



MSc Sustainability & Adaptation Programmes

GSE Fees Terms & Conditions 2022/23

for students enrolled after April 2018



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1. Introduction

Important Note: Revised tuition fee payments have been introduced for students enrolling on our courses from April 2018, however the overall cost of taking a full MSc is the same for all of our students.

1.1. This document describes the Fees Terms and Conditions for students enrolling after April 2018* for the following programmes in academic year 2022/23:

- Sustainability and Adaptation (SA)[#]
- Sustainability and Adaptation Planning (SAP) [#]
- Sustainability and Adaptation in the Built Environment (SABE) [#]
- Sustainability in Energy Provision and Demand Management (SEPDM) [#]
- Green Building (GB) [#]
- Sustainable Food and Natural Resources (SFNR)
- Sustainability and Ecology (SE)
- Sustainability and Behavioural Change (SBC)

Programmes validated by the University of East London are subject to re-validation as part of a 5 yearly review cycle in the 2021-22 academic year. Validation should have no influence on future fee levels for Masters programmes.

1.2. The Graduate School of the Environment (GSE) is proud of the diversity of our student body and understands that our students' personal and financial circumstances vary widely. With this in mind we have a policy of billing tuition fee payments on either on a termly basis *or* a module by module basis so our students can spread the cost of their studies *in accordance with their finances*. Those students in receipt of a postgraduate loan and receive a termly payment from student loans company will find it easier to budget their finances to pay their fees termly.

** If you enrolled on one of our courses before April 2018 please see our separate Fees Terms and Conditions statement available on the GSE website.*

2. Fee Status Assessment

- 2.1. On receipt of your completed Pre-enrolment form your fee status will be assessed as 'Home' or 'Overseas.' This assessment uses criteria is provided in regulations, and guidance, published by the Welsh government based upon your residential status at the start on the programme. (Note: it is your residence and not your nationality that is relevant).
- 2.2. Following the withdrawal of the UK from the European Union ('Brexit') from September 2021 students from the 'European Economic Area (EEA)' are now to be considered as overseas students and will be subject to the overseas fees



unless they are an Irish Citizen or have pre-settled or settled status under the EU Settlement Scheme. Students from the EEA who commenced study with CAT before September 2021 will continue to be considered as Home students in agreement with the regulations in place upon their registration. If existing EEA students withdraw from their study and re-enrol later, they will re-join their study as an overseas student. Further advice for overseas students can be found at:

<https://www.studentfinancewales.co.uk/postgraduate-finance/master-s/who-qualifies/> or <https://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/Wales-fee-status>.

- 2.3. CAT will apply the criteria regarding EEA students' overseas or home status that is in place at the start of the academic year in September 2022.
- 2.4. If you think your fee status might have been assessed incorrectly, please contact the Student Support Officers (SSOs) before you start the programme as we cannot change your fee status once you have commenced a programme of study with us.

3. Tuition Fees and Deposit

- 3.1. The total tuition fees in 2022/23 for Home students studying the MSc (180 credits) are £7,310.
- 3.2. The total tuition fees for overseas students studying the MSc (180 credits) are £8,720.
- 3.3. You may pay for all the modules necessary to complete your programme at the start of your studies or on a per-module basis (see below).
- 3.4. A **non refundable deposit** of £50 must be paid by all students enrolling on the MSc, the Postgraduate Diploma, or the Postgraduate Certificate to secure your place on the course.
- 3.5. Your enrolment (and registration with the Awarding University) cannot be completed until your deposit has been received, along with your completed pre-enrolment form. You will not be able to obtain a student card or have access to the online learning or library resources until enrolment is complete.
- 3.6. Students on the Sustainability in Energy Provision and Demand Management course should budget a further estimated £250 for the purchase of data-collecting equipment, some of which will be needed during the first core module. Further information about this will be published and distributed to Sustainability in Energy Provision and Demand Management applicants closer to enrolment.



- 3.7. Dissertation students should budget up to an estimated £80 for the costs of printing and binding the final thesis. Costs will vary depending on the number of pages, use of colour in the thesis, choice of binding service and requested turnaround time for binding. Further information about this will be published and distributed to dissertation students closer to the submission deadline.
- 3.8. From 2022/23 students have the option to pay for fees on either a per module basis or by termly payments. It is not possible to move between the two options. The two options are to allow students to better manage their finances. Those students in receipt of a postgraduate loan and receive a termly payment from student loans company may find it easier to budget their finances to pay their fees termly.
- 3.9. If paying fees on a termly basis the fee schedule is as follows:

Full Time Students (payments linked to loan instalment dates and amounts)

	Home tuition fee (£7,310)	Overseas tuition fees (£8,720)	Last date payable
Deposit	£50	£50	On Enrolment, prior to commencement of course.
September, January, and April (3 payments) 2022/23 academic year	£2053.33 per instalment	£2440 per instalment	
Dissertation module (60 credits)	£1,150	£1,400	Payment due no later than 7 days before the start date of dissertation module.



Part Time Students (payments linked to loan instalment dates and amounts)

	Home tuition fee (£7,310)	Overseas tuition fees (£8,720)	Last date payable
Deposit	£50	£50	On Enrolment, prior to commencement of course.
September, January, and April (6 payments) 2022/23 and 2023/24 academic years	£1026.67 per instalment	£1220 per instalment	
Dissertation module (60 credits)	£1,150	£1,400	Payment due no later than 7 days before the start date of dissertation module.

- 3.10. If paying fees on a per-module basis the fees for each module must be paid in full no later than 7 days before the module start date. A breakdown of tuition fees is provided below:

	Home tuition fee (£7,310)	Overseas tuition fees (£8,720)	Last date payable
Deposit	£50	£50	On Enrolment, prior to commencement of course.
30-credit module (consists of 2 module instalments in Sept and Nov)	£770 per instalment	£915 per instalment	Payment due no later than 7 days before the start date of module
15-credit module (1 module study week)	£770	£915	
Dissertation module (60 credits)	£1,150	£1,400	Payment due no later than 7 days before the start date of module.



4. Accommodation and Meals

- 4.1. If you choose to attend your modules on-site, we can provide accommodation and meals at CAT so you can make the most of our immersive learning environment. On-site accommodation options and costs are as follows:

	Per (5-night) module week attendance	Last date payable
Standard shared accommodation	£150	Payment due no later than 7 days before the start date of module.
Bunkhouse-style shared accommodation	£100	

Notes:

These costs include the provision of tea and coffee during refreshment breaks whilst studying during a CAT week.

Unlike the standard shared accommodation, bunkhouse accommodation contains facilities for self-catering. We have specific number of beds available in both accommodation types that will be allocated on a first come first serve basis. For the January 2023 modules the last date payable to secure accommodation will be 12th December 2022.

During the COVID-19 pandemic, limits were imposed on the availability of accommodation to meet the COVID guidelines. Bunkhouse accommodation was often unavailable, and the standard shared accommodation had to be single occupancy to meet social distancing rules. Should these COVID guidelines be in place during the 2022-23 academic year we will endeavour to maintain the prices outlined above, but some students may be required to use accommodation away from the CAT site. For students staying off site CAT will charge the same costs and absorb any additional accommodation costs. However, students may incur additional fuel costs estimated at £1-2 / day for car travel between sites.

Accommodation fees will typically be subject to annual increases, in line with the Retail Price Index.

- 4.2. Meals are available in the café at CAT throughout the day and students are advised to budget an estimated £20 per day for on-site meals.
- 4.3. If attending for less than one week e.g. for the enrolment day and dissertation workshops etc. accommodation costs are pro-rated i.e. £30 / £20 per night for WISE / Bunkhouse accommodation respectively.
- 4.4. The procedures for booking accommodation will be provided to applicants closer to the September 2022 intake.
- 4.5. Accommodation must be booked and paid for by the stated payment deadline, which is normally 7 days before the module start date. If you miss the



accommodation booking deadline then we can provide details of local accommodation providers with whom you can book directly if we have no availability at CAT.

- 4.6. The WISE Reception team will be happy to assist you with accommodation enquiries, bookings and payments. The following payment methods are available:
- Online debit / credit card or PayPal payment
(<https://cat.org.uk/courses-and-training/graduate-school/studying/students/msc-module-week-accommodation/>)
 - By card over the phone by calling 01654 704978 – if no-one is available to answer your call please leave a message with your name and number and they will get back to you as soon as possible.
- 4.7. If after booking accommodation at CAT you subsequently cancel a module or decide to study a module through distance learning or choose to stay off-site, we require a minimum of 7 days' notice of the change so that we can reallocate rooms and secure an alternative room booking. If we receive less than 7 days' notice you will remain liable for the cost of accommodation unless a 'Sudden and Severe Change in Circumstances' application is accepted.

5. Module Choices / Changes

- 5.1. For planning purposes, we will ask you for details of the modules you intend to study, your attendance mode (i.e. onsite or distance learning) and accommodation preferences for those modules. We will ask you to confirm these by **23rd September 2022**.
- 5.2. Should you wish to change a module booking for any modules you can do so by giving notice to the SSOs no later than one month before the cancelled module's start date. If you give less than one months' notice, you may still be liable to pay that module's fee and incur an additional module fee for any replacement module taken.

6. Withdrawal from a Module - Fee Liability

- 6.1. After Term 1 of your first year of study if less than one calendar months' notice is given for withdrawal from a module that has not yet started, you will remain liable for the module tuition fee unless a 'Sudden and Severe Change in Circumstances' application is accepted (please contact the SSOs for further information).



- 6.2. If you **have started tuition** on a module, **whether onsite or by distance learning**, on withdrawal you will remain liable for the whole of the module fees. For students studying by distance learning, accessing teaching material on the module Virtual Learning Environment (Moodle or Canvas) will be taken as evidence of starting tuition on the module.
- 6.3. If you withdraw from the programme and are paying fees on a termly basis, reconciliation of any fees either owing or due for refund will be calculated following a review of your study programme on a module basis up to your withdrawal date. If you have started tuition on a module, whether onsite or by distance learning on withdrawal from the programme you will remain liable for the whole of the module fees.

7. Repeat and Replacement Modules

- 7.1. If you fail a module, you may have the option to repeat it at the next opportunity (usually the following academic year) or to take a different module, subject to programme requirements.
- 7.2. The usual module fee will be charged to repeat or replace a module. In all cases full payment must be received no later than 7 days before the module commences. Note that if the core 30 credit module is repeated, the full fee of £1,540 (£1,830 for overseas students) is required rather than two equal payments.

8. Deferring start of the course

- 8.1. Students who have paid a deposit but not commenced studies and wish to defer their place should contact the SSOs in the first instance.
- 8.2. If you defer entry please be aware that the fees are likely to change, as we review our Fees Terms and Conditions annually.

9. Intermission

- 9.1. In specific circumstances such as illness, students can apply to take an intermission (study break or leave of absence) in accordance with the Awarding Universities' regulations, and subject to agreement by the Programme Leader (refer to the relevant Student Handbook for further information).
- 9.2. Should a period of intermission be granted you must still give one calendar months' notice before the start of the period of intermission which must be in writing to the SSOs on a 'GSE Intermission Form', available from the SSO's or from the GSE website.



- 9.3. If less than one calendar months' notice is given you will remain liable for the module tuition fees for booked modules which have a start date within that one-month period. Exception to either the one calendar month rule will be on the acceptance by the Head of School of a satisfactory 'Sudden and Severe Change in Circumstances Form' with independent evidence to support the claim.
- 9.4. You are not allowed to intermit if you have any tuition fees outstanding.
- 9.5. If new students wish to intermit (take a break) up to three weeks from the start of the programme and have engaged with teaching on the programme – an intermission will not apply. Instead, you will need to request to defer the start of your studies to a future date by emailing your request to the student support officers. For those students taking early deferral until the start of the next academic year the September tuition fees will be credited in full, to be used towards their tuition fees in the subsequent academic year.
- 9.6. If you are on a programme that is in the process of being withdrawn, we may not be able to agree to you returning to study on that programme at a future date (but will assist you in enrolling on an alternative programme that you are suitably qualified for). Any change of programme will be done in consultation with your current and future programme leader.
- 9.7. Students who do not return to their studies after the agreed period of intermission will be automatically withdrawn from the course by the Awarding University.
- 9.8. If you are in receipt of a student loan, CAT is obliged to notify Student Loan Company of any intermission period to avoid any loan overpayments that you will be liable for.
- 9.9. **It is important that you let CAT know as soon as possible if you wish to request a break in study, simply not attending does not let us know your intentions and does not help us to support you with making such an important decision.**

10. Withdrawal from a Programme

- 10.1. You may request to leave a programme at any time but will be liable to pay the tuition for any modules that you have started or already booked within one month ahead from the date of notification to leave. A request to withdraw must be given in writing to the SSOs on a 'GSE Withdrawal Form', available from the SSO's or from the GSE website. If less than one calendar months' notice is given you will remain liable for the module tuition fee unless a 'Sudden and



Severe Change in Circumstances' application is accepted (please contact the SSOs for further information).

- 10.2. If you are in receipt of a student loan, CAT is obliged to notify the Student Loan Company of withdrawal to avoid any loan overpayments that you will be liable for.
- 10.3. **It is important that you let us know as soon as possible if you are intending to withdraw from your programme – simply not attending does not let us know your intentions and does not help us to support you with making such an important decision.**

11. Re-enrolment

- 11.1. If you have previously been awarded on one of our programmes or were previously withdrawn from a programme by the validating university and wish to re-enrol to a further award you will need to apply for re-enrolment. If accepted you will be required to pay a re-enrolment fee of £100 and the tuition fees for any modules you wish to take, according to the current Fees Terms and Conditions.– see sections 2.2-2.3.

12. Loans and Financial Grants or Bursaries

- 12.1. Many UK based students may be eligible to receive a postgraduate student loan as a contribution to support their studies through the Student Loan Company (SLC). Eligibility for the loan depends upon certain criteria based on nationality and residency, age and previous study. Details of criteria can be found at <https://www.gov.uk/masters-loan>. Funding for postgraduate loans is different depending on which country in the UK you normally live. A Postgraduate Master's Loan has to be repaid and interest will be charged from the day the first payment is made to the student <https://www.practitioners.slc.co.uk/products/postgraduate-education/postgraduate-masters-loan/repayment/>. Other countries often have other funding mechanisms to support your studies at CAT.
- 12.2. Extra help through the Disabled Students Allowance (DSA) is available to UK postgraduate students who have a disability, including a long-term health condition, mental-health condition and specific learning difficulties. The availability and eligibility for this allowance is variable and typically subject to an individual study needs assessment. As an allowance DSA does not need to be paid back. Details are available at: <https://www.gov.uk/disabled-students-allowance-dsa>



- 12.3. If you have applied for a Student Loan from the Student Loan Company (SLC) please provide proof of your application with your pre-enrolment form (CAT will need to confirm your enrolment on our courses with the SLC).

Please Note: The SLC state that a Postgraduate Master's Loan is a funding **contribution** to help with course and living costs whilst studying a postgraduate Master's level course. SLC funding is allocated at set periods of time over the study period (2 years for Full Time and 3 years for Part Time). A typical loan payment from the SLC is allocated into 3 payments (each year) 1/3 in Sep, 1/3 in Jan and the final payment in April. You should take this into account when budgeting for module fees.

<https://www.practitioners.slc.co.uk/products/postgraduate-education/postgraduate-masters-loan/>

- 12.4. It is your responsibility to ensure that we receive the total funds for your modules. If you are due to receive funding from the SLC, you will be due to pay your full fees personally unless we receive a copy of confirmation of your entitlement.
- 12.5. If all or part of your fees are to be paid by a third party then you are responsible for obtaining funding from them and for keeping your sponsor up-to-date with your progress, if this is a requirement of your funding from them. GSE will not enter into agreements with a third party for fee payments nor communicate with them about your progress, attendance or achievements. It is up to you to enter into an agreement with your sponsor about how they will fund you and how you will keep them updated. These rules do not apply to CAT / GSE bursaries which are governed by a separate policy.
- 12.6. CAT offers bursaries on a competitive basis to support some students on an annual basis. These can be used as a contribution towards student fees. Details of our bursaries including application forms can be found at:
<https://cat.org.uk/courses-and-training/graduate-school/funding/>

13. Fee Payments

- 13.1. These Fees Terms and Conditions apply to any module(s) taken during the 2022/23 academic year period. The only exceptions to this are for full-time students who commence the dissertation at the beginning of the second academic year, or for part-time students who commence the dissertation at the beginning of the third academic year and have paid all applicable tuition fees in advance.
- 13.2. All payments must be in British Pound Sterling (GBP, £). If paying fees on a per module basis these must be received no later than 7 days before the start date of each module or 7 days for the Dissertation module.



13.3. The following methods may be used to pay fees; however we advise using our 24Hr secure online payment facility for maximum convenience:

- Online debit / credit card / PayPal payment Online debit / credit card / PayPal payment (<https://cat.org.uk/courses-and-training/graduate-school/funding/gse-payment-form/>).
- Bank transfer *
- If paying by Bank Transfer, we recommend that you make the payment in good time to ensure that it reaches us by the payment deadline given and send confirmation of payment to student.finance@cat.org.uk.

* see Section 18: GSE Contacts

13.4. If a third party is paying your fees, you are responsible for ensuring that they transfer any necessary monies to you in order to allow you to make payments as above to CAT.

13.5. Please note that if your employer or sponsor is paying your fees directly to CAT, total tuition for all module's payments is payable before commencement of the programme.

13.6. Should a third-party fee payer such as an employer or sponsor make enquiries about a student. In line with our privacy policy, our communications with them will only occur where we have written consent from the student for this purpose, or where it is a written condition of sponsorship. CAT must be in receipt of a copy of a sponsorship agreement at the time of enquiry.

14. Non- & Late Payment of Fees

14.1. You will not be allowed to attend a teaching week or have access to learning materials or receive tutor support unless the appropriate tuition fee has been paid in full.

14.2. If you have outstanding module tuition fees, your enrolment on further modules will be suspended until your outstanding fees have been addressed.

14.3. The GSE reserves the right to refuse access to tuition where tuition fees have not been paid by the payment deadline.

14.4. Late receipt of sponsor payment will not be considered to be a valid reason for non-payment or late payment of fees.

14.5. Bank transfers typically take several days to arrive with CAT. If you intend to use a bank transfer, please allow for the additional time to process these payments.



15. Financial Problems

- 15.1. If you find yourself in financial difficulty, please contact the Student Finance Officer to discuss your situation at the earliest opportunity.
- 15.2. GSE reserves the right to exclude students who are unable to meet their financial obligations, and to use external agencies to recover debts if necessary (Note: award certificates will be withheld until all tuition fee debts have been cleared).
- 15.3. Students should be aware that GSE will determine at its discretion the attribution of any payments received from students owing debts.

16. Programme Changes

- 16.1. GSE reserves the right to modify and develop our advertised programmes (including the location of delivery) and to cancel a proposed module or programme if we reasonably consider this to be necessary.
- 16.2. In these circumstances you may transfer to another programme on which a place is available and for which you are eligible.
- 16.3. GSE reserves the right to make other programme changes where this becomes necessary due to unforeseen circumstances. Should this situation arise GSE undertakes to give affected students notice in writing as soon as possible.

17. Fees Terms and Conditions Review

- 17.1. GSE reviews its Fees Terms and Conditions annually, prior to the start of each academic year.
- 17.2. These Fees Terms and Conditions apply to the 2022/23 academic year irrespective of the year of enrolment and apply to accommodation bookings and module(s) taken during this period.
- 17.3. If you request to defer entry or intermit please be aware that the Fees Terms and Conditions may change during the period of intermission or deferment, and upon your enrolment or return to study fees will be charged according to that academic year's published fees.
- 17.4. Current versions of our Fees Terms and Conditions are available on the GSE website (www.cat.org.uk/fees).



18. Your Agreement

- 18.1. In order to administer your enrolment and engagement with CAT and the GSE, we will maintain records including your contact details in line with GDPR and our privacy policy. Details of our privacy policy are available on the CAT website (<https://www.cat.org.uk/privacy-notice>).
- 18.2. In order to complete your enrolment you are required to confirm that you have read and agree to these Fees Terms & Conditions, and as such these Fees Terms and Conditions represent a contractual agreement between yourself and the Centre for Alternative Technology (CAT).

19. GSE Contacts

Student Finance Officer:

student.finance@cat.org.uk

+44 (0)1654 704981

Student Support Officers (SSOs):

student.support@cat.org.uk

+44 (0)1654 704985

+44 (0)1654 704989

+44 (0)1654 705974

+44 (0)1654 705981

WISE Reception:

wise.reception@cat.org.uk

+44 (0)1654 704978

Whilst COVID regulations persist many staff are working from home, and so an initial contact by email is preferred to phone as the response time is likely to be quicker.