

FEES POLICY FOR UNDERGRADUATE, POSTGRADUATE TAUGHT STUDENTS AND POSTGRADUATE RESEARCH STUDENTS

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POLICY DETAILS:

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Author	Fees Policy Group
Responsible Executive Group area	Finance and Resources
Related policies and documents	N/A
Benchmarking	University of Edinburgh; University of Bedfordshire; UWE

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

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

This Fees Policy is reviewed and made available online at: www.gsa.ac.uk/studentpol

You should consult this document at your point of offer and in advance of annual enrolment.

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

www.gsa.ac.uk/academicpol

www.gsa.ac.uk/studentpol

Student Tuition Fee Status

Your tuition fee status is determined at your point of offer and will be clearly indicated to you at that time.

You should make sure that you agree with the tuition fee status assigned to you before accepting any offer to study at The Glasgow School of Art as this normally cannot be changed once you enrol. Guidance on how your fee category is determined is provided by UKCISA and can be found on their website: www.ukcisa.org.uk

The GSA currently operates different fee status categories depending on our determination of your fee status. How we determine your student tuition fee status is in accordance with Scottish Government legislation (Education (Fees) (Scotland) Regulations 2011). The level of your Student Tuition Fee is fixed at the level applicable at the year of enrolment as a new student.

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

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

The GSA Associate Student route is only open to Home-EU applicants, and your College will have determined your fee status. GSA reserves the right to re-assess your fee status based on the information provided on your UCAS form, in line with our processes for determining fee status of all our students. Associate Students should be aware that this assessment might result in a change of fee status when moving from College to entering the GSA.

Period of Enrolment

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

The academic session comprises three semesters and aligns with the GSA's financial year that runs 1 August to 31 July annually. Please refer to our published Semester dates on the website at www.gsa.ac.uk/semesterdates. Postgraduate research students enrol annually in September or January.

The Tuition Fee paid in the first period of study on your current programme i.e. the year in which you enrol and commence your studies, remains in effect for the maximum duration of a programme. This would be 4 years for undergraduate programmes, 1-2 years for postgraduate programmes and 3-6 years for PhD programmes. International Foundation programme students who move on to an undergraduate programme will have their IFP year as their first period of study. This excludes an undergraduate or taught postgraduate student returning to study after an authorised leave of absence which is greater than two academic years other than in exceptional circumstances (please refer to our [Guidance on Leave of Absence](#) and [Student Withdrawal Procedure for undergraduate and taught postgraduate programmes](#)).

For postgraduate research students, no fee will be charged during an authorised leave of absence, in accordance with the Research Degrees Guidance. A pro rata share of any fees that have been paid in advance but remain unused during the period of absence will be held in credit and carried forward to the period when studies are resumed, after which fees will continue to be charged at the rate in effect during the student's first period of study. Alternatively, postgraduate research students on an authorised leave of absence may request a pro rata refund of any unused portion of fees paid prior to the period of absence. In such cases the student will thereafter be charged fees at the rate in effect at the time studies are resumed.

If you choose to defer your start date prior to enrolment, you will be subject to the Tuition Fee applicable at the time you commence your studies, not at the point of deferment. Please see Section 2.3 iii of the Admissions Policy on deferring offers.

Withdrawal from Programme of Study

If you withdraw from your programme of study, you may still be required to pay all or part of your tuition fee. The following outlines the fees due within each category based on whether you are an undergraduate, postgraduate taught, postgraduate research or study abroad student

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

If you have spent more than two weeks on your programme of study, the following applies:

Undergraduate Students, including Study Abroad Students

The following applies to undergraduate students who are responsible for paying their own fees (including sponsored students):

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

The following applies to students funded by UK funding bodies:

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

Postgraduate Taught Students, including Study Abroad Students

The following applies to postgraduate students on year-long programmes who are responsible for paying their own fees (including sponsored students):

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

The following applies to postgraduate students on two year-long programmes who are responsible for paying their own fees (including sponsored students):

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

The following applies to students funded by UK funding bodies:

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

Postgraduate Research Students

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

- Students withdrawing within 4 months of commencing their year of study will be liable for 34% of the annual tuition fee.
- Students withdrawing between 5 and 8 months after commencing their year of study will be liable for 67% of the annual tuition fee.
- Students withdrawing between 9 and 12 months after commencing their year of study will be liable for 100% of the annual tuition fee.

RUK Welcome

Any student in receipt of the RUK Welcome grant will be liable to refund 100% of the grant if they withdraw before the end of Semester 1 and 50% if they withdraw before the end of Semester 2. Students in receipt of loans from other funding bodies must comply with the rules of that funding body.

All students

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

Travel Grants, including Erasmus Grants

Any student in receipt of a travel grant for a mobility period (study exchange and work placement) who does not undertake or complete the mobility period for which is was provided will be asked to return this grant.

- Students returning within 3 months of the study exchange or 2 months of the work placement will have to return 100% of the grant.
- Students returning after 3 months of commencing the study exchange or 2 months of the work placement will need to return the unused portion of the grant (decided on a daily pro-rata basis).

Setting Tuition Fees

The Glasgow School of Art reviews the level of its Tuition Fees annually, usually in November. The Executive Group and Business Committee agree these fees in the last quarter of the calendar year.

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

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

No fees can be varied or changed outwith this Tuition Fee setting process other than minor amendments where the Executive Group can make this decision

What is included in the Tuition Fee?

For undergraduate and taught postgraduate students the tuition fee covers:

- all appropriate teaching, supervision, assessment and examination related to the programme of study, defined in the Programme Specifications available online for the current academic year,
- provision of studio accommodation appropriate to the programme of study,
- provision of workshop and technical support appropriate to the programme of study,
- access to the GSA's student support services,
- access to the GSA's careers, employability, innovation, professional practice and enterprise activities/services, as appropriate,
- access to GSA Library and Learning Resources,
- provision of appropriate exhibition space for Degree Show,
- the cost of tuition with a GSA partner institution as part of formal GSA Student Exchange,
- one Student Identity Card.

For postgraduate research students, the tuition fee covers:

- all appropriate teaching, supervision, assessment and examination related to the programme of study, defined in the Research Degrees Guidance for GSA,
- provision of workshop and technical support if appropriate to the programme of study agreed with the supervisory team,
- access to the GSA's student support services,
- access to the GSA's careers, employability, innovation, professional practice and enterprise activities/services, as appropriate,
- access to GSA Library and Learning Resources, and access to the University of Glasgow Library,
- an annual Research Student Training Account of up to £400 for full-time students and up to £200 for part-time students (PhD by Research students only),
- One Student Identity Card.

Additional Costs of Study

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

Compulsory additional costs (where applicable):

- the cost of resits and repeat years,
- the cost of all compulsory field trips,
- the cost of travelling to and from placement/project sites,
- the cost of travelling to and from host institution,
- the cost of additional materials beyond those essential materials provided (if applicable),
- cost of programme specific equipment for exclusive use, e.g. laptop, toolkit,
- the costs associated with producing work for Degree Show, if applicable (note that postgraduate research students do not participate in Degree Shows),
- the cost of any occupational health assessment or criminal record check from Disclosure Scotland as required by the GSA or a project/placement provider,
- replacement of your Student Identity Card,
- the cost of printing and binding the thesis (postgraduate research students),
- "writing up fees" which may apply for any agreed extension to the standard period for writing up your research (postgraduate research students).

Costs you may or may not incur depending on your own choices and decisions:

- The costs of optional field trips and other enhancement activities,
- Accommodation and living costs in Exchange host institution/city,
- Materials used in workshops,
- Cost of additional equipment for exclusive use,
- The cost of personal membership of professional bodies,
- Graduation Fee (there is currently no Graduation Fee for students who graduate in absentia),
- The cost of exhibiting at external post-Degree Show exhibitions e.g. New Designers, Graduate Fashion Week etc,
- The cost of printing and photocopying, library fees and fines and text books.

Publication of Tuition and Other Fees

Tuition Fees are published as soon as reasonably possible after approval and can be found on the GSA website at: www.gsa.ac.uk/fees

All fees set by the GSA are in pounds sterling (GBP £). Additional costs of study can be found within specific programme pages and Registry pages of the GSA website.

Payment of Tuition Fees

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

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

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

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

- Undergraduate students: two equal instalments per academic year at enrolment and start of Semester 2.
- One year postgraduate taught students: three equal instalments at enrolment, start of Semester 2 and start of Semester 3.
- Two year postgraduate taught students: two equal instalments per academic year at enrolment and start of Semester 2.
- Postgraduate research students: three equal instalments per academic year in September, January and March.
- Study abroad students: one semester students pay in full at enrolment; two semester students pay two equal instalments, at enrolment and start of Semester 2.

The first instalment is due for payment on or before enrolment. We can offer monthly instalments from September to April if this is more suitable for you, but this would require a payment agreement to be set up. Payments can be made on any date in the month. Contact fees@gsa.ac.uk for further information. We will send out reminders by email when payment is due, but we do not issue statements unless requested. Requests for statements can be made to fees@gsa.ac.uk. We do not issue invoices unless requested. Requests for invoices can be made to fees@gsa.ac.uk

Deposits

Deposits are required for all programmes, with the exception of undergraduate home/EU and undergraduate RUK students. When you enrol, the deposit will be deducted from the balance of fees when this balance is paid. The exception to this is where a third party is paying your fees and you have paid the deposit yourself. In this case, the deposit will be refunded directly to you. If you decide not to enrol, the deposit will not be refunded to you.

Company/Sponsor Funded Students

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

US Federal Loan Funded Students

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

Incoming Study Abroad Students

Tuition fees should be paid in full in order to enrol, as per the information for self-funded students above.

All study abroad students are considered liable to pay their own tuition fees, even if GSA has an invoicing arrangement with their home institution. Students should check the arrangements in place with their home institution regarding the payment of tuition fees. GSA will only invoice their home institution or programme provider where a pre-existing arrangement is in place.

Payment Methods

You can pay fees in a variety of ways:

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

Cash payments are not acceptable under any circumstances

Discounts

If you have completed your undergraduate degree at the GSA, or you have attended as a study abroad or exchange student, you are eligible for a 10% discount on programme fees for a postgraduate taught or postgraduate research degree programme.

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

Students who complete a postgraduate taught degree at the GSA will also be eligible for a 10% discount on postgraduate research degree tuition fees.

All students who pay in full at enrolment are entitled to a discount of 2.5%. This discount is not available to students in receipt of 10% discount for postgraduate research or postgraduate taught degrees, 5% discount for study abroad providers, or those students attending for one semester only.

Scholarships

The GSA has a number of undergraduate and postgraduate scholarships available for new students. These can be found together with information on how to apply at: www.gsa.ac.uk/scholarships.

Once enrolled, postgraduate research students may be selected to apply for a scholarship from the Scottish Graduate School of Arts and Humanities. Such grants are awarded competitively based on quality, and we offer no guarantee that applicants will be successful.

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