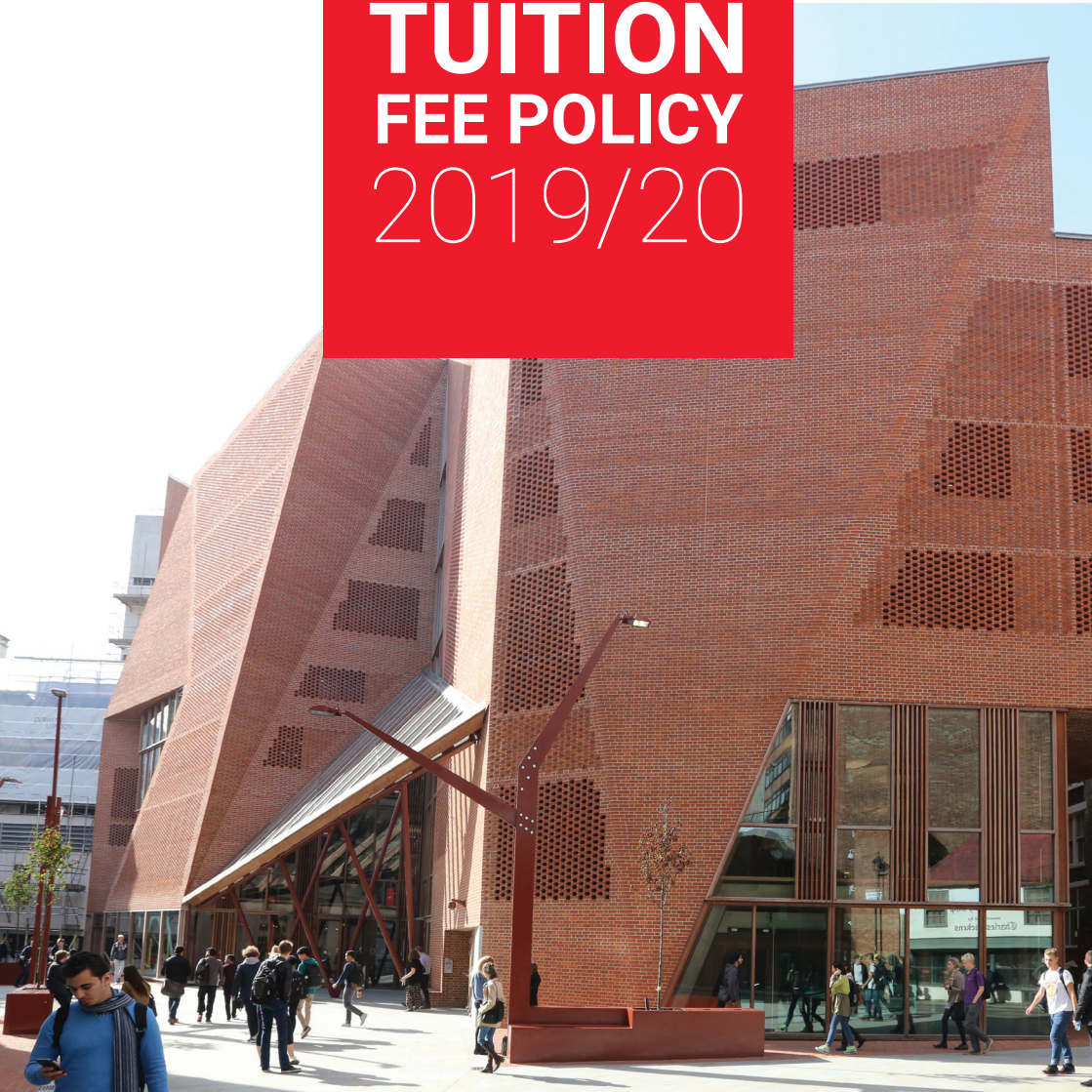




THE LONDON SCHOOL  
OF ECONOMICS AND  
POLITICAL SCIENCE ■

# TUITION FEE POLICY 2019/20



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# Purpose and background

The Tuition Fee Policy forms part of the contract between you the student and the School. This Policy should be read in conjunction with the School's Conditions of Registration.

Conditions of Registration do not apply to Summer School students nor to non-degree level Language Centre students. Regulations for those students can be found via the links below:



Students are required to pay the fees and charges applicable to their programme. Fee levels are determined based on fee status and mode of attendance.

Tuition fees for all programmes are published 15 months in advance and can be found on the School website. Provisional figures are published for those fees not directly under the School's control.

Students retain ultimate liability for the payment of tuition fees, including where sponsorship agreements have been approved. The School will always seek to recover fees directly from students in cases where payment from other approved sources is not forthcoming. The School reserves the right to take appropriate action against students who fail to pay their fees, or make satisfactory arrangements to pay by the end of a set period.

Students must be in Good Financial Standing with the School throughout their period of study. "Good Financial Standing" means not owing money to the University other than by the written consent of the School. Any student who is not in Good Financial Standing will be subject to the penalties outlined in the Credit Management Policy.

The School reserves the right to prevent students from participating in graduation ceremonies and to withhold degree certificates, transcripts and references due to non-payment of tuition fees. In the event



This policy is accompanied by a set of operating appendices which give detailed explanations of the way the School administers this policy.



of any conflict between this policy and other documents or publications containing reference to fees, this policy shall have precedence. For further information please see the **Credit Management Policy**.

## Principles:

The School is committed to a fair and transparent policy in respect of the fees and charges it expects students to pay. The School has an obligation to provide upfront, clear, intelligible and unambiguous information.

This Policy applies to all students where there is a fee liability payable. Fee liability is determined by the Fees Group, they are distinguished as:

- **Standard Fee Groups:** UG Degree, UG General Course, PG Research, PG Taught, MRes, MRes PhD, Visiting Research Students, Exchange (including UG exchange, PG exchange and research exchange), Executive MSc, MBA.

- **Non-Standard Fee Groups:** Summer School, Executive Summer School, non-degree level Language Courses/Programmes and Atlantic Fellows.

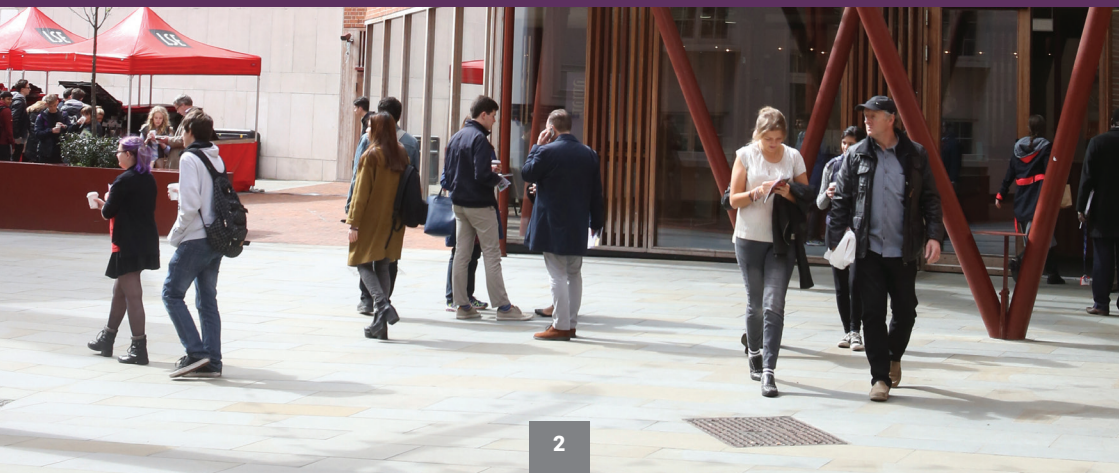
- **Intercollegiate Fees:** Students from a **University of London College**.

The School reserves the right to change, amend or alter this policy during the academic year if considered appropriate and necessary to do so.

Only Fees, Income and Credit Control (hereinafter FICC) staff are authorised to provide a definitive statement on tuition fees.

All other tuition fee information provided by non-authorised staff shall be considered advisory only and non-binding to the School. Students or staff requiring definitive confirmation of fees should contact **Fees, Income and Credit Control**.

All fees are published by the School and are payable in pounds (GBP, £) sterling, unless otherwise stated.





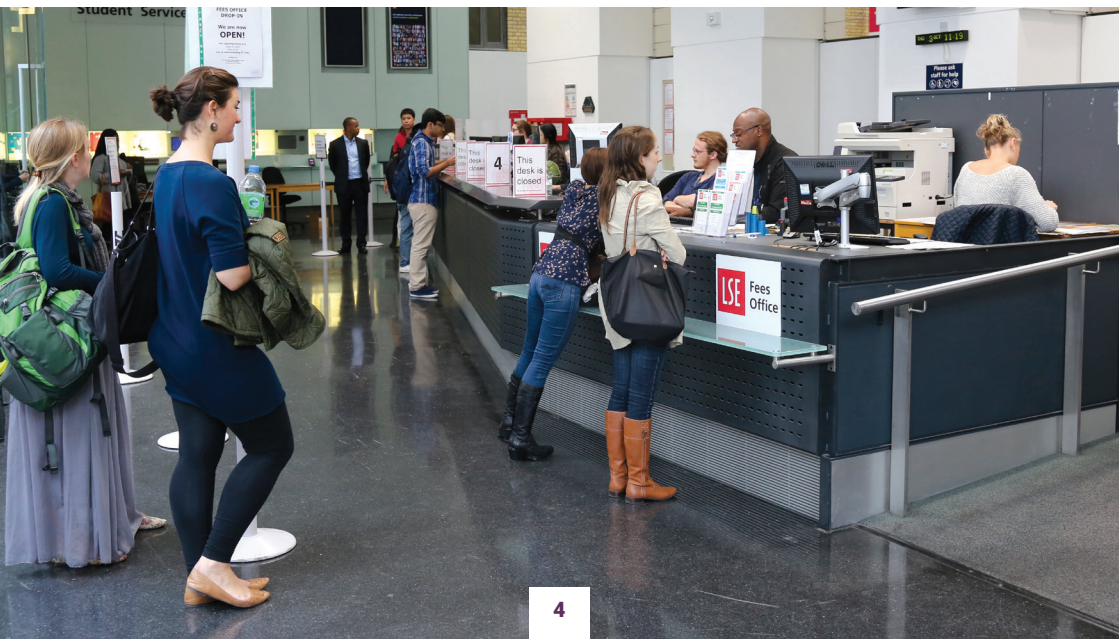


# Section 1: Fee setting and annual fee level increases

- 1.1 Standard Fee Group** levels under the School's control are set by the School's Council around 15 months ahead of the academic year that they relate to.
- 1.2** Programme fee levels may be subject to change during the academic year for those Executive Master's programmes that operate a number of start dates throughout an academic year. Any changes to programme fee levels will be communicated directly to affected individuals and will be advertised in the Table of Fees. Otherwise no changes to fee levels that are under the School's control will occur mid-year for any taught programmes that operate a single start date during the academic year. Students who withdraw, interrupt or change programme will be advised by Student Services of any adjustment to their fee.
- 1.3** Tuition Fees are paid in each year (academic session) for which students are registered, and may rise each year. The fees will not stay the same as the year in which students start unless specified.
- 1.4** Tuition Fees are charged for all students at the School, unless otherwise advised.
- 1.5** The fee levels for current and the forthcoming academic years are available in advance to help students to plan their finances. Additionally fee levels from previous academic years are available on the School website.
- 1.6 Protected Fees Policy:** Tuition fees typically increase each academic year. If the fee for a taught postgraduate programme changes above the standard increase (eg, due to a programme moving to a different fee band), then any students already registered on the programme in their first year will have their fee protected when they progress to the second year; such students will be registered on full time programmes involving more than one year of study or undertaking part time study. In such instances the lower fee level (plus standard increases) will be applied for the remaining years of study
- 1.7** The maximum Home/UK, Home/EU undergraduate fees are set by the UK Government. Home/UK, Home/EU undergraduates who participate in a year abroad exchange scheme can be charged a maximum of 15 per cent of the fee for the year in which they started their programme of study, eg, students starting in 2015/16 on a fee of £9,000 will be charged a maximum of £1,350 for the exchange year, regardless of the year of study when the exchange is actually taken. Overseas students will be charged 50 per cent of the Home/UK, Home/EU undergraduate fee for the year in which they undertake their exchange year.
- 1.8** The School has control of all other fee setting with the exception of the joint programme with the **LSHTM** which is set annually in consultation with the LSHTM.



- 1.9** The School charges Home UK/Home EU research students in line with the level of fee that the Research Councils recommend. The fees for a particular year of study are announced by Research Councils UK around 8 months prior to the start of an academic session; a provisional fee is, therefore, referenced in the **Table of Fees** which has been calculated based on recent patterns of inflation applied by the Research Councils.
- 1.10** Fees charged for part-time graduate students will be half the full-time fee for each year of study. Undergraduate programmes are not available for study on a part-time basis. Part-time fees for undergraduates relate to full-time students who are allowed to repeat tuition by the repeat teaching panel, further information can be found in section 9.
- 1.11** The School reserves the right to correct administrative errors and to recover any associated shortfall in fees, but will consider exceptional mitigating circumstances on a case-by-case basis to determine a payment plan if deemed appropriate.
- 1.12** Where study is undertaken at a Partner institution conditions will be determined by the Institution of study unless otherwise specified, if not specified this policy will apply.
- 1.13 Non-Standard Fee levels** are set annually. Prior to this, the fee levels have already been through the School's Committee cycle for endorsement. Further information on the approval cycle can be found via the **School's website**.





- 1.14 Intercollegiate Fee charging:** All students from other colleges of the University of London should be charged for taking courses at the School unless there are institutional agreements to the contrary or reciprocal arrangements in place.
- 1.15** Students of the London School of Hygiene and Tropical Medicine (LSHTM) registered on the joint MSc in Health Policy, Planning and Financing will pay fees to LSHTM. The fees will then be split between the School and LSHTM on the basis set out in the institutional agreement.
- 1.16** Intercollegiate students will be charged a fee which is proportional to the relevant full time fee for a similar programme at the School. Thus, in the commonest example, a student taking a single full unit course would be charged one quarter of the relevant full time rate. The fees per full unit course for 2019/20 can be found in the Intercollegiate charging table (Appendix 3)
- 1.17** All intercollegiate students being taught must be registered with LSE through the Undergraduate Office or Graduate School as appropriate and be recorded on the School's student record system, having paid or guaranteed any fee charged. The School will invoice the college concerned and not the student. The fees are payable to the School and not to an academic department or an individual academic. In the case of default, normal fee recovery procedures and penalties will apply.
- 1.18** Intercollegiate students registered on any course taught at LSE will be deemed to have entered for the examination. If they register after the closing date for LSE students the School does not guarantee to take account of their choice in scheduling examinations.
- 1.19** Where a pre-sessional course is required for an intercollegiate student before progression to another LSE course is permitted, a fee equivalent to a half unit for a similar programme will be charged. Students who do not progress beyond the pre-sessional course will not receive a fee refund. Those who progress to a half unit course at the School will not be required to pay a further fee. Those who progress to a full unit course at the School will be required to pay a fee equivalent to a further half unit.



## Section 2: Fee Status

- 2.1 Standard Fee Groups** are charged according to a student's fee status, these are currently: Home EU/Home UK and Overseas.
- 2.2** The rate charged depends on a student's nationality, immigration status in the UK and place of residence prior to registration at the School. For further information, please visit the UKCISA [website](#).
- 2.3** The School applies government regulations to assess which fee status is appropriate for each student. The same regulations are applied at all English universities (other UK universities use similar regulations) but each institution is expected to make its own assessment, which cannot be influenced by the decision of another institution.
- 2.4** Assessments of fee status are carried out on an individual basis and are based on the individual circumstances of each applicant. Assessments cannot be carried out until an application for admission has been processed. For further information please visit the [School website](#).
- 2.5** An applicant who wishes for their fee status to be reconsidered should contact the relevant Admissions teams immediately as a fee status is not normally amended after an offer is made. A potential student with an offer who disputes their fee status should be aware that the School will need enough time to consider the query before 1st September. A written request must be submitted to the relevant Admissions Office before arrival and a definite answer from the School must be received before registration.
- 2.6** The School reserves the right to review an offer of admission and the award of any financial aid if a fee status changes. Once registered as a student, a fee status will only be reclassified in exceptional circumstances (either a change in the law or a change to the status of the student). Any change in fee status will usually not commence until the first day of a subsequent academic year (1 September).
- 2.7** A student may become eligible for a Home/UK, Home/EU fee on the first day of a subsequent academic year if they (or a relevant family member) becomes a refugee; if they (or their spouse/civil partner or parent) are refused asylum but granted Humanitarian Protection or another specified form of leave; if they already met the relevant three-year residence requirement on the first day of the first academic year of their course and they become an EU national (or the family member of an EU national), an EEA or Swiss migrant worker (or the family member of such a person), the child of a Swiss national or the child of a Turkish worker; if they are studying in England in any academic year from August 2016/17 onwards and they meet the requirements of the new "Long residence" category. These scenarios will require a formal re-assessment of fee status; however, a change in fee status is not automatic or implied.



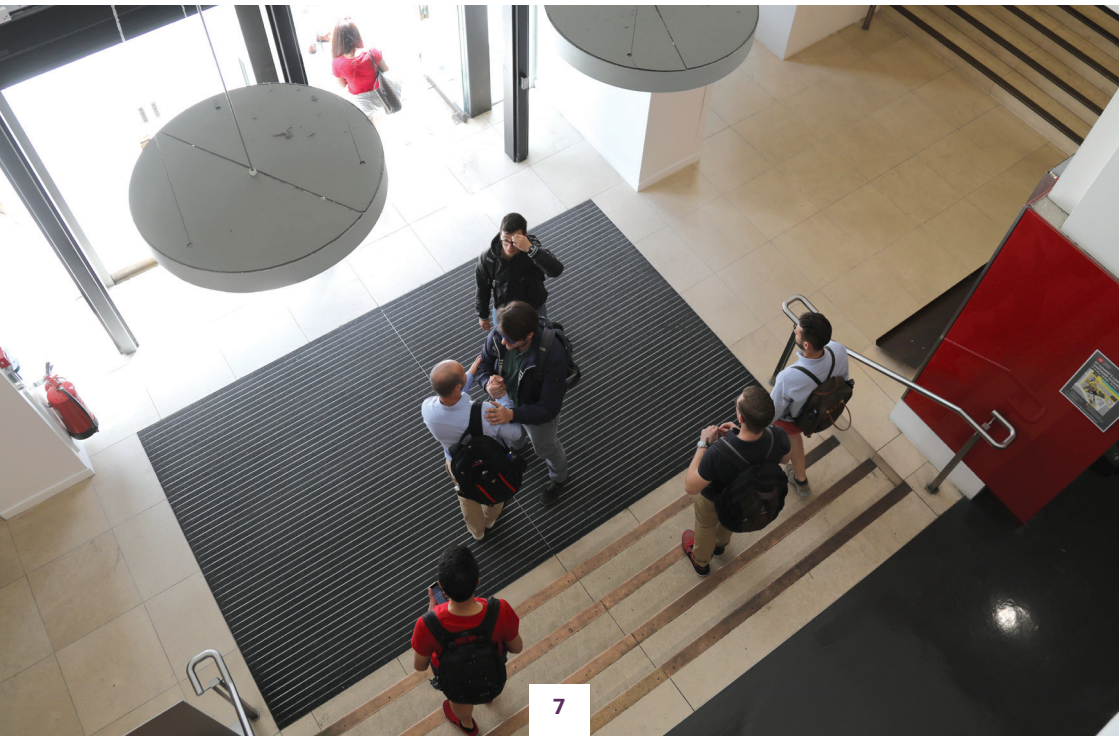


**2.8** If a student starts a new programme fee status will be re-assessed. Further information on Fee Assessment can be found on the **School website**.

**2.9 Non-Standard Fee Groups** will be determined by the course choices made during the application to study. Charges will accrue progressively (if applicable) through the programme as additional courses are undertaken. Students are required to pay for courses as part of the registration process and are required to settle fees due prior to, or at the point of each course sign up/registration. There will be no instalment options available.

– For further information on the Terms and Conditions for the Language Centre please visit the **School website**.

– For further information on the Terms and Conditions for the Summer School please visit the **School website**.





# Section 3: Financial Undertaking and Financial liability

- 3.1 Standard Fee Group Students** must have sufficient funds before starting a programme, and declare it on the Financial Undertaking Form prior to Registration; this forms part acceptance of offer and is a condition of registration.
- 3.2 Non-Standard Fee Groups** are not required to submit a Financial Undertaking Form, but should ensure that sufficient funds are in place prior to applying/ registering on a course.
- 3.3** Any debt owed to the School remains outstanding and payable regardless of a student's registration status. This applies to all student fee groups. For further information please see the **Credit Management Policy**.





# Section 4: Commercial sponsorship

- 4.1** A sponsor is a company, government body, employer, charitable or third party non-domestic organisation; a relative, individual or friend is not deemed an official sponsor.
- 4.2 Standard Fee Group Students:** Students in receipt of full or part sponsorship must provide written evidence of funding prior to or at Registration (Appendix 5). Where sponsorship is secured after registration or after fees have been charged, evidence should be provided as soon as possible so that fee liability can be amended. In all instances, this should be on official headed paper and signed by the sponsor. Such documents can be sent as an original paper copy to **Fees, Income & Credit Control**.
- 4.3** In the event of a sponsor failing to pay fees on behalf of a student, the student becomes liable for fee payment. An invoice or statement will be issued and standard 30-day payment terms will apply. If a sponsor fails to pay and subsequently goes into liquidation or receivership, the University will try to assist students with a reasonable payment arrangement, but will be unable to waive any fees due.
- 4.4** Invoices issued to sponsors will be subject to standard payment terms of 30 days from date of invoice; payment plans are not available for sponsors.
- 4.5 Non-Standard Fee Groups:** The Summer School accept payment of tuition by a sponsor but consider the student to be fully responsible and liable for tuition fees. All documents should be directed to the Summer School/Language Centre. Please ensure you have fully read the **Term and Conditions**.





# Section 5: Awards and Scholarships

## Standard Fee Group Students:

- 5.1 Scholarships/Awards:** The School offers a variety of scholarships to its students, further information can be found on [the School website](#).
- 5.2** Any scholarship or award will be automatically put towards the tuition fees unless otherwise specified by the Financial Support Office.
- 5.3** It is a condition of any LSE Scholarship or award that the recipient is registered on a programme of study and remains a registered student for the duration of the academic year.
- 5.4** If the fee status, mode of study or programme of study changes, the LSE Scholarship or award will be reviewed in line with changes made and may be amended or withdrawn.

- 5.5** If the award holder interrupts their studies, the LSE scholarship or award will be reviewed and may be reduced or withdrawn.
- 5.6** If an award covers only part of tuition fees, students are responsible for paying the remaining balance of tuition fees.

## Non-Standard Fee Groups:

- 5.7** Summer School and non-degree level Language Centre students are ineligible for awards and scholarships.







# Section 6: Discounts and remission of fees

## Standard Fee Groups:

**6.1 Alumni Discounts:** Applicants for taught postgraduate study at LSE who have completed (regardless of when it was completed), or who are due to complete, a three or four year undergraduate degree or one year postgraduate diploma at LSE are entitled to a reduction on tuition fees. Further information including full eligibility criteria can be found in Appendix 1.

## Non-Standard Fee Groups:

**6.2 Summer School discount:** A reduction in fees is available for eligible students, further information including full eligibility criteria can be found in Appendix 1.

**6.3 Language Centre:** Non-degree language courses: LSE Alumni are entitled to pay the LSE members fee. University of London students are also entitled to reduction of fees as advertised on the [Language Centre website](#).

**6.4 Staff remission:** Staff may claim remission of fees for part-time degree and diploma programmes taken at the School. Staff must have been continuously employed by the School for at least one year before registering as a part-time student. Full details are available here [Staff Fee Remission](#).

For Eligibility Criteria please refer to Annex 1.





# Section 7: Payment methods and instalment options

## Applicable to Standard and Non Standard Fee Groups

- 7.1 A student is personally responsible for the payment of tuition fees and related charges in accordance with due dates.
- 7.2 In the absence of funding or sponsorship students are liable for tuition fees.
- 7.3 This policy is designed to supplement and co-ordinate two important areas that relate to payment processing. These are the School's Payment Acceptance Strategy (PAS); to provide students and customers with effective, flexible and consistent payment options, and the worldwide initiative to safe guard security and protect against fraud; the Payment Card Industry Data Security Standards (PCI DSS). The payment terms and payment methods are in compliance with these standards and are regularly reviewed for best practice.
- 7.4 The School is required to comply with **Anti Money Laundering (AML) regulations**.
- 7.5 In accordance with the Money Laundering Regulations 2018, the School reserves the right to refuse or reject any financial transaction where the payment origin cannot be identified or traced and will aim to ensure all financial transactions and returns are issued to the original source and payment method.
- 7.6 Any student attempting to make payment in a manner believed to be fraudulent will be referred for a breach of the **Conditions of Registration**. Any such incident or suspected incident may also be reported to the appropriate authorities.





**7.7** The School accepts the following payment methods:

- Alternative Payment Methods (APM's) for further information please visit the **School website**.
- Debit or Credit Card
- BACS – Bank Transfers including SWIFT and CHAPS payments
- Cheques and bankers drafts (not acceptable in instances where debt penalties have been imposed).

### **Standard Fee Group:**

**7.8** The School offers an interest free payment plan option. Students who have not paid in full before or at Registration will be placed on a termly payment plan. Students are expected to pay 1/3 of the total fee charged by or before each payment date. All students will be sent a payment plan notice outlining when and how much to pay.

**7.9** Only payment plans authorised by FICC will be recognised, confirmation of payment plans will be emailed to students.

**7.10** Requests for bespoke payment plans must be submitted to FICC, consideration will be based on the individual's financial standing with the School, including any previous financial standing; the nature of the debt; the size of the debt, and the student's current proposed level of study.

Further information can be found on the **School website**.

### **Non-Standard Fee Groups:**

**7.11** Payment plans are not offered for students that fall into this category, however there may be specific fee payment arrangements made in accordance with a student's chosen course.

**7.12** Programme and course fees are payable in pounds (GBP £) sterling unless otherwise stated.





# Section 8: Loans and Funding for Standard Fee Groups

- 8.1 U.S. Federal Aid (Title IV):** The School is registered to accept funding and payment arrangements for students borrowing via the Federal Loans scheme; students funded via this method will need to comply with the U.S. Department of Education's legislation regarding the scheme. The University will accept and administer funds received in accordance with the legislation governing fund distribution. In the absence of funding evidence, funds not materialising through the scheme, or where there remains a balance due after funding has been received, students will be liable for payment and required to conform to the terms and conditions of this policy.
- 8.2 U.S. Department of Veteran Affairs:** The School is registered to accept funding and payment arrangements for students who qualify for education benefits in accordance with post 9/11 GI Bill (Chapter 33). The University will accept and administer funds received in accordance with the legislation governing fund distribution. In the absence of funding evidence, funds not materialising through the scheme, or where there remains a balance due after funding has been received, students will be liable for payment and required to conform to the terms and conditions of this policy.
- 8.3 Segal AmeriCorps Education Award:** The School is registered to accept funding and payment arrangements for students who qualify for education benefits from completing national service in AmeriCorps programmes. The University will accept and administer funds received in accordance with the legislation governing fund distribution. In the absence of funding evidence, funds not materialising through the scheme, or where there remains a balance due after funding has been received, students will be liable for payment and required to conform to the terms and conditions of this policy.
- 8.4 Canadian provincial student aid:** The School is registered to accept funding for students borrowing via provincial aid schemes. The LSE code for all provinces is PUEQ, with the exception of Quebec which is H8522A. The School does not process loans, however we will assist with enrolment confirmations and tax related enquiries.





**8.5 SLC Tuition Fee Loans/Grants:** Eligible Home/UK, Home/EU undergraduate students may apply for a tuition fee loan to cover the cost of tuition. Tuition Fee loans are paid directly to the School, application is made through the Student Loans Company (SLC)/Student Finance not the LSE. For further information please visit [gov.uk](https://www.gov.uk).

The School receives direct updates from the SLC of students who have applied for or have been granted funding by the SLC and uses this information to establish fee liability on a student's behalf prior to or at Registration. If funding evidence is not available or has not been confirmed, students will be personally liable for their tuition fees until evidence of funding has been provided. If funding is provided after registration, students are required to notify the School and provide evidence of the funding to ensure fees are amended.

**8.6 Postgraduate Loan scheme:** Eligible Home/UK, Home/EU Taught Masters and Research students may apply for a loan to cover the cost of living. The loans are not paid directly to the School; application is made through Student Loans Company (SLC)/Student Finance not the LSE. For further information please visit [gov.uk](https://www.gov.uk).

**8.7 Private loans:** The School will accept funding from private loan providers; however this does not constitute an agreement between the School and the lender.

For further information and eligibility criteria for loans and funding please visit the [School's website](#).





# Section 9: Interruption, Repeat tuition, Withdrawal, Programme Transfer

## Standard Fee Groups: Interruption/resumption of studies

**9.1** An undergraduate or graduate student wishing to interrupt study at any given point during their programme with the intention of returning to study at some future point, must obtain formal approval from Student Services or the PhD Academy for MPhil/PhD students (Provided fees have been paid in full, no additional fee will be payable in the year in which they resume study, unless the fee applicable to the new year is higher, in which case an additional fee equivalent to the difference between the two fees is payable. For further information on how to interrupt please visit the [School website](#).

**9.2** Home/UK and Home/EU undergraduates who interrupt will be charged a fee in line with the Access Agreement which applied when they originally started their programme when they resume studies; this may include annual inflation if stated in the Access Agreement. Overseas undergraduates and taught postgraduate students who interrupt will be charged fees at the rate for the academic year when studies are resumed: eg, a student who interrupts in 2018/19 and returns in 2019/20 will pay fees at the 2019/20 rate upon return.

**9.3** PhD Students can interrupt with permission of the Research Degrees Subcommittee and fees are not charged for any approved periods of interruption. The regulations for interruptions can be [found here](#).





## Standard Fee Groups: Withdrawal

- 9.4** Before withdrawing permanently from a programme of study, students are advised to meet with an Academic Adviser or Supervisor to discuss options available.
- 9.5** Students contemplating withdrawal are recommended to discuss any fee implications with the Fees, Income and Credit Control and any wider implications with the Student Services Advice Team.
- 9.6** PhD Students can withdraw from their programme by submitting a withdrawal form to the PhD Academy. Fees are charged pro-rata up to the date the withdrawal notification is received by PhD Academy.
- 9.7** If a student registered on a taught programme makes the decision to withdraw and fully understands the possible implications, a completed Withdrawal form should be submitted to Student Services.
- 9.8** Students **will not** be charged tuition fees if they withdraw by the Friday of the fourth week after their registration date in their first year of study. After this period, students are liable to pay fees up to the Friday after the last day of attendance. Students will be notified by email once the withdrawal has been processed and fee liability is calculated.
- 9.9** First year students on executive programmes who withdraw on or before the fourth day of teaching during their first module **will not** be charged fees. Students who withdraw after this date **will be** charged pro-rata according to the amount of teaching they have taken.

- 9.10** Students who withdraw from their programme permanently after having being granted an interruption of study in the same or previous academic year(s) will have fees recalculated at the time of withdrawing in accordance with points 9.8-9.9. Students who withdraw permanently after having previously interrupted might be charged a different or higher tuition fee than they were charged when they interrupted if the final charge takes place in a later year.

Further detail on how fees are calculated can be found in Annex 8.

- 9.11** Students in receipt of funding from the **Student Loans Company (SLC)** will be charged a fee in line with the schedule of loan payments from the SLC (ie, up to 25 per cent of the fee if the withdrawal applies before the end of Michaelmas Term, up to 50 per cent of the fee if the withdrawal applies before the end of Lent Term and up to 100 per cent of the fee if the withdrawal applies before the end of Summer Term)
- 9.12** Students in receipt of U.S. Federal Aid (Title IV) should discuss the implications of withdrawal with the Fees, Income and Credit Control team. The School will be required to submit a RT24 form to the U.S. Department of Education. You may be required to return loan funds immediately.
- 9.13** For further information on how to withdraw please visit the **School website**.



### **Standard Fee Groups: Repeat tuition:**

- 9.14** An undergraduate student returning to repeat a year of study must pay the required repeat teaching fee appropriate to the number of course units being taken, as published in the **School's Table of Fees** for that academic year.

### **Standard Fee Groups: Transfer of programme or change of mode of study:**

- 9.15** Students who wish to transfer programme or change their mode of study must obtain prior academic agreement, including discussion of: (1) any academic implications with their Personal Academic Tutor and the Student Services Advice Team or the PhD Academy for MPhil/PhD students. (2) Any fee or funding arrangements with FICC. For more information on transferring programmes or changing mode of studies please see the School website (**programme transfer; change of study mode; PhD change of study mode**).

If a change of circumstance results in a credit balance on a student's fee account, contact should be made with Fees, Income and Credit Control to request a refund.

### **Non-Standard fee Groups: Interruption/resumption of studies/transfer/repeat**

- 9.16** Non-Standard fee groups students are not permitted to interrupt, transfer or repeat programmes.

### **Non-Standard fee Groups: Withdrawal**

- 9.17** A student who wishes to withdraw from a non-degree level Language Centre course must do so in writing at least ten working days in advance.
- 9.18** A student wishing to withdraw from a Summer School programme may terminate the contract and withdraw from the programme within 14 calendar days from the date on which the offer of a place was accepted.
- 9.19** For full information on withdrawal from Summer School Programmes please see Annex 6.
- 9.20** For further information on liability in the event of a change of circumstance for **Non-Standard Fee Groups** please refer to the School website

- **Summer School**
- **Language Centre**





# Section 10: Refunds

**10.1** All refunds will be returned to the original payer by the original payment method; this is known as “return to source” and is in accordance with money laundering regulations. Refunds are not transferable to third parties.

**10.2** The LSE are not liable for any currency fluctuations when returning payments.

## Standard Fee Groups:

**10.3** Full or part payments made in advance for fees may be eligible for a refund when a student overpays, withdraws, interrupts or changes their study programme or mode of study, or subsequently receives full or part sponsorship/funding for their fees.

**10.4** A formal request for refunds should be submitted to Fees, Income and Credit Control. For further information please visit the **School's website**.

**10.5** In instances where a student with a fee loan from the Student Loans Company/ Student Finance withdraws or interrupts and fee liability changes the School will complete a change of circumstance form. If the School has received a Fee loan in excess of the fee liability this value will be returned to the SLC/SFE. Note: Fee loans will not be refunded to students directly.

**10.6** Where a student's university fees (Tuition and Residential) are paid in full or in part by a U.S. Federal student loan, the refund will be governed by the provisions of the U.S. student loan programme. Where the student loan covers only part of the university fees, any refund due on the balance paid directly by the student will be subject to the standard refund provisions set out above. For details about U.S. loan refunds please visit the LSE **U.S. Federal Loans webpage**.

## Non-Standard Fee Groups

**10.7** For refund entitlement in the event of a change of circumstance for Non-Standard Fee Groups please refer to the School website

- **Summer School**
- **Language Centre**

## Complaints

**Any student uncertain of the meaning of any part of this Policy should contact Fees, Income and Credit Control.**

In the event of any matter of interpretation or application of this Policy, students may bring a complaint under the School's Complaints Procedure. Information regarding the student complaints procedure can be found **here**.

## Your consumer rights as a student

The Competition and Markets Authority (CMA) guidance sets out your consumer rights as a student, for further information please visit the **School website**.



# Appendix 1: Discounts

## Standard Fee Groups:

Applicants for taught postgraduate study at LSE who have completed (regardless of when it was completed), or who are due to complete, a three or four year undergraduate degree or the Diploma in Accounting and Finance or Diploma in Sociology at LSE are entitled to a reduction on their tuition fees.

Eligibility:

- Three or four year undergraduate degree at LSE
- Diploma in Sociology
- Diploma in Accounting and Finance
- General Course
- Open to all students regardless of fee status
- You do not need to claim the discount, this will be applied automatically

Exclusions:

- MSc Health Policy, Planning and Financing and students on executive MSc programmes
- Part time MSc Finance
- First year of MRes Economics (Track 1)
- First taught year of MSc (Research) programmes
- Visiting Research, MPhil/PhD or other MRes/ PhD programmes
- Intercollegiate, LSE External Programme and occasional students
- Undergraduate students who did not complete their full three year undergraduate programme.
- Double Degree for year spent at the partner institution

## Non-Standard Fee Groups

Summer School:

Students taking more than one course will be eligible for discounted rates as outlined below

2019 Fees	Student rate*	Standard rate
One Session	£2,300	£3,300
Two Sessions	£3,990	£5,800
Three Sessions	£4,650	£7,200
One week Prep English course	£690	£690

\* Student rate applies to all full-time students who are currently enrolled at a University or College anywhere in the world. Full terms and conditions can be [found here](#).



# Appendix 2: Financial Support

**LSE Scholarship** – any funding allocated pre-registration to a programme of study at LSE.

**Fee only Award, Top up Award, Partnership Award** – all of these terms relate to funding that is allocated on the basis that you have a scholarship from an external funding body that LSE has a partnership agreement with.

Examples of external funding bodies

- Commonwealth Scholarships
- Chevening Scholarships
- Colfuturo
- Conacyt
- Conicyt
- Fiderh
- Funed.





## Appendix 3: Intercollegiate Fee charging table

Level/Fee Status/Course Prefix	Full Unit	Half Unit
Undergraduate – Home/EU	£2,313	£1,156
Undergraduate – Overseas	£4,980	£2,490
Graduate – Home/EU students taking courses prefixed AN, DV, EH, GI, GV, GY, HY, LL, LN, MA, MY, PH, PB, SA, SO or ST	£3,522	£1,761
Graduate – Overseas students taking courses prefixed AN, DV, EH, GI, GV, GY, HY, LL, LN, MA, MY, PH, PB, SA, SO or ST	£5,436	£2,718
Graduate – Any student taking courses prefixed EU, HP, IR or MC	£5,436	£2,718
Graduate – Home/EU student taking courses prefixed AC, EC, FM, MG or PP	£7,014	£3,507
Graduate – Overseas student taking courses prefixed AC, EC, FM, MG or PP	£7,152	£3,576







# Appendix 4: Language Centre Terms and Conditions

- The application, registration and payment procedure for a specific programmes must be followed
- To take a course at the Centre you must normally be aged 18 or over at the start date
- We do not accept payments in instalments nor deposits. All programmes or courses must be paid for in full and in advance
- If, due to unforeseen circumstances, a course is cancelled you will receive a full refund of course fees
- We reserve the right to cancel courses that fail to meet the minimum recruitment level before commencement. A full refund will be made in such circumstances
- If you wish to withdraw from a course you must do so in writing at least ten working days before its start date in order to qualify for a full refund
- Any individual wishing to withdraw from a programme of study after its start date will not normally qualify for any refund (except if you are an LSE student who experiences a timetable change to their degree course schedule and we cannot offer you an alternative time for your non degree language courses)
- On production of a receipt any refund due will be will be returned using the method used for the initial payment
- We reserve the right to change any times/dates/content listed.

For further information please see the **LSE Language Centre Website.**





# Appendix 5: Sponsorship agreement template

The sponsorship letter should be on official headed paper and include:

- Student Name
- Student Number (if known)
- Academic year(s) of study or confirmation that funding is for the duration of the programme
- Course or Programme Details
- Amount of sponsorship provided in GBP £
- Purchase or Order Ref No.
- Name of person authorising sponsorship
- Signature of person authorising sponsorship
- Position Held within the organisation of the person authorising the sponsorship
- Address for invoicing purposes
- Sponsorship letters should be emailed to **fees@lse.ac.uk**





## Appendix 6: Summer School

### Cancellation Period for withdrawals

As you have agreed and entered into the contract with us by means of distance communication, you may terminate the contract and withdraw from the programme within 14 calendar days from the date on which you accepted the offer of a place.

You must notify the Summer School by writing to **summer.school@lse.ac.uk**. They will issue a refund for tuition fees which you have paid to us within ninety (90) calendar days of such cancellation.

**Full terms and conditions.**

## Appendix 7: MPhil/PhD and MRes/PhD

MPhil/PhD programmes are four years in length and full fees are charged for the first three years of study. In the fourth year no fee is charged. If an extension is granted to the submission deadline by the Chair of the Research Degrees Subcommittee students will recommence paying fees.

MRes/PhD programmes are either 5 or 6 years depending on how long the MRes year is. Further information on the fee structures for both programmes can be **found here**.

The link also outlines exceptions to the fee policy for students going into a fifth year.



# Appendix 8: Change of Circumstances

Please note: The figures used in the table below is an illustration, if your circumstances change you will be contacted and advised of your new fee liability

	Home UK, Home/ EU UGrad SLC Funded	Home/UK, Home/ EU UGrad Self-Funded or Sponsored	PGrad, Taught and Research	Executive Students
Interruption or application occurs				
T1 Term 1, Michaelmas Term	No Fees Due	No Fees Due	No Fees Due	Charged up to the instalment plan due date which the interruption falls in
T2 Term 2, Lent Term	25% Fees Due	1/3rd Fees Due	1/3rd Fees Due	
T3 Term 3, Summer Term – Executive Students only	100% Fees Due	100% Fees Due	100% Fees Due	
T1 Term 1, Michaelmas Term	No Fees Due	No Fees Due	No Fees Due	Charged up to the instalment plan due date which the interruption falls in
T2 Term 2, Lent Term	25% Fees Due	1/3rd Fees Due	1/3rd Fees Due	
T3 Term 3, Summer Term – Executive Students only	100% Fees Due	100% Fees Due	100% Fees Due	
Withdrawal Occurs in				
Within 4 weeks of registration	No Fees Due	No Fees Due	No Fees Due	No Fees Due
T1 Term 1, Michaelmas Term	25% Fees Due	Weekly Pro Rata based on registered status	Weekly Pro Rata based on registered status	Charged in accordance with the number of modules started
T2 Term 2, Lent Term	50% Fees Due			
T3 Term 3, Summer Term	100% Fees Due			
Within 4 weeks of registration	No Fees Due	No Fees Due	No Fees Due	No Fees Due
T1 Term 1, Michaelmas Term	25% Fees Due	Weekly Pro Rata Fees Due	Weekly Pro Rata based on registered status	Charged in accordance with the number of modules started
T2 Term 2, Lent Term	50% Fees Due			
T3 Term 3, Summer Term	100% Fees Due			
Return in Michaelmas Term	75% Fees Due	2/3rd Fees Due	2/3rd Fees Due	Based on modules taken
Return to Study (Following year)				
Return in Lent Term	100% Fees Due	100% Fees Due	100% Fees Due	
Repeat Study	Based on element of study or duration repeated in accordance with above.			





THE LONDON SCHOOL  
OF ECONOMICS AND  
POLITICAL SCIENCE ■

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