.</td>
<td></td>
</tr>
<tr>
<td>Those repeating for part of a year will be charged a pro-rata fee based upon the</td>
<td></td>
</tr>
<tr>
<td>relevant full-time fee</td>
<td></td>
</tr>
<tr>
<td>Undergraduate students undertaking REVISION prior to re-taking examinations</td>
<td>250.00</td>
</tr>
<tr>
<td>Research students commencing or completing part way through an academic session</td>
<td></td>
</tr>
<tr>
<td>will be charged a pro-rata fee based upon the relevant full-time fee for that</td>
<td></td>
</tr>
<tr>
<td>session</td>
<td></td>
</tr>
<tr>
<td>DSc registration fee</td>
<td>1,000.00</td>
</tr>
</tbody>
</table>

**Re-Examination Fees**

*Undergraduate students not in attendance*

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee (£)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Re-Entry Fee</td>
<td>150.00</td>
</tr>
<tr>
<td>Revision fee</td>
<td>250.00</td>
</tr>
</tbody>
</table>

**Higher Degrees**

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee (£)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Qualifying Examination</td>
<td>120.00</td>
</tr>
<tr>
<td>Re-Entry Fees MRes/MPH/MSc/MBA/DIC</td>
<td>200.00</td>
</tr>
<tr>
<td>MPhil/PhD/DIC</td>
<td>270.00</td>
</tr>
</tbody>
</table>

**Additional charge for taking a higher degree examination overseas**

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee (£)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>300.00</td>
</tr>
</tbody>
</table>
## Students from the Channel Islands and the Isle of Man

All students assessed as 'Islands' students - i.e. from the Channel Islands and the Isle of Man - are charged at the Overseas/Islands rate of fee.

## Undergraduate Students Following Courses Which Include a Period Abroad or in Industry

### Home/EU students will pay the appropriate reduced rate fee when:

- They are on a year in industry/research (and thus not attending the College for more than 10 weeks during the session).
- They are attending the whole year abroad at an overseas university/college or research institute as part of their UK course, namely the year abroad generic degrees.

### Overseas/Islands students will pay the appropriate reduced rate fee when:

- They are on a year in industry/research (and thus not attending the College for more than 10 weeks during the session).
- They are attending the whole year abroad at an overseas university/college or research institute as part of their UK course, namely the year abroad generic degrees, and that year is an additional year. Where the year is a replacement year, full fees are payable.

Students attending industrial placements or study/project periods abroad that do not fulfil the above criteria will be charged the relevant sessional fee in full.

### Reduced Rate Fees

<table>
<thead>
<tr>
<th>Faculty of Engineering</th>
<th>Faculty of Natural Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>The reduced rate for Home/EU students on a placement year of a course with a year in industry or research is £900.00; the reduced rate for Home/EU students attending the whole year abroad at an overseas university/college or research institute as part of their course is £1,350.00. The reduced rate for Home/EU students who commenced their studies between 1 September 2006 and 31 August 2012 on both placement years and years abroad will be £1,725.00; the reduced rate for students who commenced their studies before 1 September 2006 will be £680.00.</td>
<td>The reduced rate for Home/EU students on a placement year of a course with a year in industry or research is £1,800.00; the reduced rate for Home/EU students on an Erasmus year or attending the whole year abroad at an overseas university/college or research institute as part of their course is £1,350.00. The reduced rate for Home/EU students who commenced their studies between 1 September 2006 and 31 August 2012 on both placement years and years abroad will be £1,725.00; the reduced rate for students who commenced their studies before 1 September 2006 will be £680.00.</td>
</tr>
<tr>
<td>The reduced rate for Overseas/Islands students on a year abroad that is an additional year is 15% of the relevant full Overseas/Islands fee. The reduced rate for Overseas/Islands students on a placement year of a course with a year in industry/research is 10% of the relevant full Overseas/Islands fee.</td>
<td>The reduced rate for Overseas/Islands students on a year abroad that is an additional year is 15% of the relevant full Overseas/Islands fee. The reduced rate for Overseas/Islands students on a placement year of a course with a year in industry/research is 20% of the relevant full Overseas/Islands fee.</td>
</tr>
</tbody>
</table>
### PGR Students Commencing Study Outside the First Week of the Academic Year

PGR students who commence their studies other than during the first week of the Academic Year will be charged a fee *pro-rata* the number of weeks of attendance or any part thereof. Students who commence their studies on or after 1 September will be considered to be joining the new Cohort for that Academic Year and will be charged accordingly.

### Students on Study Leave

<table>
<thead>
<tr>
<th>Postgraduate students away from College on approved study leave may be charged at a lower rate for the period away provided that:</th>
</tr>
</thead>
<tbody>
<tr>
<td>The absence for three months or greater.</td>
</tr>
<tr>
<td>The absence is outside the UK.</td>
</tr>
<tr>
<td>The lower fee is requested by the department/division.</td>
</tr>
<tr>
<td>Approval is granted by the relevant Dean.</td>
</tr>
</tbody>
</table>

The lower rate of fee is the relevant part-time fee.

### Writing-Up Students

Research students who enter their completion of research period at the College for a period of no longer than twelve months are charged a fee of £200.00.

Research students who write-up their thesis not in attendance at the College are not charged fees for the writing-up period.

### Occasional Students

All undergraduate and postgraduate visiting (occasional) students who are registered as Erasmus students (Attendance Mode ER) or other occasional students attending Imperial as part of a recognized bi-lateral exchange agreement (Attendance Mode EX) will not be charged fees. This applies for a period of up to twelve months.

*Home/EU undergraduate and postgraduate occasional students (Attendance Mode OC) pursuing a full calendar year of study outside the framework of an Erasmus or other student exchange agreement will be subject to a maximum fee of £4,095.00 (the standard Home/EU postgraduate fee level for 2015-2016). This fee may be reduced or waived by the admitting department. Such a student whose registration period is less than a full calendar year will be charged the appropriate pro-rata fee based on the number of weeks between the start and end dates regardless of vacations.*

Overseas/Islands occasional students pursuing a full year of study will be subject to the appropriate sessional Overseas/Islands fee for the course and level of study. This fee may be reduced or waived by the admitting department. Such a postgraduate student whose registration period is less than a full calendar year will be charged the appropriate *pro-rata* fee based on the number of weeks between the start and end dates regardless of vacations.

*Except for Home/EU Occasional Students on MSc Mathematics and Finance where the maximum fee level for 2015-2016 will be £13,800.00.*
Fee Remission Policy for Staff and their Children

Staff Members

The fee remission scheme is available to full and part time staff who have a contract of employment with Imperial College (including honorary contracts issued by the Human Resources Division) and who are registered for a postgraduate degree of the College, the amount of fee remission is limited to £2,047.50 for full time staff with the balance of fees to be paid by the employee or their department or other sponsor. Fee remission is not available to employees registered for undergraduate degrees.

Staff registered on PGR degrees will be liable for a fee of £2,047.50 regardless of fee classification, this fee to be paid by the employee or their department or other sponsor.

To qualify for fee remission, staff should already have been employed for at least one year and the scheme will only be available for the duration of employment at the College. Where staff members are registered for a PhD as an integral part of their employment (for example as a Research Assistant) the minimum period of qualifying service will be waived.

For part-time staff, the available remission will be determined as above and calculated pro-rata to their contracted hours of employment.

Children of Staff Members

Fee remission may be provided to children of full-time or part-time staff of the College (but not those holding honorary contracts) provided that the conditions relating to the duration of employment are fulfilled and the child is enrolled on an undergraduate degree. The amount of fee remission will be equal to £3,000.00 (one third of the Home/EU undergraduate fee).

Where relevant, children of staff members will receive the greater of College financial aid (based on Residual Household Income as assessed by the Student Loans Company) or College fee remission but not both awards. Children of staff members are not eligible for fee remission for postgraduate degrees.

Where a staff member works on a part-time basis, the amount of College fee remission will be calculated on a pro rata basis however, the child will remain eligible for the greater of College fee remission or College financial aid on the same basis as for children of full-time staff members.

Fee Remission for ICU Sabbatical Officers

Those students on sabbatical leave in order to act as officers of ICU will not be required to pay tuition fees for the period of the leave.

* Applicable for 2012 Cohorts or later, all earlier Cohorts remain subject to the policy in force at the time of entrance to the College. The full fee remission policy may be viewed on the Student Finance web pages.
### Withdrawal & Refund Policy

#### Undergraduates
Undergraduate students withdrawing from their course during the academic session will be charged a *pro-rata* fee based on the relevant full year fee (or their contribution to the full year fee) and the number of weeks or any part thereof studied during an academic session of 31 weeks subject to any liability caps in force. A refund will be made to the student of any balance of fees paid in excess of the reduced fee. Where the student is registered on a course with session lengths of greater than 31 weeks, any refund will be calculated *pro-rata* the number of weeks or any part thereof studied relative to the length of the session from which the student has withdrawn subject to any liability caps in force. Where the student withdraws within the first month of the first year of their course, no charge will be made for tuition fees.

Where a student's fee (or part of a student's fee) is being paid by a sponsor, the sponsor will be charged a *pro-rata* fee/refunded on the same basis as above.

#### Postgraduates
Postgraduate students withdrawing from their course during the academic session will be charged a *pro-rata* fee based on the relevant full year fee (or their contribution to the full year fee) and the number of weeks or any part thereof studied during an academic session of 52 weeks. A refund will be made to the student of any balance of fees paid in excess of the reduced fee. Where a fee includes an application deposit, the deposit will be non-refundable in the event of withdrawal unless under exceptional or extreme mitigating circumstances; where the non-refundable deposit charge is greater than the *pro rata* fee, the sum refunded will be the course fee less the value of the non-refundable deposit. Where the student withdraws within the first month of the first year of their course, no charge shall be made for tuition fees except where the fee includes an application deposit which shall be non-refundable unless under exceptional or extreme mitigating circumstances.

Where a student's fee (or part of a student's fee) is being paid by a sponsor, the sponsor will be charged a *pro-rata* fee/refunded on the same basis as above.

### Payment of Fees by Instalments

#### Home/EU undergraduate students
Home/EU undergraduate students who are eligible to be assessed for UK public funding in respect of tuition fees may pay fees in two instalments provided that their personally assessed contribution for the session exceeds £350. There is no charge for this facility.

Self-supported students other than Home/EU undergraduate students as above whose sessional fee exceeds £2,000 may pay fees in two instalments. A charge of 2% of the full fee is charged for this facility and must be paid with the first instalment.

### Surcharge for Late Payment of Fees
Home/EU undergraduate students who fail to meet their payment schedule will be required to pay a late payment surcharge of 8% of their personally assessed contribution, or £10, whichever is the greater.

Other self-supported students who have not paid their fees, or opted for and not paid the first of the instalments, by the due date given on their invoice, will be required to pay a late payment surcharge of 8% of the full fee.

Other self-supported students who have opted to pay by instalments, but who fail to pay the second instalment by the due date, will be required to pay an additional 6% late payment surcharge, making a total charge of 8% of the full fee.