



Further Guidance

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 £650.00.** 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 finance¹ which includes tuition fee loans and maintenance loans. Grants are available for both carers of children and carers of adults. There is also funding for both undergraduate and postgraduate students with a diagnosed disability, long term health condition or learning difficulty.² Post Graduate loans are available for students registering onto the part time MA only (not for the PGCert or PGDip).

Sponsorship for Self-Funding Students

If you are self-funding your study, please talk to us about whether you may be eligible for any external 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 monthly 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 three of these! As soon as possible, please discuss with us any day/evening/weekend commitments that you may need to address, for instance, with your

¹ If you have ever completed an undergraduate degree, even in the days before student loans, it is unlikely that you will be eligible for student finance. If you have not however you may be entitled to tuition fees and then (depending more on your income) 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

² This is the only student finance available for post graduate study at PG Cert and PG Diploma level.

employer if 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 you have 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. 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.³ 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 require accommodation please discuss this with us; we have a range of facilities on offer. If you wish to stay overnight or join for meals outside of your normal pattern of study this can be booked as needed, please email hospitality@queens.ac.uk for details.
- 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 a 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 will 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 several weeks, or in concentrated blocks of time.
- As a full time student, you may be eligible for a council tax discount⁴ and a mature student rail card⁵.
- 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, but this is a personal choice. You will need good access to the internet at home to access electronic resources, to submit work and, for some modules, to join in with online seminars. Most communications will be by email so you will need to log on regularly to check these (at least daily).
- If living off campus, you should budget for travel costs to and from lectures at the Queen's campus.
- 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 and opportunities through student links to join the National Union of Students (NUS). You do not need to pay membership fees for the Common Room or to join any societies however there may be incidental costs, and there is a charge to join the NUS.
- There is a cost for attending Graduation and for gown hire - budget about £100, attendance is not compulsory but very enjoyable!

³ See <http://www.queens.ac.uk/programmes/certificate1/>

⁴ See <https://www.gov.uk/council-tax/discounts-for-full-time-students> for full details.

⁵ See <http://www.16-25railcard.co.uk/help/faqs/mature-student/>

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 PGR residential, 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