



### **CONTINUATION FEE**

If full tuition fees for a course have been paid and yet additional time is needed to complete work such as re-sits or a dissertation then a continuation fee will be charged for each additional year beyond the planned period of study. The continuation fee is £ 620.00. The continuation fee, like annual tuition fees may be subject to inflationary increases.

### **Additional Required tuition elements**

All tuition fees include any REQUIRED hospitality in order to complete the formational requirements of tuition. There are different requirements for each course.

### **Government Funding**

All programmes marked with an \* are undergraduate and therefore potentially eligible for student finance<sup>2</sup> which includes tuition fee loans and maintenance loans. Grants are available for carers of both children and carers of adults. There are also grants for both undergraduate *and postgraduate* students with a disability, long term health condition or learning disability.<sup>3</sup> Post Graduate loans are available for students registering onto the part time MA marked \*\* for the first time from 2018-19.

### **Sponsorship for Self-Funding Students**

If you are self-funding your study, please talk to us about whether you may be eligible for an external bursary and/or matched funding. This includes if you gain partial sponsorship from your Church or employer for professional development purposes.

### **Flexible Payment**

We can arrange a payment method to suit you, either paying quarterly or termly by standing order, OR making an annual payment by cheque, credit/debit card or bank transfer.

### **Part time study**

Most of our students study part-time. You may have noticed a slightly higher rate of fee for part time pathways; this is usual across the sector and reflects the higher administrative costs of managing programmes for part-time students.

### **Fitting Study in with your Employer, your Church and your Family**

Most of our students have commitments to all of these three! Please discuss with us early on likely day / evening / weekend commitments that you may need to discuss with your employer if for instance, you are seeking flexible working during your period of study. The Queen's academic year is longer than most universities and *this is to help spread out study for part time students*, the academic year runs from September to July and there may be commitments in July and August regarding placement and submission of work. Full time masters programmes in all academic institutions are 12 months running from the beginning of September to the beginning of September the following year.

<sup>2</sup> If you have ever completed an undergraduate degree, even in the days before student loans then the likelihood is you would not be eligible for student finance. If you have not however you may be entitled to tuition fees and then (depending more on your income and only for full time study) maintenance grants. Other student grants are available from the government relating to the cost of dependants if you have children or are a carer for another adult. See <https://www.gov.uk/student-finance/overview> for more information

<sup>3</sup> This is the only student finance available for post graduate study at PG Cert and PG Diploma level.

<sup>1</sup> This programme is aimed at graduates in a different subject wishing to read Theology and potentially move on to master's level study. If the student has completed a Diploma in HE or Foundation Degree previously and obtained student finance for these two years or equivalent, if they have not got other degree they may be entitled to student finance for the graduate diploma. If a student has another full degree of any kind student finance will not be available. See our access policy for the reasons

For more information on how many hours of study (face to face and private study) to plan for see the link below to “Full and Part time study” on the Queen’s website.<sup>4</sup> As your course is 100% coursework all students are required to attend a minimum of 70% of all taught sessions and groups.

### **Other costs - what should I budget for?**

- If you need accommodation please discuss this with us, we have a range of options and process that reflect the different facilities on offer- see <http://www.queens.ac.uk/life-at-queens/accommodation/accommodation-fees> . If you wish to stay overnight or book in for meals outside of your normal pattern of study this can be booked as needed and there is a nightly and per meal rate available.
- Tuition fees are inclusive of other incidental academic costs such as library membership, use of the virtual learning environment (VLE), hard copy lecture handouts, annual University registration fees, assessment entry etc.
- There is photocopier and you can buy a card from the library to use this at a small charge per sheet.
- Your course may at some point involve visits to Churches and other contexts (local to Birmingham) and there may be a placement. You will be involved in the decision about the location of your placement, but you will need to budget travel expenses for this which could be on a weekly basis for a number of weeks, or in concentrated blocks of time.
- If you are a full-time student or studying for more than a defined set of hours per week then you may be eligible for a council tax discount<sup>5</sup> and a mature student rail card<sup>6</sup>. If you are part time, review the guidance below about eligibility for both.
- Parking on campus is very limited. If you are a permanent resident on campus<sup>7</sup>, then you will have access to one designated parking space as part of your tenancy agreement. If you have a blue badge, then you may use a designated disabled parking bay.<sup>8</sup> For all other users of the campus (staff included) parking onsite is not guaranteed. Parking on the street is free but may not always be easy to locate close to campus. The Foundation therefore has a policy of encouraging travel by public transport where possible- your decision on this point may have financial implications for you to consider.
- You will need to have regular access to a computer and should think about costs relating to this including home printing- depending on your style of learning and note taking. Many students use a laptop during lectures so that they can access material on the VLE in larger print on screen, but this is a personal choice. You will need good access to the internet at home to access electronic resources and to submit work and for some modules to join in with Skype seminars. Most communications will be by email, so you will need to log on regularly to check these (at least daily).

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<sup>4</sup> See <http://www.queens.ac.uk/programmes/certificate1/>

<sup>5</sup> See <https://www.gov.uk/council-tax/discounts-for-full-time-students> for full details.

<sup>6</sup> See <http://www.16-25railcard.co.uk/help/faqs/mature-student/>

<sup>7</sup> This definition *excludes* weekly commuters who occupy a room Monday-Thursday, some designated parking for weekly commuters only is available for those residents at Frances Young House but sometimes the number with such permits outstrips those with cars and it is managed on a first come first served basis.

<sup>8</sup> To assist us in planning please indicate this on the hospitality survey on the Induction page on Moodle. If you have a disability but do NOTY have a blue badge, then you may *not* use a designated disabled parking bay. If your disability impairs your mobility and parking closer to your place of study would be of assistance see your GP about applying for a blue badge as soon as possible.

- If living off campus you should budget for travel costs to and from Queen's. Parking on campus is very limited. If you are a permanent resident on campus<sup>9</sup>, then you will have access to one designated parking space as part of your tenancy agreement. If you have a blue badge, then you may use a designated disabled parking bay.<sup>10</sup> For all other users of the campus (staff included) parking onsite is not guaranteed. Parking on the street is free but may not always be easy to locate close to campus. The Foundation therefore has a policy of encouraging travel by public transport where possible- your decision on this point may have financial implications for you to consider.
- You are *not required* to purchase any core text books however the tutor may highlight texts that you may wish to consider purchasing for future use. We have regular student book sales and discounts with specialist suppliers.
- Students run social events and societies; there is also a Common Room<sup>11</sup> and opportunities through student links to join the National Union of Students (NUS). The student committee administers a 'common room levy' to pay for shared services such as newspaper subscriptions. There is also a charge if you wish to join the NUS.
- If you are working to a BA or postgraduate award there is a cost for attending Graduation and for gown hire – (budget about £100 for Gown Hire and tickets), attendance at this event hosted by your validating University is not compulsory but very enjoyable!

### **For Research Students;**

- Some books and resources
- Computer equipment and software
- Travel to and associated costs of attending conferences and supervision meetings
- Specific courses useful for research as part of completing the Training and Supervision Plan
- Spending money for when attending the annual VU Amsterdam residential in the Netherlands, and any visa costs associated with visiting the Netherlands.
- Attending dissertation public defence at the end of studies (travel and accommodation), although currently there is a grant available to cover some of these costs.<sup>12</sup>

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<sup>9</sup> This definition *excludes* weekly commuters who occupy a room Monday-Thursday, some designated parking for weekly commuters only is available for those residents at Frances Young House but sometimes the number with such permits outstrips those with cars and it is managed on a first come first served basis.

<sup>10</sup> To assist us in planning please indicate this on the hospitality survey on the Induction page on Moodle. If you have a disability but do NOT have a blue badge, then you may *not* use a designated disabled parking bay. If your disability impairs your mobility and parking closer to your place of study would be of assistance see your GP about applying for a blue badge as soon as possible.

<sup>11</sup> The common room is used by students, visitors and staff of the Foundation.

<sup>12</sup> At the time of writing it is not clear if this will be available for you when you reach this stage.