

Financial Terms and Conditions (May 2025 intake)

Tuition Fees & Payments

1.0 - Introduction

- 1.1. These terms and conditions represent an agreement between you and the College of Medicine and Dentistry with regards to the fees and funding, and would supersede 'section 10. Tuition fees' provided in [Ulster University Student Terms and Conditions 2024-25](#). Once you decide to accept our offer of admission, it is your responsibility to read them and make sure you understand them.
- 1.2. CoMD delivers these programmes in partnership with Ulster University in Birmingham as part of an agreement between Ulster University (the "University") and College of Dentistry Limited ("trading as College of Medicine and Dentistry - CoMD") – a UK higher education provider. The programmes are designed, taught and assessed by CoMD and quality assured and validated by the University.
- 1.3. Students on these programmes are fully registered students with Ulster University and will be required to agree to abide by the statutes, ordinances and regulations of the Ulster University for the time being in force. However, as part of the partnership agreement, the CoMD Tuition Fees and Payment Policy will be applicable to you.

2.0 - Fees and Finance

- 2.1. CoMD will charge the appropriate tuition fee as advertised for your programme of study. How and when your fees are paid will depend on the payment method or whether you or a sponsor pays the fee. CoMD reserves the right to operate different charging policies for differently-funded students.
- 2.2. Students will be classified as either an externally funded Student or a self-funded Student. You will be considered an externally funded Student if you receive financial support from the Student Finance Company, a government funding body or are being funded by a Sponsor and the funds are paid directly to the University by the external funder. You will be considered a self-funded Student if you are funding your own studies, getting financial help from family or friends, or are receiving financial assistance directly from an external funder and the funds are paid directly to you.
- 2.3. CoMD will accept payment of your fees from a parent or other third party. However, the liability for paying fees will always remain with the student. Where payment is made by a parent or other third party, this will not constitute, form or create a binding contract between CoMD and that third party. A parent or other third party shall have no right to demand a refund from the University of any fee payment already made on behalf of a student.
- 2.4. Please note that:
 - payments made to us are not transferrable between you and anyone else;
 - it is your responsibility to ensure that current programme Tuition Fees are paid;
 - we are not liable for any payment (made by you) that does not reach our correct account due to you entering our details incorrectly; and
 - we are not liable if your bank, building society, credit card or debit card supplier declines or

refuses payment. It is your responsibility to check that payment has been deducted from your account

- all bank charges including exchange rate shortfalls become the liability of the student.

2.5. Payment plans are available on request; however, the semester fees need to be settled within the semester they fall due. A signed agreement form, available from the fee's office will need to be completed and returned. The Financial agreement will incur a cost of £50 if full payment is made within 1 month of the due date or £100 for anything beyond.

2.6. All prices and payments are in GBP (£) and inclusive of value added tax (VAT).

3.0 - New Students

3.1. New students are expected to make a deposit of 1/3rd of the annual tuition fee as detailed in the offer letter plus the refundable bond of £1,500 (See clause 3.2 for further information). On receipt, the Fees Office will notify the Admissions team who will continue to keep in touch regarding admission and details of registration. Following registration, you will receive a receipted invoice for both tuition and the bond.

3.2. The bond is a deposit held by CoMD for the duration of your studies. If you withdraw or suspend study, the bond will be applied to any outstanding fees. For continuing students, the bond will be applied to the last instalment of fees.

3.3. Once you accept our offer of a place, you have the right to cancel your contract with the University within 14 calendar days. This period will be calculated from the date we receive formal notification through the CoMD's Admissions team of your firm acceptance of your offer letter. An admin fee of £500 would be deducted from any refund due. If you do decide to cancel your contract with CoMD, and so decline your offer of a place, you will not be able to change your mind again. If you decide to decline your offer of a place or request a deferral to the next academic year, you should submit your request to your Admissions team by the latest date of registration for the academic year for which your offer was made (see section 6 for further information) The latest date of registration is usually 2 weeks after the programme start date. A refund will also be due if you withdraw within 14 days of registration, however for students who are allocated a CAS, please refer to clause 5.3.

3.5. You may be required to provide evidence of your identity before, at or after registration, as part of our responsibility to ensure that students are entitled to study in the UK. You must comply with all reasonable requests by the deadlines set. If you fail to provide satisfactory evidence of your entitlement to study in the UK, the University reserves the right to withdraw your offer and regard any subsequent registration as null and void. An admin fee of £500 would be deducted from any refund due.

3.6. Your offer of a place and any subsequent invitation to register are made on the basis that the information supplied in your application papers is true, complete and original (i.e. that you have written key elements such as the personal statement yourself), and that you hold the qualifications that you claim to hold. The offer and subsequent registration will be deemed null and void if you are found at any time to have misrepresented any aspect of your circumstances or the University finds that any aspect of your application is not your own work or not genuine.

An admin fee of £500 would be deducted from any refund due.

- 3.7. If you receive a criminal conviction after an offer is made or a change in your circumstances means that you no longer meet your programme's specific requirements, the University reserves the right to withdraw the offer of a place. An admin fee of £500 would be deducted from any refund due.

3.8 - Additional Deposit Requirements for Self-Funding International Students studying on campus

3.8.1. For international students studying on campus and commencing their programme in May 2025, you will be required to pay a deposit of 1/3rd of the tuition fee before a Confirmation of Acceptance for Studies (CAS) can be issued, which is a requirement for your student visa.

3.8.2. Deposits are non-refundable, with exception of the following:

- You are not issued with a student visa by UKVI (unless the refusal by UKVI is for reasons of fraud or misrepresentation).
- You are not issued with a Confirmation of Acceptance of Studies (CAS) in line with our student visa CAS issuing procedure.
- If the University is unable to offer you a place.
- Where the applicant has personal circumstances such as illness, bereavement or other family situations that has prevented them from coming to the UK. These will be considered on a case by case basis and supporting documentation will be required to provide verification
- If the University cancels or suspends the programme for which the applicant has accepted an offer, then all fees paid will be refunded, (unless the applicant accepts an alternative programme).
- You invoke your right to cancel under the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013, if this Agreement is a 'distance contract' or/and 'off premises contract', you have the right to cancel your acceptance of it within a period of 14 days after you have accepted the terms of this Agreement without giving us any reason. To meet the cancellation deadline, it is sufficient for you to have sent your cancellation to us before the 14-day period has expired.

3.9 – Students Externally Funded through Sponsorship

3.9.1. If your employer, a Government Agency or any other external organisation is paying your tuition fees, you must upload your official sponsor (financial guarantee) letter on their headed paper at <https://www.ulster.ac.uk/finance/student-forms/sponsor-letter> in advance of registration/re-enrolment and the University will invoice the organisation directly. The financial guarantee letter should also be emailed to accountsreceivable@comd.org.uk.

3.9.2. Sponsor letters must be uploaded in advance of registration / re-enrolment to enable them to be processed.

3.9.3. You will be not be able to complete registration / re-enrolment until we have confirmed and updated the sponsorship on your account.

3.9.4. The sponsor letter must detail:

- student registration number,
- the value (£) of the sponsorship,
- programme title,
- academic year being sponsored,
- sponsor billing name and address to which the University can send an invoice,
- contact name, telephone number and email address for sponsor accounts department for purposes of sending invoices and following up on payment,

3.9.5. You must provide a new letter at each registration / re-enrolment period to confirm that your sponsor is still willing to pay your fees.

3.9.6. Students will be treated as self-funding if at registration / re-enrolment they have stated that they are being sponsored but have not sent a sponsor letter to accountsreceivable@cmd.org.uk

3.9.7. Once the student is registered as self-funding, the University will not subsequently accept a sponsor letter, the student will be treated as self-funding and will have to reclaim monies paid directly from their sponsor.

3.9.8. Where your sponsor is only part paying your fees, you will be required to pay the balance in full or alternatively, you may set up an instalment plan by contacting accountsreceivable@cmd.org.uk

3.9.9. As a sponsored student, you are responsible for ensuring that your tuition fees are paid in full. If your sponsor fails to pay all your tuition fees within 60 days of the invoice date, the University will cancel the invoice and the payment of fees will revert to you. Subsequently, you will be immediately become liable to pay the tuition fees which you can pay in full or alternatively, if you are unable to meet the full payment, you can contact accountsreceivable@cmd.org.uk

4.0. Continuing Students

4.1. For all continuing students, invoices will be raised each semester and payable within 30 days of the invoice date. You will be sent a reminder at the beginning of the month a payment is due. If payment is not received by the due date, two further email reminders will be sent, one at the end of the month and the second in the middle of the following month. If no response, payment, or financial agreement is made a list of names will be forwarded to our Student Services Department and sanctions may be applied (See clause 4.2 for further information.).

4.2. The following sanctions will be applied for non-payment of Tuition Fees:

4.2.1. Where a student fails to make payment of Tuition Fees in accordance with their relevant published payment plan, the University reserves the right to apply the following sanctions which may result in serious consequences for the Student:

- a. Withdrawal of Student access to Blackboard, the University's virtual learning system;
- b. Withdrawal of Student access to the University's student portal and other IT systems.
- c. Withdrawal of Student access to library e-resources and limited borrower account

functionality.

d. An inability to submit assessments, resulting in a mark of '0' being awarded for non-submission, and any future submissions may be capped.

e. An inability for a student to receive their marks;

f. An inability to systematically record and monitor Student attendance and engagement. (For international Students' attendance and engagement monitoring is required for UKVI purposes. This will result in a failure of the student to meet their sponsored Student obligations and could lead to their sponsorship being withdrawn. If student sponsorship is withdrawn, the student will be required to leave the UK and return to their home country.) The University will provide adequate notice of their intention to initiate sanctions.

4.2.2. Sanctions will remain in place until the agreed payments have been made in full.

4.2.3. If payment for overdue Tuition Fees is not subsequently received in full, the University reserve the right to withdraw the Student from their Programme. See 10.15.4 for further information.

4.2.4. Where a student fails to make payment of Tuition Fees in accordance with their relevant published payment plan, in addition to the sanctions at clause 4.2.1, the University reserves the right to:

a. terminate the payment plan;

b. withdraw the Student from their programme;

c. suspend the Student from the University; and/or

d. terminate the Student's Contract without liability. Students who are unable to pay their tuition fees / meet their financial obligations as agreed in the payment plan selected at registration can request a leave of absence for an initial period of 12 months. A leave of absence will preserve the academic record of the student for a defined period

4.3. Where a student has successfully completed their Programme but has an outstanding Tuition Fee debt one month prior to the date of the award, the student:

a. will not be permitted to attend their graduation ceremony. Late payments will not be accepted and once the outstanding Tuition Fees are paid the student will be eligible to attend a later ceremony;

b. will not receive their academic transcript of marks / degree certificate until the outstanding Tuition Fee has been paid.

4.4. Where a student provides a Sponsor letter and the Sponsor fails to pay the invoiced Tuition Fees within 30 days from the invoice date, responsibility for the payment of Tuition Fees will revert to the student. The student will then be required to either immediately pay the Tuition Fees in full or contact accountsreceivable@comd.org.uk to discuss the potential of an instalment plan to avoid University sanctions being applied.

5.0. Deposits and Refunds

5.1. The amount of the deposit depends on the programme and circumstances and is set out in your offer letter and is comprised of one third of the annual tuition fee plus a £1,500 bond.

5.2. If you withdraw your application, the deposit will be refunded less a £500 admin charge.

- 5.3. New students that withdraw in the first 14 days of registration are entitled to a full refund less the £500 admin charge. However, for International students, once a CAS number has been issued by Ulster University confirming full-time status, no refund of your deposit or programme deferrals / cancellations are permissible other than in the instance of visa refusal and or personal extenuating circumstances. See CoMD Refunds and Compensation Policy and clause for 3.8.2 for further details.
- 5.4. To comply with money laundering regulations any refunds can only be returned to the account used for remitting funds. When making a refund the CoMD will instruct the bank to deduct any bank charges from the beneficiary account.

6.0. Deferral fees and conditions

- 6.1. If you decide to defer your entry to another start date you will incur a deferral fee of £500. This payment is due at the time of the deferral being approved.
- 6.2. If you subsequently decide to withdraw, CoMD will retain both the £500 admin fee and the £500 deferral fee.
- 6.3. Please note that any fee increases applied to the new start date are applicable.

7.0. Withdrawal/suspension of study Liability

- 7.1. For all continuing students if you withdraw or suspend studies during a term, you are liable for that term's fees.
- 7.2. If the withdrawal or suspension is actioned before the start of term no further fee liability applies and any payments made in advance will be refunded in full. See CoMD Refunds and Compensation Policy for more information.

8.0. Resit and repeat Fees

- 8.1. For resit of assessment a fee of £100 is payable per module and £200 for dissertation modules. Please note assessment resit fees are charged at module level, not submodular, and therefore students are liable for the resit fee for the whole module, even if a student is only being reassessed in one submodular component.
- 8.2. If a student is required to repeat a module including attendance, they will be charged full fee of module, depending on the number of credits per module.

9.0. All Applicants

- 9.1. If you are awarded any form of financial assistance from CoMD or University Partner (such as a bursary or scholarship) you will be provided with detailed terms and conditions for this support. It is your responsibility to read these before accepting any award.
- 9.2. You are responsible for your own living expenses, and you must ensure that you have access to the necessary funding or student loan before the start of your programme of study. Your funding must be sufficient to cover your tuition fees and all necessary costs.

- 9.3. By signing these terms and conditions you are also accepting your offer for the programme you have applied for and all relevant payments are due as stated in 2.0 above.
- 9.4. No term of the agreement between you and CoMD is enforceable under the Contracts (Rights of Third Parties) Act 1999 by any person who is not a party to the agreement.
- 9.5. The agreement between you and CoMD is governed by English law and subject to the exclusive jurisdiction of the English Courts.

