



Fees Information for Higher Education Courses

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This leaflet should be read in conjunction with the University Prospectus and supporting programme literature

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How to use this booklet

Important note:

- The fees quoted and arrangements for payment and support are valid for 2011/12 only
- The University reviews its fees and policies each year
- The regulations in this publication constitute additional contractual obligations between students, sponsors and the University, to those set out in the University's Rights, Responsibilities and Regulations document.
- Your acceptance of the terms and conditions at enrolment, signifies acceptance of the terms and conditions as outlined in this document

This booklet provides fee information for Higher Education courses only.

If you are a **full-time, UK or EU** student undertaking an **undergraduate** programme, or the PGCE, refer to Section 1 only.

If you are an **International** student, refer to Section 3 or if you are an **International Postgraduate Research** student, refer to Section 5.

If you are a **part-time undergraduate** student or taking **any other** type of **Higher Education course full-time or part-time** (including research), then:

- find the section in which your course is listed;
- check if there is an annual fee for undertaking a set number of modules: If so, the annual fee applies if you register for the stated number of standard sized modules; if not, then multiply the modular fee by the number of standard sized 15 credit modules you will be taking during the academic year 2011/12;
- add any residential and/or registration fees;
- check for footnotes at the end of each section, for any additional variations to the norm;
- read **Section 2** for information on payment terms and conditions

You can find the fees for postgraduate, professional, part-time, and other courses are in the following sections:

Foundation Degrees and Access courses	Section 2
Undergraduate HNC/HND courses	Section 2
Undergraduate Bachelors Degree Courses	Section 2
Undergraduate Joint Honours / Open Credit Scheme Courses	Section 2
Postgraduate Taught courses	Section 2
Work Based Learning Courses	Section 4
Postgraduate Research Courses	Section 5
Online Distance Learning Courses	Section 6
Language and Other courses	Section 3
How can I pay my fees	Section 7

USEFUL CONTACTS

Student Support and Information Services:

Kedleston Road	t: 01332 591274
Britannia Mill	t: 01332 594055
Buxton	t: 01332 594667
Markeaton	t: 01332 593216
All sites	w: www.derby.ac.uk/ssis

Enrolment

t: 01332 591063
w: www.derby.ac.uk/enrolment
e: studentrecordsandfees@derby.ac.uk

Financial Guidance:

General Enquiries	t: 01332 591063 e: studentrecordsandfees@derby.ac.uk
Bursaries	t: 01332 591311 e: bursary-financialguidance@derby.ac.uk

Finance Department

t: 01332 591022/ 591023/ 591278
e: salesledger@derby.ac.uk

International Student Centre

t: 01332 591616
w: www.derby.ac.uk/international
e: internationalstudentcentre@derby.ac.uk

Research Office

t: 01332 591060

Student Services

t: 01332 591311
w: www.derby.ac.uk/student-services
e: studentservicesenquiries@derby.ac.uk

Student Advisory Services

Voice: 01332 591311
Minicom: 01332 591614
e: sas@derby.ac.uk

Section 1

Tuition Fees for Full-time Home and EU Undergraduate Students

Important: this section details contractual obligations between you and the University

The tuition fee and support applicable depends on whether you started your studies before or after September 2006:

COURSE START DATE AFTER SEPTEMBER 2006:

If you are starting your course this year, or started your course after September 2006:

- The tuition fee for 2011/12 is £3,375
- If you are undertaking a sandwich placement, full year out, or a full year language placement abroad in 2011/12, the fee is £670
- In 2011/12 the tuition fee for Foundation Degree, Higher National Diploma (HND), Foundation Programme – Combined Studies, and Year Zero will be £3,375 per annum for entrants in 2011/12. For 2008/09 and 2009/10 entrants the fee will be £2,140 and for any earlier entrants the fee will be £1,345.

COURSE START DATE BEFORE SEPTEMBER 2006:

If you started your course before September 2006;

OR

If, before 01 August 2005, you formally deferred your studies to September 2006:

- The tuition fee for 2011/12 is £1,345
- The tuition fee if you are undertaking a sandwich placement full year out, or a full year language placement abroad, is £670
- If you have previously undertaken a degree the above fees may not be applicable and you may have to pay a higher fee than those quoted. Please contact Student Records and Fees on 01332 591063, email studentrecordsandfees@derby.ac.uk.

HNC/HND Registration Fees

- If you are enrolling on a HNC/HND programme, and you are not eligible for an award from your Local Education Authority (LA), you will be need to pay around £177.60* HNC/HND Registration Fee in the first year (along with your tuition fee).
- * Price quoted is for 2010/11 academic year and is subject to increase

Fit To Teach Medical Certificate Fees

- If you are enrolling on a teaching programme as a Final Year Entrant, you will have to pay for a Medical Certificate at £26.00 (2010/11 price which may be subject to increase).

TUITION FEE ADJUSTMENT DUE TO WITHDRAWAL

We hope that once you start on your chosen course of study at the University you will want to continue and complete your studies; however we recognise that situations do change and external factors can influence your ability to continue. Making the decision to withdraw from, or interrupt your studies is not easy and advice and guidance is available to help you to make an informed choice.

It is very important that you seek advice as early as possible. It may be that there are alternatives that you have not considered. You should seek advice from Student Support and Information Services, your Programme Leader and Student Liaison Officer in your Faculty.

This section explains the impact on your financial commitment should you need to withdraw during the academic year. If you withdraw from your course, you may be eligible for an adjustment of your tuition fees. This may be a refund of fees paid or a reduction in fees due.

• Withdrawal and Authorised Break From Study

The date that you withdraw or take an authorised break from study will affect the level of tuition and accommodation fees that may be refunded and it will also affect your student loan. Fee adjustments are calculated with reference to the date of

withdrawal from the University and cannot be actioned if the withdrawal procedure has not been followed correctly. A table showing how the adjustment is calculated is shown on the next page:

Table 1.1 Full-time home and EU undergraduate students

Sept – June attendance pattern Withdrawal Date	Jan – Jan attendance pattern Withdrawal Date	Fee Retained by the University*	Fee Credited to students*
up to 31-10-11	Up to 29-02-12	0%	100%
01-11-11 to 31-01-12	01-03-12 to 31-05-12	50%	50%
After 01-02-12	After 01-06-12	100%	0%

* % of total tuition fees due **not** amount paid at the time of withdrawal

An adjustment can only be made on tuition fees: registration fees cannot be refunded or reduced

In order to withdraw or take an authorised break from study you must submit the appropriate form to Student Support and Information Services. The form must be signed by you and an appropriate academic. It must state the date on which you withdrew or took an authorised break from study (if backdated, this can not normally be for more than 6 weeks). If you are taking an authorised break from study, you must also provide a date for your return to study.

• **Authorised Break From Study**

Interrupting your studies (also called taking an authorised break from study) may become necessary if exceptional circumstances make it impossible for you to continue studying for a short period of time but you do not wish to permanently withdraw from your course. The period of authorised break from Study must be for a minimum of one semester and should not be for more than one year. Authorised breaks from study for more than a year can only be approved by a review process with your Programme Leader. If you need to take an authorised break for more than a year you should apply for a one year authorised break from study in the first instance, and may then apply for further extensions of if necessary near the end of the authorised break from study period.

It is expected that you will return to the **same course and phase of study**. If you want to change courses, this would need to be discussed with your Programme Leader and may affect your tuition fees and student loan. You must discuss the financial implications with the Student Records and Fees Unit and contact Student Finance England for more information about tuition fees. It is advisable to book a Changing Directions interview with the Career Development Centre.

It is important to remember that students who are taking an authorised break from study are not registered students of the University; you are temporarily suspending your studies. This means that in normal circumstances, you will lose your right of access to certain University facilities, including the library.

If you are in receipt of a Tuition Fee Loan this will only be met by the Student loan Company if you withdraw after 01.12.11 (01.04.12 for January Starters). If you leave between 01.11.11 and 30.11.11 (01.03.12 and 31.03.12 for January Starters) you will not be able to receive a Tuition Fee Loan for your tuition fees and will be liable for the withdrawal fee in full.

For further information on withdrawal and authorised break from study please refer to the *Student Handbook 2011/12*.

• **Other Fee Adjustments**

If your tuition fee loan is amended during the year by Student Finance England, you must submit the new Support Notification to Student Specialist Support and Information Services. If you are due to pay more fees than previously assessed, you should pay these promptly. If you are unable to do so, you should arrange to speak to the Finance Department which is located in the South Tower, Kedleston Road Campus. Or for students studying at Buxton contact Student Administration at the Buxton campus.

Section 2

Home and EU Postgraduate Taught, Professional, Part-time and Other Courses

Important: this section details contractual obligations between you and the University

FOUNDATION DEGREES (FdA/FdSc/FdEng)

Programme title	£	Programme title	£
Applied Photography	E	Hospitality Management	E e
Architectural Studies	F	Hotel Management	E
Built Environment (Architecture)	F#	Leadership and Management	F
Built Environment (Civil Engineering)	F#	Mechanical and Manufacturing Engineering	E
Built Environment (Construction)	F#	Motorsport Technology	E#
Children and Young People's Services	F	Motorcycle Technology	E#
Civil Engineering	F	Motorsport Engineering	E
Community Development and Regeneration	F#	Motorcycle Engineering	E
Construction	F	Operations and Maintenance Engineering	E
Culinary Arts	E	Outdoor Activities Management	E
Crime and Justice (stv)	D	Public Sector Management	E
Electrical and Electronic Engineering	E	Public Services	F
Fashion Design For Industry	E	Spa (Management/Therapies)	E e
Hairdressing and Salon Management	E e	Sports Coaching	E
Health and Social Care	F	Travel and Tourism Management	F

YEAR ZERO AWARDS

Combined Studies Foundation Programme	E
Technology Foundation Programme	F
Year Zero Art and Design programmes	E

UNIVERSITY AWARDS

University Advanced Diploma in Psychotherapeutics for Children and Adolescents	C
University Advanced Diploma Systemic Thinking and Practice	B

SHORT COURSES

Certificate in Sports Coaching	£550
Diploma in Sports Coaching	£1,100 (not validated)

e Programmes available for study through Online Distance Learning. Please see section 6.

Completing students only

The 2011/12 undergraduate and postgraduate taught modular fee bands are:

Modular Fee Band	A	B	C	D	E	F
Fee (£)	510	465	405	360	285	225

HNC/HND AWARDS

Programme title	£	Programme title	£
HNC/D Business and Management	F	HND Social Studies	F
HND Computing and Internet Technology	F	HND Science [all pathways]	E
HNC/D Electrical and Electronic Engineering	E		

HNC/HND Registration Fees

- If you are enrolling on a HNC/HND programme, and are not eligible for Student Funding you will be required to pay around £177.60* HNC/HND Registration Fee in the first year (along with tuition fees).

* Price quoted is for 2010/11 academic year and is subject to increase.

Fit To Teach Medical Certificate Fees

- If you are enrolling on a teaching programme as a Final Year Entrant, you will have to pay for a Medical Certificate at £26.00 (2010/11 price which may be subject to increase).

BACHELOR'S DEGREES WITH HONOURS (BA/BSc/BEng (HONS))

Programme title	£	Programme title	£
BA Accounting and Finance	F	BSc Conservation and Countryside Management	E#
BA American Studies	F	See section 7	
BA Visual Communication (Animation)	E	BSc Construction Management	E
BA Applied Art and Design	E#	BA Creative Expressive Therapies	E
BA Applied Community and Youth Work	E	BA Physical Activity and Health Development (stv)	E
BSc Applied Criminology	D	BA Creative Writing	F
BA Applied Social Work	E	BA Early Childhood Studies	F
BSc Archaeological Sciences	E	BSc Earth Systems Science	E#
BSc Architectural Technology and Practice	E	BEd Education (Primary)	^F
BA Architectural Venue Design	E	BA Education Studies	F
BSc in Behavioural Sciences	C	BEng Electrical and Electronic Engineering	E
BSc Biology [and with variants]	C	BSc Emergency Care	£800
BA Business (Specialism)	F	BA English	F
BA Business Management	F	BSc Environmental Management [and with variants]	E#
BA Business Studies	F	BA Events Management	F
BEng Civil and Infrastructure Engineering (L6 top-up only)	E	BSc Environmental Science [and with variants]	E#
BA Commercial Photography	E	BA Fashion Studies	E
BA Community and Youth Work	E	BA Film Studies	E
(See BA Applied Community and Youth Work)		BA Film and Television Studies	E
BA Complementary Therapies	E	BA Film and Video Production	E
BSc Computer Forensics and Security (L4 only)	E	BA Financial Markets (Level 6 top up only)	F
BA Computer Games Modelling and Animation	E	BA Fine Art	E
BSc Computer Games Programming	E	BSc Forensic Science	C
BSc Computer Networks	E	BSc Forensic Science with Criminology	
BSc Computing	E	Forensic Modules	C
		Criminology Modules	F

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Fee (£)	510	465	405	360	285	225

Programme title	£	Programme title	£
BSc Geography [and with variants]	E	BA International Hospitality and Tourism Management	E
BSc Geology [and with variants]	E	BSc Music Technology and Audio System Design	E
BA Visual Communication (Graphic Design)	E	BSc Music Technology and Production	E
BSc Global Hazards	E#	BA/BSc Open Credit Scheme	
BA Hairdressing and Salon Management	E e	BA Outdoor Activities, Leadership and Coaching	E
BA Health and Social Care	E	BA Photography	E
BSc Health and Social Care Informatics	D	BA Popular Music with Music Technology	E
BA History	F	BA Popular Music Production (L6 top-up only)	E
BA Hospitality Management	F	BA/BSc Product Design	E
BA Human Resource Management	F	BSc Specialist Community Public Health Nursing	A
BA Journalism	E	Generic Modules	C
BA Visual Communication (Illustration)	E	BSc Specialist Community Specialist Practice	A
BSc Information Technology (also as top-up L6)	E	Generic Modules	C
BA International Business Management (Level 6 top up only)	F	BA Professional Culinary Arts (Top-up)	E
BA International Marketing Management	F	BSc Psychology	E e
BSc International Relations and Global Development	E#	BSc Counselling Psychotherapy	E
BSc International Spa Management	E e	BA Social and Cultural Studies	F#
BA International Trade (L6 top-up only)	F	BA Social Work (see BA Applied Social Work)	
BSc Internet Computing	E	BA Sociology	F
LLB Law [and with variants]	F	BSc Sound, Light and Live Event Technology	E
LLB Law (part time)	F	BA Sports Studies	E
BA Marketing	F	BSc Sport and Exercise Science/BA Sport and Exercise Studies	
BA Marketing and Advertising Management	F	Sport Modules	E
BSc Mathematical Studies [with variants]	E	Biology Modules	C
BEng Mechanical Engineering	E	BA Textile Design	E
BEng Manufacturing and Production Engineering	E	BA Theatre Arts	E
BEng Motorsport Engineering (L6 top-up only)	E	BSc Third World Development	E#
BA Media Studies	E	BA Youth and Community Work	
BA Media Production	E	See BA Applied Community and Youth Work	
BSc Interactive Media Production	E	BSc Zoology	C

e Programmes available for study through Online Distance Learning. Please see section 6.

Completing students only

PoA Price on Application

(stv) Subject to validation

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JOINT HONOURS BACHELOR'S DEGREES (BA/BSC (HONS))

Programme title	£	Programme title	£
Accounting	F	Hospitality	E
Adventure Tourism	E	Human Resource Management	F
American Studies	F	International Relations and Global Development (stv)	E
Applied Studies	F	Law	F
Architectural Design	E	Leisure	E
Biology	C	Work Based Learning See Section 4	
Broadcast Media	E	Marketing	F
Business Computing	E	Mathematics	E
Business Management	E	Media Applications	F
Business Psychology	F	Media Writing	E
Career Management Studies	F	Outdoor Recreation	E
Computing	E	Property Development	E
Computer Networks	E	Popular Culture and Media	F
Computer Studies (Level 6 only)	E	Popular Music Production	E
Countryside Management	E	Psychology	E
Culinary Arts	E	Sociology	F
Creative Writing	F	Spanish	F
Criminology	F	Sports Coaching	E
Dance and Movement Studies	E	Sports Development	E
Education Studies	F	Sports Massage and Exercise Therapy	E
Electronic Design	E	Sports Science Studies	E
English	F	Sports Psychology	E
English as a Foreign Language	F	Study Skills	F
Enterprise Management	F	except:	
Environmental Hazards (stv)	E	Computing	E
Environmental Management	E#	Mathematics	E
Environmental Science	E#	Geology	E
Events Management	E	Theatre Studies	E
Film and Television Studies	E	Third World Development (stv)	E
Forensic Studies	C	Travel and Tourism	F
French	F	Web based Systems	B
Geography	E	Website Development (Level 6 only) (stv)	E
Geology	E	Zoology	C
Healing Arts	E		
Health and Social care Informatics	E		
Heritage Conservation	E#		
History	F		

Completing students only

(stv) Subject to validation

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POSTGRADUATE TAUGHT COURSES

Programme title	£	Programme title	£
Applied Petroleum Geoscience		MSc Computer Forensic Investigation	C
PG Certificate	4xA	MSc Computer Graphics Production	C
PG Diploma	8xA	MSc Construction Project Management	D
Masters	12xA	MSc Conservation Biology	A
MSc Advanced Practice		Optional field course module (Tropical conservation)	3xA
Specialist Modules	A	Independent Study	4xC
Generic Modules	C	MA Counselling in Professional Development	A
MSc Applied Acoustics	£420	Annual Writing up Fee	A
MA Art Therapy	A	MA Dance Movement Therapy	
MSc Business and Enterprise Management	A	All modules are band A except the Independent Scholarship which is a quadruple module at band E	
MSc Business and Finance	A	MSc Developments in Cognitive Behavioural Psychotherapy	A
MSc Business and Systems Thinking	A	Annual Writing up Fee	A
MSc Control and Instrumentation	D	MSc Digital Audio Systems	C
Environmental Health		MSc Digital Systems Design	C
PG Certificate	4xA	MA Drama Therapy	
PG Diploma	8xA	Dramatherapy Clinical Placement Module One (Double Module)	2XA
Masters	£5490	Dramatherapy Clinical Placement Module Two (Double Module)	2XA
Environmental Management		Arts Therapies Theory and Research in Relation to Practice Module One	A
PG Certificate	4xA	Arts Therapies Theory and Research in Relation to Practice Module Two	A
PG Diploma	8xA	Dramatherapy Group (experiential Module)	A
Masters	£4980	Dramatherapy Practice (studio)	A
Environmental Management: Climate Change pathway		Arts Therapies Independent Scholarship (Quadruple Module)	4XE
PG Certificate (stv)	4xA	Doctor of Practice Education (min 4 year registration)	
PG Diploma (stv)	8xA	Home/EU	£1500
Masters (stv)	£4980	Overseas Year 1	£2450
IOA Diploma in Acoustics and Noise Control	£1500	Overseas subsequent years	£1950
MSc Mechanical and Manufacturing Engineering	D	MA Education	F e
MSc Sustainable Design and Innovation	D	PG Cert Education	E
MA ADAPT (Art and Design Advanced Practice and Theories)	C	MSc Environmental Management (E Learning)	A e
MDes Visual Communication (Animation)	E	Independent Studies (quadruple module)	4xF
Independent Studies (quadruple module)	4xF	MA Events Management	D
PG Cert Arts Practice	F	Independent Studies	4xF
MBA Master of Business Administration [and variants]		MSc Forensic Computing and Security	C
Full time	600	MDes Visual Communication (Graphic Design)	E
Part time:		MSc Hand Therapy	
Masters Stage [and variants]	1,035e	Specialist modules	A
Diploma Stage [and variants]	***875e	Generic modules	D
Certificate Stage [and variants]	***875e	Hand Therapy in Practice	£575
MBA (MBA with advanced standing dependent upon number of modules)		Independent Study Module	4xC
MSc Adult Cognitive Behavioural Psychotherapy**		MSc Health Psychology	
Generic Modules	A	Home/EU	D
Course Specific Modules	600	MSc/MA HRM	
Independent Studies (Quadruple Module)	4xA	Certificate	£660
Writing up Fee	A	Diploma	£705
MSc Cognitive Behavioural Psychotherapy child and adolescent**		Masters	£915
Generic Modules	A	MA Human Resource Management	
Course Specific Modules	600	Full Time	A
Independent Studies (triple module)	3xA	MSc Human Resource Development	A
Writing up Fee	A	MSc Human Resource Management	A
PG Dip Psychology, Health and Behaviour	D	MA Humanities	F
LLM Commercial Law	E e	MA Humanities (Horror and Transgression)	F
MSc Advanced Computer Networks	C		
MSc Civil Engineering and Construction Management	D		

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MA Reflective Counselling Practice	A	MA Still and Moving Image	C
MDes Visual Communication (Illustration)	E	MSc Strategic Management	e
MSc Image Science see MSc Colour Imaging		MSc Sports Coaching	D
LLM Information, Arts and Media, Law	E	MSc Strategic Information Technology Management	e
MSc Information Security	C	MA Strategic Sports Management	C
MSc Information Technology	C	PG Cert Systemic Thinking and Practice	A
MSc Integrative Counselling and Psychotherapy	**	MSc Sustainable Architecture and Healthy Buildings	D
Generic Modules	A	MSc Systemic Psychotherapy	£4300 per annum
Course Specific Modules	£555		inclusive of live supervision
Independent Studies	4xA	Generic Modules	A
Annual Write up Fee	A	Course Specific Modules	£785
MSc International Business	A	Annual Writing up fees	A
MA International Hospitality Management	D	PG Cert in Osteoporosis and falls	
Independent Studies	4xF	Generic Modules	C
MSc International Financial Markets	A	Specialist Modules	A
MA International Spa Management	D	PG Cert DXA reporting	
Independent Studies	4xF	Generic Modules	C
PG Certificate in Inter-professional Practice Education	A	Specialist Modules	A
MA Leadership Coaching		MA Tourism Management	D
Certificate	£660	Independent Studies	4xF
Diploma	£705	University Diploma in Computing	E
Masters	£915	Doctor of Practice in Health & Social Care (Nursing)	POA
MSc Management	A	Doctor of Practice in Health & Social Care (Pharmacy)	POA
MSc Marketing	A	Doctor of Practice in Health & Social	
MSc Marketing and Advertising	A	Care (Radiography)	POA
MA Music Production	D	Doctor of Practice in Health & Social	
MA Visual Communication	C	Care (Occupational Therapy)	POA
MA Performance Design	C	Doctor of Practice in Health & Social	
MSc Occupational Therapy		Care (Therapeutic Arts)	POA
Specialist modules	A	Doctor of Practice in Health & Social Care	
Generic modules	D	(Cognitive Behavioural Psychotherapy)	POA
Independent Study Module	4xC	Doctor of Practice in Health & Social Care	
MSc Occupational Therapy (Community)		(Counselling)	POA
Specialist modules	A	Post Qualifying Higher Specialist Award in	
Generic modules	D	Inter-Professional Practice Education	
Independent Study Module	4xC	(GSCC accredited)	£510
PG Cert in Public Sector Management (Part time)	£660	(20 Credit Module)	
MA Reflective Counselling Practice	A	Professional/Graduate/Diploma to Teach in the Lifelong	
		Learning Sector (part time)	£1,340
		Professional Graduate Diploma (full time)	£3,375
		Preparing to Teach in the Lifelong Learning Sector	£270
		Professional Certificate to Teach in the Lifelong	
		Learning Sector	£675

PoA Price on Application
(stv) Subject to validation
e Programmes available for study through Online Distance Learning. Please see section 6.
(DL) Programmes available for study outside the UK and EU through Distance Learning.
** Further Clinical Supervision fees will also be payable with this course.
*** MBA, MBA (Public Sector), MBA (Logistics).

A charge for generic modules only applies when not paying a full annual fee for Cert, Dip or MSc.
≥ Fee includes study materials, student card and car parking permit.
o Provision is also available for study in Cyprus. Please contact the EHS Faculty Office for further details.
∞ Four year integrated Masters programme based on undergraduate fee structure.

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If you are:

- a postgraduate research student please refer to Section 5
- an Online Distance Learning student please also refer to Section 6

Important: this section details contractual obligations between you and the University

PAYING YOUR FEES

Whether you are invoiced or not the following payment terms apply:

• Sponsor information required at enrolment

If your fees are to be paid by a sponsor (i.e. by your employer) you must provide proof of sponsorship at enrolment. This can either be an original letter of authorisation or a purchase order. Please ensure that the document explains:

- Who is paying your fees?
- What fees they are paying (e.g. tuition AND registration, tuition only)?
- The address invoices should be sent to

If a sponsor letter has been sent directly to the University, you should bring a copy to enrolment.

Fee Discounts

In normal circumstances tuition fees will not be discounted.

Undergraduate students undertaking less than 50% equivalence to a full-time student's workload, and postgraduate students, will only qualify for a discretionary fee discount in very exceptional circumstances. You must prove that you are suffering severe and extreme financial hardship in a covering letter (attaching evidence), along with an application form for discretionary fee discount which must be submitted to the relevant Faculty Dean. These forms are available from Student Support and Information Services. In such cases Faculty Deans are able to discount up to 25% of tuition fees to a maximum limit of £1,000.

• Alumni Association

If you are paying your own tuition fees and have previously graduated from a Higher Education programme having completed your full degree at the University of Derby, you are eligible for a 10% discount on Postgraduate Study. You will need to present a copy of either your confirmation of award letter or your certificate at enrolment to qualify.

• Accreditation of Prior Learning (APL)

You will be charged 30% of the standard module fee for APL claims that are experiential. There is no charge for certificated APL claims.

• Short Courses and Language Programmes

Many Faculties within the University run short course programmes. You should contact the relevant Faculty Office for details:

Faculty of Arts, Design and Technology	01332 591736
Faculty of Business, Computing and Law	01332 591896
Faculty of Education, Health and Sciences	01332 592009
University of Derby, Buxton	01298 71100

TUITION FEE ADJUSTMENT DUE TO WITHDRAWAL

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This section explains the impact on your financial commitment should you need to withdraw during the academic year. If you withdraw from your course, you may be eligible for an adjustment of your tuition fees. This may be a refund of fees paid or a reduction in fees due.

• **Withdrawal and Authorised Break from Study**

The date that you withdraw or take an authorised break from study will affect the level of tuition and accommodation fees that may be refunded and it will also affect any other financial support you receive (from the University or Student Finance England). Fee adjustments are calculated with reference to the date of withdrawal from the University and cannot be actioned if the withdrawal procedure has not been followed correctly.

In order to withdraw or take an authorised break from study you must submit the appropriate form to Student Support and Information Services.

The form must be signed by you and an appropriate academic. It must state the date on which you withdrew or take an authorised break from study (if backdated, this can not normally be for more than 6 weeks). If you are taking an authorised break from study you must also provide a date for your return to study. As authorised break from study situations can be complex, you are advised to contact Student Support and Information Services.

For further information on withdrawal and authorised break from study please refer to the Student Handbook 2011/12

• **How is a Fee Adjustment Calculated?**

Use one of the following tables, depending whether your programme is priced per module, or only has one possible annual price. **Programmes which fall outside the standard University term dates will follow the general principles laid out within this section and in the tables below. You should check with the programme leader, or within the course handbook, to find-out specific details.** In cases of dispute regarding fee adjustments the Dean of Faculty will arbitrate in the first instance.

An adjustment can only be made against tuition fees. Registration Fees cannot be refunded or reduced. Tables showing how the adjustment is calculated are shown below:

Table 2.1 Part-time, postgraduate and professional courses - priced by module

	Withdrawal dates	Fee retained by the University*	Fee credited to the student/ sponsor*
Within Autumn Semester	Autumn modules - Withdrawal up to 31/10/11 - Withdrawal from 01/11/11 to end of Semester 1	0% 100%	100% 0%
	Spring modules	0%	100%
	Through modules - Withdrawal up to 31/10/11 - Withdrawal from 01/11/11 to end of Semester 1	0% 100%	100% 0%
Within Spring Semester	Spring modules - Withdrawal up to 29/02/12 - Withdrawal from 01/03/12 to end of Semester 2	0% 100%	100% 0%
Within Summer Semester	Summer modules - Withdrawal up to 30/06/12 - Withdrawal from 01/07/12 to end of Semester 2	0% 100%	100% 0%

Other Fee Adjustments

If you amend your course details (e.g. add a module), the fees due will be re-calculated and you will be required to pay any additional amount immediately. If your sponsor does not pay, you will become liable for the debt. You may have to withdraw at that point, but you will still be liable for fees due up to that date. For information on fee adjustments for research awards, please contact the Research Office.

- If you are an international student, please see section 3.

Section 3

Fees Information for International students

If you are an International student:

- **undertaking postgraduate research please refer to Section 5**
- **taking an Online Distance Learning course please refer to Section 6**

Important: This section details contractual obligations between yourself and the University. Your fees for the academic year 2011/12 will have been communicated to you from the University's International Office, Research Office, or Faculty Office. Please ensure that you bring a copy of this advice letter to your formal enrolment session.

If you are a student from outside the European Union (EU) you are required to pay the International Student tuition fee for your chosen programme of study.

Tuition fees for international students 2011/12

Programme	Fee for 11/12	Duration
Academic Year		
Pre-sessional English for Academic Purposes	£5,610	30 week block
Pre-sessional English for Academic Purposes	£2,805	15 week block
Pre-sessional English for Academic Purposes	£1,785	10 week block
Pre-sessional English for Academic Purposes	£970	5 week block
International Foundation Programme	£6,750	
Undergraduate Courses		
Arts and non laboratory based	£9,250	Normally 3 years
Technology and laboratory based	£9,500	
Postgraduate Courses		
Arts and non laboratory based	£9,700	
Technology and laboratory based	£10,000	Normally 1 year
MSc Adult Cognitive Behavioural Psychotherapy**	£13,620	Normally 1 1/2 years
MSc Applied Petroleum Geoscience	£13,230	
PG Diploma	£8,820	
PG Certificate	£4,410	
MSc Cognitive Behavioural Psychotherapy Child and Adolescent**.	£13,620	Normally 1 1/2 years
MSc Integrative Counselling Practice	£13,620	Normally 1 1/2 years
MSc Environmental Health	£10,000	
MSc Conservation Biology	£10,000	
Optional field course module (Tropical conservation) additional fee of £1530		
MSc Health Psychology	£9,500	Normally 2 Year
Masters of Business Administration (MBA)	£11,150	Normally 1 year
University Diploma in Computing	£2,830	Semester
MSc Environmental Management	£10,000	
MSc Environmental Management: Built Environmental pathway	£10,000	
MSc Environmental Management: Climate Change pathway	£10,000	

Undergraduate tuition fees are fixed for the duration of your programme

The annual above fees apply for a standard number of credits per year (e.g. 120 credits at Undergraduate, 180 credits at Postgraduate).

Additional modules taken above this amount will attract a Module Retake fee. Please contact the University's International Office for further details.

** Further clinical supervision fees will also be payable with this course.

For applicable fee please contact the Faculty of Education, Health and Sciences.

• **Placement Year Fees**

Some programmes include a one year placement. The international fee for this placement year is £1,345.

• **Alumni Association**

If you are paying your own tuition fees and have previously graduated from a Higher Education programme having completed your full degree at the University of Derby, you are eligible for a 10% discount on Postgraduate Study. You will need to present a copy of either your confirmation of award letter or your certificate at enrolment to qualify.

- **From a sponsor**

If a sponsor (i.e. an organisation such as your employer) is paying your tuition fees then payment of the fees should be made in full at or prior to the time of enrolment.

Non-refundable tuition fee deposits paid prior to enrolment will be retained by the University.

- **How is a Fee Adjustment Calculated?**

The adjustment is based on the date of withdrawal and your student status (i.e. what course you are studying).

If you are:

- a full-time, undergraduate, international student refer to Table 3.1
- an International student retaking modules contact the International Office
- a postgraduate taught international student refer to Table 3.2
- a research student consult the Research Office, prior to enrolment, as the calculations can vary according to your enrolment date

If your programme of study is not standard or operates outside of the standard teaching calendar, any adjustment required will follow the general pattern shown in Table 3.3 but will be adjusted to take into account the non-standard dates.

Please note that withdrawal will be allowed for either one of the following reasons:

Personal circumstances requiring your return to your country
Transfer to another institution.

Table 3.1 - Full-time undergraduate international student

Table 3.2 - Full-time postgraduate international students

Table 3.3 – part-time postgraduate and professional courses – priced by module

% of total tuition fees due not the amount paid at the time of enrolment.

The fee credited is 100% after the deduction of any non-refundable deposit paid.

Withdrawal dates		Fee retained by the University*	Fee credited to the student/ sponsor*
Sept – June attendance pattern	Jan – Jan attendance pattern		
Up to 31-10-11	Up to 29-02-12	0%	100%
From 01-11-11 to 31-01-12	From 01-03-12 to 31-05-12	50%	50%
After 01-02-11	After 01-06-12	100%	0%

- **How do I withdraw from the University and arrange a fee adjustment?**

Before you formally leave your programme it is vital that you discuss this with your Programme Leader or Academic

Withdrawal dates		Fee retained by the University*	Fee credited to the student/ sponsor*
Sept – June attendance pattern	Jan – Jan attendance pattern		
Up to 31-10-11	Up to 29-02-12	0%	100%
After 01-11-11	After 01-03-12	100%	0%

Counsellor. You may also seek advice from Student Advisors or the Careers Advisory Service and it is advisable that you contact

	Withdrawal dates	Fee retained by the University*	Fee credited to the student/ sponsor*
Within Autumn Semester	Autumn modules - Withdrawal up to 31/10/11 - Withdrawal from 01/11/11 to end of Semester 1	0% 100%	100% 0%
	Spring modules	0%	100%
	Through modules - Withdrawal up to 31/10/11 - Withdrawal from 01/11/11 to end of Semester 1	0% 100%	100% 0%
Within Spring Semester	Spring modules - Withdrawal up to 29/02/12 - Withdrawal from 01/03/12 to end of Semester 2	0% 100%	100% 0%
Within Summer Semester	Summer modules - Withdrawal up to 30/06/12 - Withdrawal from 01/07/12 to end of Semester 2	0% 100%	100% 0%

the Student Records and Fees Unit.

If you do decide to withdraw from the University you will need to submit a Withdrawal Form. This must state the date on which you withdrew and be signed by an appropriate academic. For further details of the procedure for withdrawing from the University please refer to the *Student Handbook 2011/12*. Please note: You must submit documentary evidence of either your return home or your transfer to another institution prior to any fee adjustment being processed.

- **The refund process**

Refunds will be made as follows: -

- If you are transferring we will only send payment directly to your new institution. The new institution must send a written confirmation letter of your enrolment (mentioning reference to be quoted in any future correspondence), to the International Office, University of Derby.
- If you are returning to your home country we will make payment by bank transfer. If fees are owed, you will be sent a Credit Note, which will show the revised amount, owed to the University. This should be paid immediately. The University reserves the right to take action to recover debts
- If your fees were paid by a sponsor the refund will be made to the sponsor not the student
- Refunds are issued in Pounds Sterling and all currency charges will be the students' responsibility

Section 4

Fees Information for Work Based Learning courses

Programme title	£
Work Based Learning Undergraduate	E (Band C for EU students)
Work Based Learning Postgraduate	C (Band A for EU students)

- APEL claims will be charged at 30% of the standard module/component fee.

Section 5

Fees for Postgraduate Research Degree (PGR) Awards (MPhil/PhD)

The fees information below applies to Home, EU and International Students who are enrolling for a Research Degree (PhD/MPhil) for the first time after 01 August 2009.

The fees detailed below refer to the annual fee payable. This fee is increased annually by the prevailing UK rate of inflation.

For further details please see the Postgraduate Research Degree Tuition Fees Leaflet (available from the Research Office), or visit <http://www.derby.ac.uk/research/research-degrees/applicants/tuition-fees>

Home and EU Full Time Annual Fee for 2011/12

Master of Philosophy £3,540
 Doctor of Philosophy – Traditional Route £3,540
 Doctor of Philosophy – New Route £3,540

Home and EU Part Time Annual Fee for 2011/12

Master of Philosophy £1,770
 Doctor of Philosophy – Traditional Route £1,770
 Doctor of Philosophy – New Route £2,130

International Full Time Annual Fee for 2011/12

Master of Philosophy £9,060
 Doctor of Philosophy Traditional Route £9,060
 Doctor of Philosophy – New Route £9,060

International Distance Learning Annual Fee for 2011/12

Master of Philosophy £4,530
 Doctor of Philosophy Traditional Route £4,530
 Doctor of Philosophy – New Route £5,805

Staff registering for a PhD on the basis of published works

MPhil by Published Works [University of Derby staff only] Single fee of £565
 PhD on the Basis of Published Works [University of Derby staff only] Single fee of £780
 MPhil by Published Works [Staff from collaborating institutes only] Single fee of £1,225
 PhD on the Basis of Published Works [Staff from collaborating institutes only] Single fee of £1,560

Other Postgraduate Research Fees

Re-examination involving a viva-voce examination single fee of £420

Prospective PGR students in science are advised that if your project entails significant project-related costs, the Faculty in which you undertake your research may, within reasonable and agreed limits, invoice for additional charges to cover these costs.

PAYING YOUR FEES

You can pay by cheque, cash or debit/credit card.
 Please refer to the **Postgraduate Research Degree Tuition Fees Leaflet** for more details (available from the Research Office).

The 2011/12 undergraduate and postgraduate taught modular fee bands are:

Modular Fee Band	A	B	C	D	E	F
Fee (£)	510	465	405	360	285	225

Section 6

Fees for Online Distance Learning Courses

- Unless stated otherwise, the tuition fees below are priced by standard-sized 15 credit module or unit.
- Modules with differing credit values are charged pro rata
- To calculate the total fee payable multiply the fee per module by the number of 15 credit modules you intend to take during 2011/12
- You can find more information about this flexible mode of study at www.derby.ac.uk/online

Programme title	UK Fee	Non UK Fee	Fees for existing EU (excluding UK) students enrolled prior to September 2008
University Diploma			
Events Safety Management	E	C	-
Counselling Skills and Studies	£390	B	C
University Advanced Diploma			
Cognitive Behavioural Skills and Studies	£390	C	D
Foundation Degrees			
Events Management	£300	C	-
Hairdressing and Salon Management	£300▲	C	D
Hotel Management	£300	C	-
Spa Therapies/Management	£300▲	C	D
Bachelor's Degrees with Honours			
Applied Psychology/Psychology pre 2007	E	C	D
Applied Psychology/Psychology post 2007 to Jan 10/11 intake	RDI	RDI	RDI
Applied Psychology/Psychology post Jan 10/11 intake	£400●	£620●	-
Business Studies	£300■	C	D
Information Technology	£300	C	-
Accounting and Finance	£300	C	-
Hairdressing and Salon Management (Top-up)	£300▲	C	D
Hospitality Management (Top-up)	£300▲	C	D
International Spa Management	£300▲	C	D
Nursing Studies (Top-up) (Adult and Mental Health)	£300	C	D
Postgraduate Awards			
PG Certificate in Clinical Supervision	£390	A	B
Master of Business Administration (MBA)			
<i>Certificate Stage</i>	£876	£876	-
<i>Diploma Stage</i>	£876	£876	-
<i>Masters Stage</i>	£1035	£1035	-
MA Education pre 2007	F	B	£255
2008 to 2009	RDI	RDI	RDI
post 2010	£360	£560	D
MA Education: Guidance Studies	£360◆	£560	E

The 2011/12 undergraduate and postgraduate taught modular fee bands are:

Modular Fee Band	A	B	C	D	E	F
Fee (£)	510	465	405	360	285	225

Programme title	UK Fee*	Non UK Fee*	Fees for existing EU (excluding UK) students enrolled prior to September 2008
MSc in Environmental Health	£500	£560	B
	Independent study (quadruple module)	Independent study (quadruple module)	
	£924	£1140	4XF
MA International Hospitality Management SEG			
<i>Certificate Stage</i>	£6,000	£6,000	
<i>Diploma Stage</i>	£6,000	£6,000	
<i>Masters Stage</i>	£6,500	£6,500	
MSc in Environmental Management	£500	£560	B
	Independent study (quadruple module)	Independent study (quadruple module)	
	£924	£1140	4XF
MSc in Psychology, Health and Behaviour	£380	£792	-
MSc in Psychology (Conversion)	£380	£792	-
MSc in Health Psychology	£380	£792	-
MSc in Ergonomics/MSc in Health Ergonomics	£380	£560	C
LLM pre 2007	E	B	D
2008 to 2009	RDI	RDI	RDI
post 2010	£500	£560	D
MSc Strategic Information Technology Management	£430	£560	B
MSc Strategic Management	£430	£560	B

▲ For existing UK students enrolled prior to September 2007, the modular fee will be £225

■ For existing UK students enrolled prior to September 2008, the modular fee will be £225

◆ For existing UK students enrolled prior to September 2011, the modular fee will be £225

● RDI (BSc Psychology). This online distance learning programme formally operated through a partnership with Resource Development International Ltd. Fees have been agreed for RDI recruited students post transferred to the University of Derby in accordance with personalised payment schedules.

Table 6.1 Part-time, postgraduate and professional courses - priced by module

	Withdrawal dates	Fee retained by the University*	Fee credited to the student/sponsor*
Within Autumn Semester	Autumn modules - Withdrawal up to 31/10/11 - Withdrawal from 01/11/11 to end of Semester 1	0% 100%	100% 0%
	Spring modules	0%	100%
	Through modules - Withdrawal up to 31/10/11 - Withdrawal from 01/11/11 to end of Semester 1	0% 100%	100% 0%
Within Spring Semester	Spring modules - Withdrawal up to 29/02/12 - Withdrawal from 01/03/12 to end of Semester 2	0% 100%	100% 0%
Within Summer Semester	Summer modules - Withdrawal up to 30/06/12 - Withdrawal from 01/07/12 to end of Semester 2	0% 100%	100% 0%

The 2011/12 undergraduate and postgraduate taught modular fee bands are:

Modular Fee Band	A	B	C	D	E	F
Fee (£)	510	465	405	360	285	225

Section 7

Paying Your Fees

How can I pay my fees?

Debit/credit card – by phoning us on 01332 591022 / 591023 / 594230 / 591977 or visiting our cash offices.

We have cashiers offices in Student Services B Block Kedleston Rd and at the Finance Department in the South Tower

Cheque – payable to University of Derby and sent to University of Derby, Income Section, PO Box 88, Derby, DE22 1XB. Make sure you quote your student number and tell us what you are paying for.

Cash direct to our cashiers

Pay online – log on at <https://udo.derby.ac.uk>, and go to My Details and Finance.

Click on the blue “access student centre” top of the page

Under Finances click on “account inquiry”

Click on the tabs on the top to either:

View charges due

View payments made

Make a payment

Standing order and recurring card – this is available for some student groups and needs to be set up directly with the Finance Department at the start of the year.

What are the payment dates?

Full time Home and EU Undergraduate Students (Section 1)

September enrolment – 60% by 30th November 2011 and balance by 31st January 2012.

January enrolment – 60% by 31st March 2012 and balance by 31st May 2012.

If you are paying your own tuition fees (i.e. you're not taking out a tuition fee loan or being sponsored) you can benefit from the following offer:

if you pay your contribution in full at enrolment between £1,500 and £2,700 you will receive a £20 book voucher
Over £2,700 you will receive a £40 book voucher

Home and EU Postgraduate Taught, Professional, Part time and Other courses (Section 2)

September enrolment – 25% of fees plus all registration fees at enrolment, 25% by 1st November 2011, 25% by 1st January 2012 and 25% by 1st March 2012.

January enrolment – 25% of fees plus all registration fees at enrolment, 25% by 1st March 2012, 25% by 1st May 2012 and 25% by 1st July 2012.

If you are paying your own tuition fees (i.e. you're not taking out a tuition fee loan or being sponsored) you can benefit from the following offer:

if you pay your contribution in full at enrolment between £1,500 and £2,700 you will receive a £20 book voucher
Over £2,700 you will receive a £40 book voucher.

International Students (Section 3)

September enrolment - 50% in advance of enrolment, 25% by 30th November 2011 and 25% by 31st January 2012.

January enrolment - 50% in advance of enrolment, 25% by 31st March 2012 and 25% by 31st May 2012.

If you pay the full Higher Education tuition fee(not including any discretionary or scholarship fee waivers) at enrolment by 30/9/2011 for September intake or 30/01/2012 for January 2012 intake you may be eligible for a discount of £500 (Only applies to certain courses and does not apply to Further Education or Postgraduate Research students)

If a sponsor (i.e an Organisation such as your employer) is paying your tuition fees then payment should be made in full at the same time or prior to your enrolment

Work Based Learning students (Section 5)

50% of fees to be paid at enrolment. 25% within 60 days of the class start date. The balance to be cleared within 120 days of class start.

Online Distance Learning Students (Section 6)

September enrolment – 25% of fees plus all registration fees at enrolment, 25% by 1st November 2011, 25% by 1st January 2012 and 25% by 1st March 2012.

January enrolment – 25% of fees plus all registration fees at enrolment, 25% by 1st March 2012, 25% by 1st May 2012 and 25% by 1st July 2012.

April enrolment – 25% of fees plus all registration fees at enrolment, 25% by 1st June 2012, 25% by 1st August 2012 and 25% by 1st October 2012.

When you make payment to the University of Derby it is essential that you let us know what you are paying for.

If you do not make payment in accordance with University policies, the University reserves the right to take action to recover debts. Please refer the sanctions process within the Rights Responsibilities and Regulations Publications.

For more information please refer to the contract terms as laid down in your enrolment terms and conditions.

DECLARATION

The University of Derby has done everything possible to ensure that the information in this publication was correct at time of going to press. However, the University reserves the right to update fees, terms and conditions subsequent to publication, and cannot guarantee that changes will not occur. If such changes do occur, the University of Derby will issue supporting information detailing any changes that have occurred.

For the latest fees information please see www.derby.ac.uk or contact the Student Records and Fees Unit on 01332 591063 /financialguidance@derby.ac.uk

Accessibility

Please ask if you would like a large type, text only or audio version of this booklet by calling on:

Voice: 01332 591393

Text: 01332 622711

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