

Fees Policy for Undergraduate, Postgraduate Taught Students and Postgraduate Research Students

Academic Year 2018/2019

POLICY DETAILS:

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Author	Fees Strategy Group
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Benchmarking	University of Edinburgh; University of Bedfordshire; UWE

We are committed to a fair and transparent policy in respect of the costs of studying at The Glasgow School of Art.

Our Fee Policy applies to all undergraduate (UG) and postgraduate taught (PGT) and postgraduate research (PGR) students studying at The Glasgow School of Art (Glasgow and Altyre. It does not cover students studying at The Glasgow School of Art Singapore or on our Open Studio Courses or Programmes, or are Associate Students where other specific fees policies apply.

This Fees Policy is reviewed annually with the Fee Policy for the Academic Year made available on-line at <http://www.gsa.ac.uk/about-gsa/our-structure/academic-services/>. You should consult this document in advance of annual enrolment.

This Fees Policy operates alongside a number of other GSA policies applicable to students (GSA policies relating to our students can be found on the GSA website)

Student Tuition Fee Status

Your fee status is determined at your point of offer and will be clearly indicated to you at that time. This normally cannot be changes at a later date.

- your nationality and
- guidance issued by UKCISA – www.ukcisa.org.uk

You should make sure that your tuition fee status is correct before accepting any offer to study at The Glasgow School of Art.

The GSA currently operates different fee categories depending on your circumstances. Guidance on this is available from UKCISA:

Fee rates are published on the GSA website for the following academic year.

We determine your student tuition fee status based on the information you provide at the point of application on your UCAS or GSA On-line Postgraduate application. However, we will contact you for clarification if we are unable to determine your fee status on this basis.

Our Associate Students route is only open to Home-EU applicants and your fee status should have been determined as this by your College. However, the GSA reserves the right to re-assess your fee status based on the information you provide on your UCAS form in line with our processes for determining fee status of all our students and Associate Students should be aware that their fee status may change between College and entering the GSA.

How we determine your student tuition fee status is in accordance with Scottish Government legislation (Education (Fees) (Scotland) Regulations 2011).

The level of your Student Tuition Fee is fixed at the level applicable at the year of enrolment as a new student.

Period of Enrolment

Students are required to enrol annually at the start of each academic session (period of study),

The academic session aligns with the GSA's financial year that runs 1 August to 31 July annually. Please refer to our published semester dates on the website.

The Fee Policy in place at the start of your first period of study i.e. the year in which you enroll as a student at the GSA on your current course and commence your studies, remains in effect for the maximum duration of a programme. This excludes a student returning to

study after an authorised leave of absence which is greater than two academic years other than in exceptional circumstances (please refer to our [Guidance on Leave of Absence](#) and [Student Withdrawal Procedure](#)).

Students who choose to defer their start date prior to enrolment will be subject to the Tuition Fee Policy and fees applicable at the time they commence their studies not at the point of deferment. Please see Section 2.3 iii of the Admissions Policy on deferring offers.

Withdrawal from your Programme of Study

If you withdraw from your programme of study at any time you may still be required to pay all or part of your tuition fee. The following outlines the fees due within each category based on whether you are an Undergraduate, Postgraduate Taught or Postgraduate Research Student.

If you have paid full or partial tuition fees prior to enrolment, the GSA will issue a full refund of tuition fees paid if you withdraw from a programme with appropriate academic approval within two weeks of starting your studies subject to a one-off fee of £500.

If you have commenced the course the following applies:

Undergraduate Students including Study Abroad Students

All undergraduate students who are liable to pay their own fees, including sponsored students who:

- commence their studies in Semester 1 and withdraw during or at the end of Semester 1 will be liable for 50% of the annual tuition fees
- withdraw during or at the end of Semester 2 will be liable for 100% of the annual tuition

For Students funded by UK funding bodies the following applies:

- The Student Awards Agency Scotland (SAAS):
 - You will not be liable for tuition fees if they withdraw before 1 December. The full annual tuition fee will be paid by SAAS for all students in attendance at 1 December
- Student Finance England, Student Finance Wales or Student Finance Northern Ireland:
 - You will be liable for 25% of their tuition fee loan, if you withdraw before the start of Semester 2. If you withdraw before the end of Semester 2 you will be liable for 50% of their tuition fee loan. If you withdraw after this date you will be liable for the full tuition fee loan

Postgraduate Taught Students

All 1-year postgraduate taught students who are liable for their own fees, including sponsored students who:

- commence their studies in Semester 1 and withdraw during or at the end of Semester 1 will be liable for 34% of the annual tuition fees
- withdraw during or at the end of Semester 2 will be liable for 67% of the annual tuition
- withdraw in Semester 3 will be liable for 100% of the annual tuition

All 2-year postgraduate taught students liable for their own fees, including sponsored student, for each year of study who:

- commence their studies in Semester 1 and withdraw during or at the end of Semester 1 will be liable for 50% of the annual year one tuition fee
- withdraw during or at the end of Semester 2 will be liable for 100% of the annual year one tuition fee

For Students funded by UK funding bodies the following applies:

- Students funded by the Student Awards Agency Scotland (SAAS) Postgraduate Loan Scheme will not be liable for tuition fees if they withdraw before 1 December. The full annual tuition fee will be required to be paid for all students in attendance after 1 December.
- Students in receipt of a tuition fee loan from the Student Finance England Postgraduate Loans or through Student Loans Company NI Postgraduate Loans scheme will not be liable for tuition fees if they withdraw before 1 December. The full annual tuition fee will be required to be paid for all students in attendance after 1 December.
- Any student who withdraws after this date they will be liable for the full tuition fee loan

Postgraduate Research Students

All Postgraduate Research students are required to pay an annual fee set at the point of commencing their studies on either a full or part-time basis.

- **Students withdrawing within three months of commencing their year of study will be liable for 50% of the annual tuition fee**
- **Students withdrawing after three months of commencing their year of study will be liable for 100% of the annual tuition fee**

RUK Welcome/Travel Grants

Any student in receipt of any of the above grants will be liable to refund 100% of the grant if they withdraw before the end of an academic year.

Students in receipt of loans from other funding bodies must comply with the rules of that funding body.

Refunds of payments made by credit card will only be made once the credit card payment has fully cleared.

The Tuition Fee

Setting of Tuition Fees

The Glasgow School of Art reviews the level of its Tuition Fees annually. The Executive Group and Business Committee review and agree fees in the Last quarter of the calendar year.

The GSA's Board of Governors Business Committee have overall responsibility (delegated by the GSA Board) to approve GSA tuition fees based on a recommendation by the GSA Executive Group.

The Executive Group and Business Committee consider the Tuition Fee and any discounts or scholarships.

No fees can be varied or changed outwith this Tuition Fee setting process.

What is included in the Tuition Fee?

The tuition fee covers:

- all appropriate teaching, supervision, assessment and examination related to your programme of study. This is defined in your Programme Specification available online for the current academic year
- provision of studio accommodation appropriate to your programme of study
- provision of workshop and technical support appropriate to your programme of study
- access to the GSA's student support services
- access to the GSA's careers, employability, innovation, professional practice and enterprise activities/services
- provision of appropriate exhibition space for your degree show
- the cost of tuition with GSA partner institution as part of formal GSA student exchange
- one Student Identity Card

Additional Costs of Study

There are further costs of study that are **not** included within the Tuition Fee.

- **Compulsory additional costs:**
 - the cost of resits and repeat years
 - the cost of all compulsory field trips
 - the cost of travelling to and from placement/project sites
 - the cost of travelling to and from host institution
 - the cost of additional materials beyond those essential materials provided
 - cost of programme specific equipment for exclusive use, e.g. laptop, toolkit

- the costs associated with producing work for your degree show and exhibition
- the cost of any occupational health assessment or criminal record check from Disclosure Scotland as required by the GSA or a project/placement provider
- replacement of your Student Identity Card
- the cost of resits and repeat years

- **Costs you may or may not incur depending on your own choices and decisions**
 - The costs of optional field trips and other enhancement activities.
 - Accommodation and living costs in host institution or host city
 - Materials used in workshops. Materials will vary depending on your programme of study and your own practice. Materials can be purchased from the GSA Technical Services
 - Cost of additional equipment for exclusive use
 - The cost of personal membership of professional bodies
 - Graduation Fee (students who Graduate in Absentia do not pay)
 - The cost of exhibiting at external post-degree show exhibitions e.g. New Designers, Graduate Fashion Week etc.
 - The cost of printing and photocopying, library fees and fines, and text books

Publication of Tuition and Other Fees

Tuition Fees are published as soon as reasonably possible after approval and can be found at <http://www.gsa.ac.uk/life/fees,-funding-finance/programme-fees/>

All fees set by the GSA are in pounds (GBP, £) sterling.

Additional costs of study can be found within specific Programme pages and Registry pages of the GSA website (www.gsa.ac.uk).

Payment of Tuition Fees

Students funded by Student Awards Agency for Scotland (SAAS), Student Finance England (SFE) / Student Loan Company (SLC) Funded Students

You must have received their award letter in order to enrol. We may request sight of this letter and you are advised to keep it in an accessible place.

Self-Funded Student - Home/RUK/EU/EEA/International

Tuition fees are payable in full at the point of enrolment or:

- **Undergraduate Students:**
 - Two equal instalments per academic year:
 - enrolment
 - start of Semester 2

- **1-year Postgraduate Taught Students:**
 - Three equal instalments:
 - enrolment
 - start of Semester 2
 - start of Semester 3

- **2-year Postgraduate Taught Students:**
 - Three equal instalments per academic year:
 - enrolment
 - start of Semester 2

The first instalment is due for payment on or before enrolment. At least one third of tuition fees must be paid in order to enrol onto your course. Students studying for a postgraduate research degree can opt to pay in full at the start of each academic year or in three equal instalments.

We can offer monthly instalments from September to April if this is more suitable for you, but this would require a payment agreement. Payments can be made on any date in the month. Contact fees@gsa.ac.uk for further information.

We will send out reminders by email when payment is due, but we do not issue statements unless requested. Requests for statements can be made to fees@gsa.ac.uk.

We do not issue invoices unless requested. Requests for invoices can be made to fees@gsa.ac.uk

Company/Sponsor Funded Students

If your sponsor or company would prefer to pay fees directly to GSA, this can be arranged. We ask that an official letter or purchase order from your company be forwarded to fees@gsa.ac.uk. We will enrol you on the basis of this letter / purchase order. Invoices will be issued to the relevant companies / sponsors within 4- weeks of enrolment.

US Loans Funded Students

If your tuition fees are funded by a US Loan, your first point of contact would be GSA's Student Welfare Office on welfare@gsa.ac.uk. Student Welfare will advise Finance which students are receiving US Loan funding. Finance will then enrol the student on this basis.

Study Abroad Students

Tuition fees should be paid in full in order to enrol as per 'Self-Funded Students' above.

If you are studying at GSA through a Study Abroad partner institution, you should pay your fees directly to your home institution as required. GSA will invoice your home institution after you have enrolled.

Payment Methods

You can pay fees in a variety of ways:

- Bank Transfer/BACS. Bank details are provided on request
- Credit or debit card. <https://webpayments.gsa.ac.uk/NReg/QuickPay.aspx>
- Cheque

Cash payments are not acceptable under any circumstances

Discounts

If you have completed your undergraduate degree at the GSA, or you have attended as a Study Abroad or Exchange student, you are eligible for a 10% discount on programme fees for a Postgraduate Taught or Postgraduate Research degree programme.

This discount also applies to RUK & International students progressing from BArch(Hons) to Diploma in Architecture.

Students who complete a Postgraduate Taught degree at the GSA will also be eligible for a 10% discount on Postgraduate Research degree fees.

Scholarships

The GSA has a number of undergraduate and postgraduate scholarships available for new students. These can be found together with information on how to apply at <http://www.gsa.ac.uk/life/fees,-funding-finance/scholarships/>.