Royal Welsh College of Music and Drama

Tuition Fee Payment Policy (and related student payments)

2026-27

Policy Review		
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Mae'r ddogfen hon ar gael yn Gymraeg. This document is available in Welsh.

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1 Introduction and Scope

The Royal Welsh College of Music and Drama (referred to throughout this policy as "RWCMD" or "the College") is a wholly owned subsidiary company of the University of South Wales ("USW"). The College offers and delivers accredited UK Higher Education awards. These awards are validated by USW. RWCMD students undertake courses at the College which lead to University of South Wales Degrees / awards.

Scope: The policy covers tuition fee payments payable by Students to RWCMD and other types of fees (such as accommodation and 1-1 tuition fees).

For the purpose of this policy, "**Students"** are defined as persons registered or enrolled at the College to undertake a programme of study.

For the purpose of this policy, "Applicants" are defined as persons who have received maand accepted an offer during the academic year covered by this policy to start in the September of the next academic year.

This policy sets out the liability for tuition fees, who needs to pay them, when and how they are paid and what action the College might take if they are not paid.

This policy applies to current students and students due to start their degrees in September 2027.

2 General principles affecting RWCMD's Tuition Fees

General information about tuition fees and funding can be found on the College website – Fees

RWCMD charges tuition fees for the delivery of its courses and students have ultimate responsibility for liability and payment of fees.

This policy applies to all courses taught at the College including undergraduate, postgraduate, foundation degrees and Study Abroad. All tuition fees are charged in GBP (unless stated otherwise).

RWCMD will raise an invoice for the tuition fees. Students are contractually obliged to pay the tuition fees and all other relevant charges (including any deposits, where applicable) on the dates they fall due following acceptance of the offer made by RWCMD. If a third party is paying the fees and payment is not made in full by the due date, RWCMD will consider invoicing the student personally for any outstanding balance.

If a student fails to make payment of the tuition fees, RWCMD reserves the right to suspend and/or withdraw students from their studies.

RWCMD may bring their contract to an end in accordance with these terms and as further defined in the **Admissions Terms and Conditions**. For students holding a Student Route visa, RWCMD will also be required to report their withdrawal to the UKVI. The UKVI will then take steps to curtail the visa, and the student will have to leave the UK.

After enrolment, students that decide to withdraw from the course may still be liable to pay for other charges in other contracts they have entered into, including rental charges for accommodation. This may include contracts entered into with parties not related to the College.

For International Applicants:

A minimum deposit, as specified in the offer letter, must be paid to the College before a CAS statement can be issued. The deposit will be held against course fees.

The deposit is subject to refund as set out in the **Admission Terms and Conditions**, sent out at the time of offer. *See table in Appendix 1 below*. Refunds may be subject to an administration charge.

Government sponsored students and applicants may not need to pay a deposit but will need to provide original evidence of your sponsorship.

3 Increases to Tuition Fees

The tuition fees for the first year of study are set out in the offer letter.

It is important to understand that tuition fees may be subject to increase each year, the below outlines this process.

Home Students

The maximum annual Tuition Fees for home students on **full-time undergraduate courses** is governed by the Welsh Government and is currently £9,790.[1]

The maximum fee the RWCMD may charge for each year of their courses may increase above £9,790 where the Welsh Government increases the permitted level of fees. While it is not possible to predict whether there may be an increase or how much the increase may be, it should be noted that it was increased from £9,535 to £9,790 by the Welsh Government in November 2025.

The College will only increase the level of Tuition Fees for Home undergraduates on an annual basis where the Welsh Government announces a permitted uplift.

For home students on **postgraduate courses**, the College reviews and may increase Tuition Fees each year before the academic year starts. These changes are due to rising costs (inflation) of delivering Courses to students. Typically, tuition fees increases are raised based on inflation; to add more certainty the increase will be applied no more than once per year and is capped at either the current Retail Prices Index (RPI) plus 3% or £2,000, whichever is lower.

Any decision on an increase to Tuition Fees will be confirmed by RWCMD at the earliest opportunity. RWCMD will ensure that students are given clear, intelligible, unambiguous and timely information about any increase in fees in good time, ahead of the next academic year.

If there is an increase in Tuition Fees and such increase adversely impacts any student, they will have the option of terminating their place on the course and there will be no penalty for doing so where the request to terminate is submitted before the start of the next Academic Year following an increase in Tuition Fees.

International Students

RWCMD reviews and may increase your Tuition Fees each year before the academic year starts. These changes are due to rising costs (inflation) of delivering Courses to students. Typically, tuition fees are raised based on inflation; to add more certainty the increase will be applied no more than once per year and capped at either the current Retail Prices Index (RPI) plus 3% or £2,500, whichever is lower.

Any decision on an increase to Tuition Fees will be confirmed by RWCMD at the earliest opportunity. RWCMD will ensure that students are given clear, intelligible, unambiguous and timely information about any increase in fees in good time, ahead of the next academic year.

If there is an increase in Tuition Fees and such increase adversely impacts any student, they will have the option of terminating their place on the course and there will be no penalty for doing so where

[1] With effect from 28 November 2025; Data correct as of 30 September 2026, this is subject to change for 2027 entry

the request to terminate is submitted before the start of the next Academic Year following an increase in Tuition Fees.

If an International student exercises their right to cancel their Contract, and are holding a USW Student Route sponsorship, RWCMD will be required to report the withdrawal to the UKVI. The UKVI will then take steps to curtail the visa and the student will have to leave the UK.

Additional notes regarding changes to fees

- Students who transfer to a different mode of study (e.g. full-time to part-time or vice versa) will be charged according to the fee regime of the academic year during which they transfer.
- Students who withdraw or have a break in study longer than any intervening vacation period (official interruption of studies notwithstanding), will be charged according to the fee regime of the academic year during which they return to study, where applicable.
- Full-time students repeating a full year of study will continue to be charged the full-time fee applicable to the fee regime in place at the start of their current course.
- Full-time, undergraduate students repeating fewer than 120 credits will be charged according to the number of credits taken pro-rata to the full-time fee applicable to the fee regime in place at the start of their current course.
- Full-time postgraduate students studying/repeating fewer than 180 credits will be charged according to the number of credits taken pro rata to the full-time fee applicable to the fee regime in place at the start of their current course (except where the course itself is less than 180 credits in total).
- Part-time students repeating credits will be charged according to the fee regime on which they started.
- Students who withdraw, transfer or have an interruption of studies: see appendix 2.

4 Fees and Funding

General information on tuition fees is set out above in sections 2 and 3 and on the College website here: Fees and funding.

4.1 Tuition Fee Liability

Students will be provided with relevant information on fees, payments and debt management throughout their journey with the College. This includes: the application and offer stage; before enrolment; before college start date and after enrolment / course start date and throughout their studies with the College.

4.2 Tuition Fees

The student becomes liable for the tuition fee from the date the offer is accepted. The student has a right to cancel and withdraw during a 14-day period from the date the student enters the contract (i.e. the day the student accepts the offer).

Payment options are set out in 4.9 below.

International applicants will be required to pay deposits in advance of these dates. Further details are set out in 4.7 below.

Please also refer to Appendix 1 Debt Collection Policy Tuition Fees for further detail.

4.3 Other student charges/ payments

Examples of other student charges and payments include, but not limited to accommodation fees linked to Study Abroad, additional 1-1 music tuition etc.

Invoices are due for payment within 28 days of invoice date (or request for payment).

4.4 Payment Methods

The College uses an external partner to provide students with a simple and secure way to pay fees online.

Further details are here: Payment information

Payments should not be made directly into the College bank account. Any students not able to use the secure partner link, should email the RWCMD Finance team finance@rwcmd.ac.uk in advance of their due dates for payment to seek advice. Please do not make tuition fee payments to any 3rd party.

4.5 Additional Notes

- Students will not be allowed to enrol in any subsequent academic year if they have any prior year

RWCMD debt outstanding.

- Students are responsible for paying all fees incurred whilst studying at the College. If the student leaves the College with outstanding debt, the College may follow the debt collection process (set out in more detail in Appendix 1) to recover the outstanding debt.
- If a student is sponsored and the sponsor does not pay the debt due, the student is ultimately liable for this debt.
- If a student is funded by the Student Loans Company ("SLC"), and the SLC revoke this funding, the student is ultimately liable for this debt.

4.6 SLC Funded Students

If a student is taking out a loan from the SLC to pay tuition fees, the student must make arrangements with the SLC in advance of enrolling on their programme of study.

Undergraduate (& Postgraduate Scotland and Northern Ireland) Students – Tuition fees are paid in part directly to RWCMD.

All other Postgraduate students, please note that Postgraduate Loans are paid directly to the student and the student is responsible for paying RWCMD.

If a student is funded by the SLC, and the SLC revokes this funding, the student is ultimately liable for this debt.

4.7 International Students

Students classified as international students will be required to pay their tuition fees as follows:

Where the applicant requires a Confirmation of Acceptance for Studies (CAS) in order to apply for a visa, the **minimum deposit** must be paid or proof of sponsorship must be provided prior to the CAS being issued.
Minimum deposit is calculated at **£5,000** (scholarships or other awards and discounts are not deducted for deposit purposes)

Exceptions to this are the 10 week Pre-sessional English course, where students are required to pay 100% of the net total fee before attending.

The remainder of the fees must be paid in full on or before the course start date or in line with the payment options set out in paragraph 4.9 below

4.8 Sponsored Students

Students whose fees will be paid by a Sponsor, e.g. employer or Embassy, must provide proof of sponsorship at, or before enrolment on each year of their programme of study. If this is not provided the student will be invoiced accordingly and will become liable for their tuition fees.

International students sponsored by their government or by a company may not be eligible for

scholarships.

Proof of sponsorship includes an email, letter or other digital confirmation (confirmed as acceptable to RWCMD). The correspondence must be addressed to the Royal Welsh College of Music and Drama, from the Sponsor.

Students will be advised if their tuition fees remain unpaid by their sponsor following 28 days of invoice date. If a student is sponsored and the sponsor doesn't pay the debt due, the student is ultimately liable for this debt.

4.9 Tuition Fees - Payment Categories and Discounts

4.9.1 Self-funded students (home and international students)

- **Home Students** - fees can be paid immediately on or before the course start date or paid by instalment as detailed below
- **International Students** - fees can be paid immediately on or before the course start date or paid by instalment as detailed below

4.9.2 Loan funded students

Undergraduate loans that are funded by Student Finance (SFE/SFW/SFNI/SAAS) – the loan is paid directly to the College from the funder. No further action is required.

Postgraduate loans funded by Student Finance (SFE/SFW) – the loan is paid to the student to pay onto the College (usually in 3 instalments, with one each term). For SFNI and SAAS – the loan is paid directly to the College from the funder. The student arranges payment for any outstanding/ unfunded tuition fee balance.

International students – if you are paying for your tuition fees with a loan from your home country student loan scheme, then please ensure this is properly declared during the enrolment process as payments are usually sent to the College directly (e.g. US / Federal Aid Loans).

4.9.3 Sponsored students

Where sponsored funded students have their tuition fees paid for them by an organisation (or government body) – a letter of evidence should be provided prior or during the enrolment process. A sponsor should not be a family member or friend or a member of the public.

4.9.4 Discounts

Early Settlement Discount

RWCMD may offer an **Early Settlement Discount ("ESD")** for students paying their tuition fees in full (after any College administered scholarships / bursaries) and cleared in the College account within 14 calendar days of the Course Start Date. Details are set out below

Early Settlement Discount

If the student chooses to pay in full at the time of enrolment, they may be eligible for an Early Settlement Discount (ESD) of 2% of the net tuition fee payable (i.e. tuition fees due after the deduction of any scholarships or other discounts) providing the following conditions are met:

- The student is an International Student enrolled on a full-time, undergraduate course studying, and paying for, 120 credits in a year, and paying the fee themselves. Or
- The student is enrolled as a full-time student on a postgraduate course, paying for the full 180 credit fee in year 1, and paying the fee themselves.

Please note:

- ESD does not apply to home undergraduate students or students enrolled on a placement year.
- Fees must be paid in full no later than 14 calendar days after the latter of the start date of their course or Course Start Date as indicated on their academic record.
- Any student due a reduction in annual tuition fee due to discontinuation or a reduction in chargeable credits will no longer be eligible for Early Settlement Discount.
- Any student agreeing an Instalment Plan (below) will not be eligible for ESD.

Further details can be found here:
Early Settlement Discount

Alumni Discount or Graduate Scholarship for postgraduate study

The College currently offers an alumni discount (in the form of a Graduate Scholarship from 2026 entry) on tuition fees to all RWCMD and USW postgraduate students, who are studying for an MA, MMus or Postgraduate Diploma Course at RWCMD.

Further details can be found here:
Graduate Scholarship for postgraduate study

4.9.5 Payments by instalments

Tuition fees are due on or prior to the Course Start Date (within 14 calendar days) to be eligible for the early settlement discount. If fees are not paid in this way, they become payable as follows:

Home Students Undergraduate Course (Self-funding)	**Amount Due – proportion of tuition fee[2]**	**Date**
Term 1	Third	Course Start Date: Autumn Term (within 14 calendar days)
Term 2	Third	Day 1: Spring Term
Term 3	Third	Day 1: Summer Term

[2] *Tuition fee balance is after deduction any scholarships or bursaries*

Home Students Postgraduate Courses (Self-funding)	**Amount Due – proportion of tuition fee[3]**	**Date**
Term 1	Third	Course Start Date: Autumn Term (within 14 calendar days)
Term 2	Third	Day 1: Spring Term
Term 3	Third	Day 1: Summer Term

International Students Undergraduate/Postgraduate Courses (Self funding)	**Amount Due – proportion of tuition fee[4]**	**Date**
On application of CAS	£5,000.00	Varies – April to August in advance of Course Start Date. Must be paid on acceptance of your offer by the CAS deadline.
Term 1	50% of the remaining balance	Course Start Date: Autumn Term (within 14 calendar days)
Term 2	25% of the remaining balance	Day 1: Spring Term
Term 3	25% of the remaining balance	Day 1: Summer Term

Note: Any international scholarships are not deducted from the initial deposit.

Example (1) – Student (no scholarship) payment due dates:
For 2027/28 an MMus (2-year instrumental course) tuition fee for the year is £31,300, payments would be due as follows:

On application of CAS	£5,000
On or before enrolment	£13,150
Spring Term (day 1)	£6,575
Summer Term (day 1)	£6,575
Total fees for 2027/28	£31,300

Example (2) – Student (with scholarship) payment due dates:
For 2027/28 an MMus (2-year instrumental course) tuition fee for the year is £31,300 and where a student has been awarded a £5,000 scholarship (net fees due of £26,300), payments would be due as follows:

On application of CAS	£5,000
On or before enrolment	£10,650
Spring Term (day 1)	£5,325
Summer Term (day 1)	£5,325
Total fees for 2027/28	£26,300

[3] *Tuition fee balance is after deduction any scholarships or bursaries*
[4] *Tuition fee balance is after deduction any scholarships or bursaries*

4.10 Tuition Debt Recovery

Outstanding Debts: this includes the following situations:

- For any student with unpaid tuition fees after the course start date, and without an agreed instalment plan in place for the full value of their tuition fee liability
- For any student with unpaid tuition fees after the course start date, where an instalment agreement has been cancelled or in default,

This will mean that the student is a **debtor** and is subject to the College's sanctions for debt recovery, which may include some or all of the following steps:

- The College may appoint agents to assist in the administration and collection of outstanding debts
- Written reminders (including email or other digital communications) from the College
- Evoking the terms as set out in the **Student Engagement Policy**
- Phased withdrawal from activity and College resources (including revoking IT access)
- Exclusion of the Student from studying at the College
- Revocation of the right of the Student to attend Graduation Ceremony
- The withholding of Certificate(s) and Transcript(s) from the Student
- Referral to third party debt collection agency

Refer to Appendix 1 'Debt Recovery Policy' for further detail.

All tuition debt must be cleared before a student is permitted to re-enrol or have their Certificate or Transcript released.

The College Finance Department will provide regular updates of outstanding debts and debt recovery actions to the Heads of Study, the College Registrar and College Academic Board.

4.11 Exclusion Rules

4.11.1 Home Students

Where a student has been excluded from the College for non-payment of tuition fees, they will not be permitted to return to complete the remainder of that academic year.

4.11.2 International Students (Student Route students)

If as a consequence of debt recovery actions, a Student Route student is excluded from continuing their studies a letter will be sent by the Finance Department informing the student of this. Within 10 working days of this, the College Registrar will report the student to UK Visas and Immigration (UKVI) in line with USW's Student Route compliance responsibilities. This report means that USW and RWCMD is withdrawing its sponsorship and UKVI will curtail (shorten) the student's visa. The College Registrar will write to the student confirming this has been done. Within this letter, the student will be informed that, as per the conditions of their visa, they will be no longer permitted to work in the UK in any capacity. In

addition, the student will be advised to leave the UK as soon as possible and asked to provide confirmation of travel arrangements. Should the student wish to return to continue their studies in the following academic year, the student must pay the outstanding fees owed and also pay the full tuition fee for the coming academic year prior to a new Confirmation of Acceptance for Studies (CAS) being issued.

4.12 Financial Hardship

The College recognises that some students may encounter financial hardship during their studies. In these circumstances, students are strongly encouraged to contact the College as soon as possible to discuss individual circumstances. Assistance is available and includes:

- Student Services can help with contacting the Student Money Advisor and scheduling an appointment studentservices@rwcmd.ac.uk
- Finance Team can assist with payments of tuition fees and payment options finance@rwcmd.ac.uk
- Hardship fund - Hardship fund info

4.13 Information on Withdrawals, Transfers and Interruption of Studies

Information on Withdrawals, Transfers and interruption of studies can be found in the following link:

https://hub.rwcmd.ac.uk/academic-services/withdrawal-and-taking-a-break-from-studies/

Refer to Appendix 2 'Student Withdrawals and Interruption of Studies Policy' for further detail.

4.14 All Other Student Debts (includes Study Abroad fees)

Debt Management

Exceptions to the standard 28-day payment terms must be agreed by the Head of Finance or their nominee.

Sending reminders to debtors is the responsibility of the Finance Department. This consists of a prescribed process which is determined by time and responses from the debtor.

Whilst the debt recovery procedure may be specific to each case, the following steps may be taken by the Finance Department to recover debt:

- Written reminders (including email or other digital communications) from the College
- Statements
- Referral to third party debt collection agency

Non-payment can constitute breach of contract with College. This could trigger early notice being given on contracts or agreements.

5 Useful Contacts

Accommodation

https://www.rwcmd.ac.uk/accommodation

Student Services

studentservices@rwcmd.ac.uk / 029 2039 1406

International students

admissions@rwcmd.ac.uk

Finance

finance@rwcmd.ac.uk

Convera

Payment through Convera
Convera GlobalPay for Students - How to Make A Payment

Appendix 1 - Debt Recovery – Tuition Fees

1 Outstanding Debts

This includes the following situations:

- For any student with unpaid tuition fees after the Course Start Date, and without an agreed instalment plan in place for the full value of their tuition fee liability
- For any student with unpaid tuition fees after the Course Start Date, where an instalment agreement has been cancelled or in default,

This will mean that the student is a **debtor** and is subject to the College's sanctions for debt recovery, which may include some or all of the following steps:

- The College may appoint agents to assist in the administration and collection of outstanding debts
- Written reminders (including email or other digital communications) from the College
- Evoking the terms as set out in the **Student Engagement Policy**
- Phased withdrawal from activity and College resources (including revoking IT access)
- Exclusion of the Student from studying at the College
- Revocation of the right of the Student to attend Graduation Ceremony
- The withholding of Certificate(s) and Transcript(s) from the Student
- Referral to third party debt collection agency

Notifications and actions taken for outstanding debt:

(i) **14 Day Notification** - 14 days after payment was due
Reminder issued by the Finance department.

(ii) **28 Day Notification** - 28 days after payment was due
- If you ignore this notification, the College will take action in accordance with the **Student Engagement Policy**
- Heads of Study and Academic Registrar will be informed that the student has not adhered to the terms and conditions as set out in the **Tuition Fee Payment Policy**
- The College may begin to phase/ reduce access to certain activity and College resources
- You are deemed to have ignored the notification if you do not respond within seven days

(Note – non engagement with *reasonable communications* regarding payment of tuition fees will be dealt with in accordance with the Student Engagement Policy, **where non engagement could mean the course is at risk)**

(iii) **42 day notification** - 42 days after payment was due
- If you ignore this notification, the course is at risk. You may be excluded from the course and not allowed to re-enrol until the next academic year
- The Academic Registrar will be notified
- Academic Board will receive a list of student tuition fee debtors to consider individual cases for exclusion

- You are deemed to have ignored the notification if you do not respond within seven days

(iv) Letter before Action (LBA)

- Once the debtor is no longer an 'active' student, they will be sent a letter informing they have still not paid their outstanding tuition fees.
- At this stage the debtor will be informed that they have 14 days to pay the outstanding fees in full, failure to do so will result in their account being passed to a third party debt collection agency.

Referral to Third Party Debt Collection Agency

The College reserves the right for the account to be passed to the third party debt collection agency who will collect outstanding debt due to the College by liaising directly with the debtor. The third party debt collection agency can, on behalf of the College, instigate legal proceedings to recover the debt; including obtaining judgment against the debtor and enforcing this judgment.

As part of the College's debt recovery procedures, we use third party debt collection agencies. The College will only pass matters into their hands when all internal efforts have been exhausted.

(This timeline is subject to change in certain circumstances …. College closures and exam periods, during which reminders may not be sent to enrolled students).

2 Outstanding Tuition Fees – Sponsors

14 day notification
14 calendar days after the date of the invoice, the Finance Department will send the sponsor a reminder that fees are due for payment. An email is also sent to the student's College e-mail account, advising that fees are due for payment.

28 day notification
28 calendar days after the date of an invoice, the Finance Department will send the sponsor a reminder advising that the student may face sanctions for non- payment of the outstanding fees. An e-mail is also sent to the student's College e-mail account.

42 day notification
42 calendar days after the date of an invoice, the Finance Department will send the sponsor a FINAL reminder for payment.

Following this, the sponsor will be sent an LBA informing them that they have 14 days to pay the outstanding fees in full. Failure to do so will result in their account being passed to a third party debt collection agency or the outstanding fees being transferred to the student's account (which will then fall into the Debt Collection Policy for Self-Paying Students).

Note - where students are no longer an 'active' student or where students do not respond to communications via a College email address, communications may be sent to personal email or home addresses held on the student record system.

Appendix 2 – Withdrawals/Interruptions of Study/Transfers/Refunds

1 Introduction

These regulations refer to the level of tuition fees to be charged to students who are withdrawn/transferred from their course/have an interruption of studies part way through their academic year. The regulations also give details on College policy regarding the payment of any refund of tuition fees due and the procedure for requesting a refund.

The effective date of a student's withdrawal/interruption of studies/ transferal for the purpose of these regulations is the date entered on the student's record in the College's Student Administration and Management Information System (SITS).

A student that interrupts their studies will be charged according to the rules above in the year in which the interruption occurs. When they return in the following academic year they will be charged the balance of the year's fees (effectively being charged one full year's fee across two academic years) providing that there are no changes to their curriculum.

Tuition fees do not necessarily accrue evenly over the academic year and because of the nature of the different costs involved may not accrue in the same way for different groups of students. There should not be an assumption that a term's tuition fee equates to one third of the annual tuition fee.

N.B. Discontinuing refers to interrupted study, withdrawing or transferring from the Royal Welsh College of Music and Drama.

Tuition fees payments are defined by the type of student e.g. whether they are 'Self-Paying' or 'Student Loan Company' (SLC) funded. Sponsored students are classified as self-paying for the purposes of these regulations.

2 Tuition fee liability – Home Students

2.1 Undergraduate students

The individual's tuition fee liability is as follows:

a) A 14 calendar day grace period will be allowed following the official course start date during which there will be no fee liability due.

b) A student discontinuing after the grace period, but before start of the second term, will be liable for 25% of their tuition fee element.

c) A student discontinuing after the start of the second term, but before the start of the third term, will be liable for 50% of their tuition fee element.

A student discontinuing after the start of the third term will be liable for their full tuition fee element.
Students funded through Student Finance England's Lifelong Learning Entitlement (LLE) for courses starting after January 2027 will be subject to the following tuition fee and credit liability rules if they withdraw from their course or interrupt their studies.

Please note that the number of credits charged is based on the point of withdrawal or interruption and not on the number of credits completed. Any credits charged may reduce a student's remaining LLE entitlement.

a) **Withdrawal or Interruption within 14 calendar days of the official course start date**
A 14-day grace period applies from the official course start date. Students who discontinue during this period will not be liable for any tuition fees and **no credits will be charged**.

b) **Withdrawal or Interruption after the 14-day grace period but before the start of the second term**
Students will be liable for **25% of the tuition fee** and **30 credits will be charged**.

c) **Withdrawal or Interruption on or after the start of the second term but before the start of the third term**
Students will be liable for **50% of the tuition fee** and **60 credits will be charged**.

d) **Withdrawal or Interruption on or after the start of the third term**
Students will be liable for **100% of the tuition fee** and **120 credits will be charged**.

2.2 Full-time Postgraduate Students

Tuition fee liability for this category of student is date dependent:

a) A 14 calendar day grace period will be allowed following the official course start date during which there will be no fee liability due.

b) A student discontinuing after the grace period, but before the start of the second term, will be liable for 1 term's fee.

c) A student discontinuing after the start of the second term, but before the start of the third term, will be liable for 2 terms' fees.

d) A student discontinuing after the start of the third term will be liable for full tuition fees.

2.3 Part-time Postgraduate Students

Tuition fee liability for this category of student is date dependent:

a) A 14 calendar day grace period will be allowed following the official course start date during which there will be no fee liability due.

b) A student discontinuing after the grace period, but before the start of the second term, will be liable for 1 term's fee.

c) A student discontinuing after the start of the second term, but before the start of the third term, will be liable for 2 terms' fees.

d) A student discontinuing after the start of the third term will be liable for full tuition fees.

2.4 Transfers to and from other Universities – Home Undergraduates

Tuition fee liability for students who transfer to other Universities will be based on the date of transfer.

a) If a student transfers to another institution during the first term but before the start of the second term, the student's fee liability to the first institution will be 25% of the available loan. The second institution will be eligible to receive 75% of the remaining loan.

b) If a student transfers during the second term but before the start of the third term, the student's fee liability to the first institution will be 50% of the available loan. The second institution will be eligible to receive the remaining 50% of the available loan.

c) If a student transfers during the third term, the first institution will receive 100% of the available loan, and the second institution will not be eligible to receive any.

Students funded through Student Finance England's Lifelong Learning Entitlement (LLE) for courses starting after January 2027 will be subject to the following tuition fee and credit liability rules if they transfer to another University during the academic year.

Please note that students using LLE funding will not be able to take more than 180 credits during one course year and they should make sure that they do not exceed this each year.

Transferring from RWCMD to another institution

a) If a student transfers to another institution during the first term they will be liable for 30 credits of tuition fee loan to the college, and their second institution will be able to claim up to 150 credits.

b) If a student transfers during the second term but before the start of the third term, the student's fee liability to the college will be 60 credits and their second institution will be able to claim up to 120 credits.

c) If a student transfers during the third term the student's fee liability to the college will be 120 credits and their second institution will be able to claim up to 60 credits.

Transferring from another institution to RWCMD

a) If a student transfers to the college before term 1 the student will need to make sure that they have 120 credits remaining to be claimed for the academic year or they will need to self-fund the difference that LLE will not cover.

b) If a student transfers to the college after the start of the first term but before the start of the

second term, the student will need to make sure they have 90 credits remaining to be claimed for the academic year or they will need to self-fund the difference that LLE will not cover.

c) If a student transfers to the college after the start of the second term but before the start of the third term, the student will need to make sure they have 60 credits remaining to be claimed for the academic year or they will need to self-fund the difference that LLE will not cover.

2.5 International Students – Undergraduate and Postgraduate Students

2.5.1 Deposit refunds

If you cancel your Contract (Admissions Terms and Conditions) within 14 days from the day you accept the offer of a place, the College will reimburse you for all payments received from you under the Contract for your course. Repayments will only be made to the individual or organisation who actually paid the fees, unless we agree in writing otherwise. No refunds will be made for any other payments, such as rental fees for accommodation which will be managed through a different contract.

If you decide to cancel the Contract after the 14 days cancellation period, the College may not refund payments received from you. Depending on when you cancel the Contract (in particular, whether it is before or after the Course Start Date) you may be obliged to pay a proportion of your tuition fees, as set out below.

If you enrol and start your course within the 14 day cancellation period, refunds will be managed in accordance with the procedures described in the deposit fee refund policy table set out below.

RWCMD will make the reimbursement without undue delay and will process the refund no later than 14 days after the day on which it is informed about your decision to cancel this Contract. However, before we can process the refund you must be able to demonstrate to our satisfaction you have remained in your country of residence, have returned there, or if applicable you hold an alternative valid visa status for your presence in the UK. This is to ensure we can comply with our obligations to UK Visas and Immigration (UKVI).

The table below outlines the deposit fee refund policy after the 14 day cancellation period:

Reason for refund	**Amount of refund**
Course or offer is withdrawn or changed substantially by RWCMD before Enrolment	Full refund.
CAS is withdrawn as the CAS issued no longer satisfies immigration requirements and/or has been deemed to represent additional immigration risk by USW (as the sponsor licence holder) or UKVI; • The University is required by UKVI guidance to cease sponsorship Continued sponsorship could place the University in breach (or serious risk of breach) of sponsor obligations	Full refund

Reason for refund	Amount of refund
Refund request made after a CAS is issued but not used	Refund minus the admin fee of £200.
Visa refusal notification received, and you have worked with USW's International Student and Immigration Advice (IISA) team and RWCMD to make an Administrative Review, but the outcome was unsuccessful	Full refund if it is not possible for you to defer to the next intake/you do not wish to defer.
Visa refusal notification received but no engagement on applicant's part with the Administration Review process or you fail to notify USW's International Student and Immigration Advice (IISA) Team and RWCMD in good time about your visa refusal (notification of visa refusal and refusal documentation must be supplied to the Enquiries and Admissions team no later than 20 days after the date of refusal)	Refund minus a £1,000 administrative fee which passes on a higher proportion of USW and RWCMD's costs of processing the application and risk of regulatory sanction. Please note: engagement in the administrative review process will reduce this fee to Nil. USW and RWCMD will act to support an applicant to ensure that if an incorrect decision is made that this is appealed in an Administrative Review to ensure that you have a clear Immigration History for any future visa applications.
Any deception, fraud, misrepresentations and/or fake documentation used as part of a visa application and/or used as part of your application to RWCMD or USW at any stage of application or enrolment, including any information or declarations given directly to RWCMD, USW or to an agent or in country manager; and including deception, fraud, misrepresentations, or fake documentation by omission.	No refund.
Visa refusal received on the grounds of unsuitable documents that differ from those provided at the point of CAS application and were not verified as suitable by USW IISA team.	Refund minus a £1,000 admin fee which passes on a higher proportion of USW and RWCMD's costs of processing the application and risk of regulatory sanction.
Applicants subject to the Differentiation Arrangement (otherwise commonly known as low risk) - you are asked by UKVI to provide your documents and either fail to provide them or receive a visa refusal.	Refund minus a £1,000 administrative fee which passes on a higher proportion of USW and RWCMD's costs of processing the application and risk of regulatory sanction.
You cancel your application after securing a visa and travelling to the UK, within 14 days of the start of your Course.	No refund without evidence to USW IISA team and RWCMD's satisfaction confirming you have returned to your home country. On receipt of applicable evidence, a refund minus a £500 administrative fee reflecting the increased costs of processing the application and loss of

Reason for refund	Amount of refund
	opportunity of RWCMD after a CAS has been issued and used.
You cancel your application after securing a visa but before travelling to the UK.	No refund without evidence to USW IISA team and RWCMD's satisfaction that your visa has been cancelled. On receipt of applicable evidence, a refund minus the administrative fee of £500 reflecting the increased costs of processing the application and loss of opportunity of RWCMD after a CAS has been issued and used.

2.5.2 Course Fees Refunds

Fees for courses that are due and payable in full on or before the course start date will not be refunded.

Fees for courses that are due but not payable in full on or before the course start are will be charged as follows:

- Students who withdraw during the first term, but before the start of the second term, will be liable for 50% of the annual tuition fee.
- Students who discontinue after the start of the second term, but before the start of the third term, will be liable for 75% of the annual tuition fee.
- Students who discontinue any time on or after the start of their third term are liable for the full annual tuition fee.

2.6 Scholarships

Scholarships approved for both undergraduate and postgraduate students are awarded on the basis that students will complete a full year's study. If students discontinue, the scholarship is reduced accordingly on a pro- rata basis and is calculated as follows:

a) Students discontinuing within 14 days of the official course start date will not be entitled to any of their scholarship.

b) Students discontinuing after the 'grace' period but before the end of the first term are entitled to one third of their scholarship.

c) Students discontinuing during the second term are entitled to two thirds of their scholarship.

d) Students discontinuing during the start of the third term will be entitled to their full scholarship.

2.7 How to request / receive a refund

Requests for refunds should be made in writing to the College's Finance Department.
E-mail requests should be sent to finance@rwcmd.ac.uk

Tuition fee refunds will only be made to the original fee payer. Refunds are processed through our payment partner. Where we are unable to refund to original payee, students will be requested to complete an online form from our payment partner providing bank account details for payment.

Students who have taken out a tuition fee loan will not be entitled to a refund directly from the College. The College will notify SLC of student's tuition fee liability, and SLC will amend student's tuition fee loan liability accordingly.