

## Fees Schedule and Fee Status Policy

### Introduction

This document sets out the Fees Schedule for Home and Non-Home students in the academic years 2021/22 and 2022-23.

The School has a license to Sponsor non-Home students under the Home Office rules.

### Definitions

Home students are those living in the UK or Republic of Ireland, and EU nationals with settled status in the UK.

In order to be classed as a home student, a student normally needs to meet all of the following criteria on the first day of the first academic year of the course:

- They are settled in the UK (this means there is no immigration restriction on the length of their stay).
- They are ordinarily resident in the UK and have been for the full three years before the first day of the academic year. (Ordinarily resident means that their main home is in the UK, and they are choosing to live in the UK.)
- The main reason for them being in the UK was not to receive full-time education.

### Programme Fees

Table 1, below, outlines the fees for undergraduate students in the academic years 2021/22 and 2022/23 and MSc students in 2022/2023. Subject to the School's registration by the [Office for Students](#), new entrants in 2021/22 and 2022/23 will pay £9,000 for full-time study at undergraduate level. There will be no option for study part-time in 2021/22 and 2022/23 for either undergraduate or postgraduate programmes.

*Table 1: Programme Fees*

Course	Tuition fees per year (£)	
	Home Students	Non-Home Students
Bachelor of Arts and Sciences (Full-time)	£9,000	£18,000*
Masters of Arts and Sciences (Full-time)	£10,800	£18,000

### Home Students

For Home Students, student tuition fees will be paid to the School in three instalments during the academic year. Table 2, below, outlines when payments should be made and how much of the annual tuition fee is paid in each instance.



*Table 2a: BAsc Home students—Fees payment schedule 2021/22*

	<b>Tuition fee payment, %</b>	<b>Deadline for payment</b>
Term 1	25%	1 <sup>st</sup> November 2021
Term 2	25%	1 <sup>st</sup> February 2022
Term 3	50%	1 <sup>st</sup> May 2022

*Table 2b: BAsc Home students—Fees payment schedule 2022/23*

	<b>Tuition fee payment, %</b>	<b>Deadline for payment</b>
Term 1	25%	1 <sup>st</sup> November 2022
Term 2	25%	1 <sup>st</sup> February 2023
Term 3	50%	1 <sup>st</sup> May 2023

*Table 2c: MASc Home students—Fees payment schedule 2022/23*

	<b>Tuition fee payment, %</b>	<b>Deadline for payment</b>
Term 1	33%	1 <sup>st</sup> November 2022
Term 2	33%	1 <sup>st</sup> February 2023
Term 3	33%	1 <sup>st</sup> May 2023

## **Non-Home Students**

Prior to registration, all non-Home students will be required to deposit a minimum sum of £5,000, in line with the School's [CAS Issuance Policy](#). This will be used towards their first fee payment (due by the beginning of Term 1).

The remaining fees for the year will be paid in two instalments: (i) by the start of Term 1; (ii) by the start of Term 2.

*Table 3(a): Non-Home students – Fees payment schedule 2021/22*

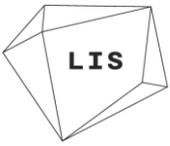
	<b>Tuition fee payment, %</b>	<b>Deadline for payment</b>
Term 1	50%	4 <sup>th</sup> October 2021
Term 2	50%	10 <sup>th</sup> January 2022

*Table 3(b): Non-Home students – Fees payment schedule 2022/23*

	<b>Tuition fee payment, %</b>	<b>Deadline for payment</b>
Term 1	50%	4 <sup>th</sup> October 2022
Term 2	50%	10 <sup>th</sup> January 2023

## **Fee Policies**

Every student is charged the fee for every academic year they study at LIS. This tuition fee covers all elements of students' registration, enrolment, tuition, supervision and examination for each full academic year. It does not cover living costs, books, materials or travel. In addition, all students will be required to



bring with them a laptop, loaded with basic Microsoft Office software, in order to participate in their programme.

When a student is formally registered at the School, this represents confirmation that responsibility has been assigned for payment of tuition fees (in accordance with the schedule). Responsibility could be assigned to the student themselves (if they are not eligible for, or do not take, a loan from Student Finance England), a regional Student Finance Body such as Student Finance England, or an alternative sponsor.

If students are eligible for a Tuition Fee Loan from Student Finance England, then funds will be transferred directly from Student Finance England to the School. Students will need to be registered at the School before Student Finance England is able to make this first payment. The steps to registration are set out in the School's [Registration Policy](#).

If a student withdraws or suspends during a year of study then the amount of tuition fees that they will be liable to pay, and their eligibility for refunds, are dictated by the [Tuition Fee Refund Policy](#).

If a student makes a complaint in relation to the school's delivery of its programme, and the complaint is upheld; or in the rare event that there has been a material breach of contract by the School, eligibility for refunds or compensation will be considered under the School's [Student Compensation and Refund Policy](#).

The School's response to non-payment of fees is described in the [Terms and Conditions](#). These detail that:

- Until all outstanding tuition fees have been paid, and where reasonable, the School reserves the right at any time during the academic year to suspend or withhold all education-related services
- Before exercising its rights in this area, the School will give students reasonable notice of its intentions
- If a student is in debt to the School for its tuition fees, the student may not be allowed to sit their examinations and the School reserves the right not to allow the student to register for the next academic year
- If the student is in the final year of the Programme, the School will not release its certificate, or a letter of confirmation of award, until all outstanding tuition fees are paid. In order to attend the Graduation Ceremony, students' tuition fees must be paid in full.

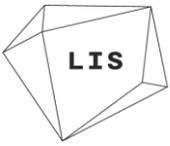
## Fee Status Policy

### Introduction

This policy sets out our approach to assessing a student's fee status.

Our approach is designed in accordance with the [Education \(Fees and Awards\) \(England\) Regulations 2007](#), the [Higher Education \(Fee Limit Condition\) \(England\) Regulations 2017](#), the [Education \(Student Fees, Awards and Support\) \(Amendment\) Regulations 2021](#), and subsequent related legislation. LIS also considers the guidance of the [UK Council for International Students Affairs \(UKCISA\)](#) when determining a student's fee status.

These regulations allow publicly funded education institutions to charge non-home students at a different rate to home students unless certain criteria related to residence and immigration status are fulfilled, as set



out in the legislation. As a result, other uses of the terms 'home' and 'non-home' do not necessarily have any relation to a student's rights in the context of a fee status decision by LIS.

## Scope

This Policy applies to all applicants to LIS for its undergraduate and postgraduate programmes.

## Definitions

Home fee status refers to the tuition fee status that applies to students who are classed as having met the residence and immigration criteria set out in the fee regulations and related legislation.

In most cases, home students are UK or Irish nationals living in the UK or Republic of Ireland, and EU nationals with settled status in the UK, but there are some exceptions.

In order to be classed as a home student, a student normally needs to meet all of the following criteria on the first day of the first academic year of the course:

- They are settled in the UK (this means there is no immigration restriction on the length of their stay).
- They are ordinarily resident in the UK and have been for the full three years before the first day of the academic year. (Ordinarily resident means that their main home is in the UK, and they are choosing to live in the UK).
- The main reason for them being in the UK was not to receive full-time education.

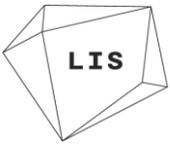
Non-home fee status refers to the tuition fee status that applies to students who do not satisfy the residence and immigration criteria set out in the fee regulations and related legislation and thus are ineligible for home fee status. All students who require LIS sponsorship to study in the UK will have non-home fee status.

## Assessment of Fee Status

LIS will consider a student's fee status assessment separately from the academic assessment of their application, including any Selection Days or Critical Reflection reviews. Decisions on a student's fee status are not made until after an application has been submitted and, where applicable, the relevant information has been provided in the Fee Status Questionnaire and supporting evidence. All students will be notified of their fee status in the communication of their offer.

The fee status assessment process is carried out by the Admissions Team. Upon submission of an application, the Admissions Team will determine a student's fee status using the information provided in the application. In undertaking the assessment, several factors relating to the individual student will be considered, including, but not limited to: nationality, residency, and immigration status. Certain conditions will need to be met in order for a student to be entitled to home fee status.

In many cases, LIS will be able to make an assessment on a student's fee status without needing any additional information. Where LIS have a query regarding a student's fee status, however, students will be required to complete a Fee Status Questionnaire and send LIS scans of any supporting evidence in order to determine fee status.



## Fee Status Questionnaire

The Fee Status Questionnaire is designed by LIS to give students the opportunity to provide further information for LIS to assess a student's residence and immigration status against the criteria set out in the fee regulations and related legislation in order to determine fee status.

In the questionnaire, students will be asked to provide a full residence and education history, as well as provide details of the nationalities and residency of any relevant family member(s). Not all questions in the questionnaire will be relevant to all cases, but students must answer all relevant sections fully and provide all required supporting evidence.

Completed questionnaires and supporting evidence should be sent to [admissions@lis.ac.uk](mailto:admissions@lis.ac.uk).

It is the student's responsibility to provide a completed questionnaire and supporting evidence in an accurate and timely manner. If, at the stage of verification any information is found to be inaccurate, LIS reserve the right to withdraw a student's application and/or retract any offer or provide new conditions for any offer made.

All information provided in the completed Fee Status Questionnaire and all supporting evidence will be kept confidential in line with data protection regulation and our [Data Protection Policy](#).

Where any original documentation supplied as evidence is in a language other than English, LIS will require an official, certified translation into English, as well as copies of the untranslated original for assessment.

Failure to complete the Fee Status Questionnaire or supply relevant evidence may result in delays to our final decision or lead to an incorrect fee status decision. Failure to send LIS a completed questionnaire with relevant evidence will lead to a student being classified as a 'non-home' student by default until the requested information has been received and reviewed.

## Complaint and Appeals

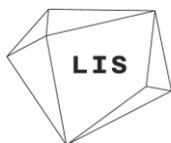
Students may not appeal against a fee status assessment which disputes the fee regulations or related legislation.

By accepting an offer, students agree to the terms and conditions held within the offer, including the fee status assessment. As a result, students cannot appeal against a fee status assessment once they have accepted their offer.

Full details on how students may challenge the School's fee status assessment are set out in the [Applicant Complaints and Appeals Procedure](#).

## Monitoring and Review

The Registrar will review the LIS Fees Schedule and Fee Status Policy annually and as required in line with any regulatory or sector financing changes and any changes will be authorised by the Executive Committee.



### Version Control

<b>Name of policy/procedure:</b>	<b>Fees Schedules and Fee Status Policy</b>
<b>Document owner:</b>	<b>Michael Englard, Registrar</b>
<b>Date Originally Created:</b>	<b>06/2019</b>
<b>Related documents:</b> (e.g. associated forms, underpinning processes, related policies or overarching policies)	<b>Student Compensation and refund policy Tuition Fee Refund Policy Terms and Conditions CAS Issuance Policy</b>

Version Control			
Version	Author	Date	Brief summary of changes
1	Jasper Joyce (Director of Finance and Operations)	20/06/2019	Original draft
2	Hannah Kohler (Director of Admissions and Student Support)	28/06/2019	Minor wording changes
3	Hannah Kohler (Director of Admissions and Student Support)	01/08/2019	Addition of requirement that enrolled students bring a laptop
4	Hannah Kohler (Director of Admissions and Student Support)	05/08/2019	Updated fees for EU students based on Chris Skidmore announcement on 28 May 2019
5	Hannah Kohler (Director of Admissions and Student Support)	10/08/2019	Clarified responsibilities for review of schedule and authorisation of changes
6	Executive Committee	08/08/2019	Approved
7	Hannah Kohler (Director of Admissions and Student Support)	27/02/2020	Updated to reflect opening in 2021
8	Michael Englard (Registrar)	11/02/2021	Updated monitoring responsibilities.
9	Hannah Kohler (Director of Strategy and Special Projects)	26/07/2021	Updated for international students in line with CAS Issuance Policy
10	Michael Englard (Registrar)	02/2022	Included for 2022/3
11	Andrew Redford (Head of Quality)	Chairs action PRC, 12/10/2022	Merge of BASc and MASC fee schedules, addition of fee status policy