

<b>Students from the Channel Islands and the Isle of Man</b>	
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.	
<b>Undergraduate Students Following Courses Which Include a Period Abroad or in Industry</b>	
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.	
<b>Reduced Rate Fees</b>	
<b>Faculty of Engineering</b>	<b>Faculty of Natural Sciences</b>
The reduced rate for Home/EU students on a placement year of a course with a year in industry or research is £925.00; 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 £1,385.00. 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 Home/EU students on a placement year of a course with a year in industry or research is £1,850.00; 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 £1,385.00. 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 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.	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.

**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**

Postgraduate students away from College on approved study leave may be charged at a lower rate for the period away provided that:

The absence for three months or greater.

The absence is outside the UK.

The lower fee is requested by the department/division.

Approval is granted by the relevant Dean.

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.

**Occasional Students**

All 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.

Occasional students pursuing a full year of study outside of the framework of an Erasmus or other student exchange agreement will be subject to a maximum fee of the relevant sessional fee for the subject and level of study; this fee may be reduced or waived by the admitting department. Such students 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 of the study period regardless of vacations.

**Programme Transfers**

Students transferring between programmes part-way through an academic year will be charged a fee for original programme *pro-rata* the number of weeks of attendance up to the formal date of transfer, and a fee for the new programme *pro-rata* the number of weeks of attendance from the formal date of transfer. Where the formal date of transfer falls part-way through a week, the week of the transfer shall be deemed to be part of the original programme for transfers before Wednesday, and to be part of the new programme for transfers on or after Wednesday. Students transferring between full- and part-time attendance on curriculum-based programmes will be deemed to have transferred on the first day of the academic year regardless of the date the transfer is completed and re-billed accordingly provided those students do not repeat any of the learning elements of the programme. In the event that learning elements of the programme are repeated, an additional *pro-rata* charge will be levied reflecting the repeated elements. Students transferring between full- and part-time attendance on non-curriculum-based research programmes will be charged at the fee for the original attendance mode *pro-rata* the number of weeks of attendance up to the formal date of transfer and a fee for the new attendance mode *pro-rata* the number of weeks of attendance from the formal date of transfer. Where the formal date of transfer falls part-way through a week, the week of the transfer shall be deemed to be part of the original attendance mode for transfers before Wednesday and to be part of the new attendance mode for transfers on or after Wednesday.

<b>Withdrawal &amp; Refund Policy</b>
<b>Undergraduates</b>
Undergraduate students withdrawing from their course during the academic session will be charged a <i>pro-rata</i> 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 programme with session lengths of greater than 31 weeks, any refund will be calculated <i>pro-rata</i> the number of weeks or any part thereof studied relative to the length of the session from which the student has withdrawn and 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 <i>pro-rata</i> fee/refunded on the same basis as above.
<b>Postgraduates</b>
Postgraduate students withdrawing from their course during the academic session will be charged a <i>pro-rata</i> 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 <i>pro rata</i> 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 <i>pro-rata</i> fee/refunded on the same basis as above.
Candidates for the DSc that do not pass the initial screening by the DSc committee shall be refunded £900.
<b>Interruption of Studies</b>
Where a student interrupts or resumes their studies during the academic session, their fee liability will be assessed <i>pro-rata</i> the number of weeks or any part thereof of attendance relative to the length of the session from which the student interrupts subject to any liability maxima in force. The fees for students resuming their studies will be assessed based on their original cohort as adjusted for inflation and so may be higher in absolute terms than the fees when they interrupted.
<b>Repeat Periods</b>
All students repeating a year in attendance at the College are charged the relevant sessional fee based upon their original cohort as adjusted for inflation; those repeating part of a year will be charged the relevant sessional fee based upon their original cohort as adjusted for inflation <i>pro-rata</i> the number of weeks or any part thereof studied relative to the session length for the year being repeated and subject to any liability maxima in place. All fees for repeat years (or partial repeat years) in attendance include examination entry fees for the year being repeated and so re-examination fees are not payable. As fees for repeat periods are adjusted for inflation, the fee payable may be higher in absolute terms than the fee for the first attempt.

**Payment of Fees by Instalments**

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. No interest is payable on the amount of credit extended through payment of fees by instalments but credit is subject to a facility fee of 2% of the total fee payable (representative 10.4% APR) with this fee payable with the first instalment of 50%. The option to pay by instalments is not available to applicants or students under the age of 18. Applicants that are over the age of 18 will be able to request a credit facility to pay by instalments by emailing the Student Lending team (student.lending@imperial.ac.uk).

*Representative Example*

*Tuition fees of £26,000, deposit payment of £2,600, cash price £23,400, facility charge £468, total amount of credit £23,868 payable in two instalments of £12,168 by 1 October 2016 and £11,700 by 1 March 2017, total payable £23,868 representative 10.4% APR.*

**Late Payment of Fees**

Any tuition fees not paid by the due date shall attract late payment charges at an annualised rate of 7.5% above the base rate of the National Westminster Bank Plc. Late payment charges shall accrue daily on all overdue tuition fee balances until such time as those balances are paid in full or subject to a payment plan agreed with Credit Control. If all outstanding amounts are paid in full within six months of the due date, the late payment charges shall be discounted to an annualised rate of 2% above the base rate of the National Westminster Bank Plc.

Students paying their fees by instalments under a Regulated Credit Agreement should check their credit agreement for details of the policy on late payment of instalments under their agreement.

Any student whose sessional tuition fees have not been paid in full may not be allowed to proceed to the next year of the programme and may be required to withdraw from the College. If any fees are still unpaid at the time when a student enters for the last examination necessary to qualify for the award of a degree/diploma, the award may not be conferred and no certificate in respect of the award will normally be issued until the debt has been paid in full.

**Fee Remission Policy for Staff<sup>1</sup>**

**Staff Members**

The fee remission scheme is available to all full- and part-time staff who have a contract of employment with the College (including employees of wholly-owned subsidiaries of the College); the scheme is not available to staff holding an honorary contract with the College or employees of the Imperial College Healthcare NHS Trust. The scheme is only available for the duration of the employment with the College and applies to postgraduate degrees only; employees seeking to register for an undergraduate degree with the College cannot apply for fee remission.

To qualify for fee remission, staff must have been employed by the College for at least one year prior to the start of the programme and their contract must end on or after the date on which their degree programme is expected to finish. If staff begin a programme of study before they have completed one year of employment with the College, they will not be eligible for the tuition fee remission scheme for any part of that programme.

If staff resign from their employment at College within one year of completing a programme for which they have been granted remission of fees under this policy, they will be required to repay the remission amount in full. If staff resign from their employment at College after one year but within two years of completing a programme for which they have been granted remission of fees under this policy, they will be required to repay 50% of the fee remission awarded.

Eligible employees will receive a discount of two-thirds the Home/EU fee for the relevant programme *pro-rata* the full-time equivalence of their contract regardless of their fee classification. The remaining balance of the fee will be paid by the employee, their department or other sponsor.

**Staff-Students**

Full-time Research Assistants (RAs) and Clinical Research Fellows (CRFs) registering for an MD(Res), PhD or integrated four-year MRes/PhD relevant to their research employment at the College are classified as staff-students and will not be required to meet the qualifying period of service before becoming eligible for fee remission. RAs and CRFs that are externally funded are not eligible for fee remission. Part-time RAs and CRFs and any RAs or CRFs applying for programmes other than those listed in this paragraph (including stand-alone MRes programmes) are not classified as staff-students but may still be eligible for remission of fees under the policy for Staff Members provided they meet all requirements including the qualifying period of service.

Staff-students will be charged a reduced fee of one-third of the Home/EU fee for the relevant research programme regardless of their fee classification this fee to be paid by the employee or their department.

**Fee Remission Policy for Children of Staff Members<sup>2</sup>**

The fee remission scheme is also available to children of all full- and part-time staff who have a contract of employment with the College (including employees of wholly-owned subsidiaries of the College) and who started study before 1 September 2017 or deferred their entry to the College before 1 August 2016; the scheme is not available to children of staff holding an honorary contract with the College or children of employees of the Imperial College Healthcare NHS Trust. The scheme is only available for the duration of the qualifying parent's employment with the College and applies to undergraduate degrees only; no fee remission is available to children of staff studying at postgraduate level. If more than one parent qualifies under this scheme, the amount of remission shall only be calculated against the contract of employment with the highest FTE. For the purposes of this policy, a parent is defined as a person having parental responsibility for the student as defined in the Children Act 1989.

To qualify for fee remission, the qualifying staff member must have been employed by the College for at least one year prior to the start of the programme. If the programme of study commences before the qualifying staff member has completed one year of employment with the College, the student will not be eligible for the tuition fee remission scheme for any part of that programme.

The amount of fee remission will be equal to £3,083.00 (one third of the Home/EU undergraduate fee) pro-rata the FTE of the qualifying parent's contract of employment.

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.

**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 their leave.

<sup>1</sup> Applicable for 2016 Cohorts or later, all earlier Cohorts remain subject to the policy in force at the time of entrance to the College. Full details of the current fee remission policies may be found on the Fees and Funding web pages, details of any previous schemes still in force may be obtained from the Student Fees Team.

<sup>2</sup> Applicable for 2012 - 2016 Cohorts, all earlier Cohorts remain subject to the policy in force at the time of entrance to the College. Full details of the current fee remission policies may be found on the Fees and Funding web pages, details of any previous schemes still in force may be obtained from the Student Fees Team. This scheme is closed to new-entrants to the College from the 2017 Cohort onwards except any students that deferred their entry to the College before 1 August 2016.