



GSE Fees Terms & Conditions 2022/23

MArch Sustainable Architecture



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1. Introduction

- 1.1. This document describes the Fees Terms and Conditions for the MArch: Sustainable Architecture programme, for the academic year 2022/23.
- 1.2. Please note the MArch programme is available for part time and full-time study. For full time study it is compulsory to attend all teaching weeks. Module attendance for part time study is still compulsory but attendance is spread over three years rather than the two-year duration of the full time programme.

2. Tuition Fees and Deposit

- 2.1. The **total** tuition fees for the MArch are £13,120. A non-refundable deposit of £50 must be paid by all students enrolling on the programme to secure a place on the course.
- 2.2. Students should note that if CATs fee is above the maximum tuition loan available per year, they will need to fund the difference. A full-time student should budget to pay the difference in 2 equal annual instalments, at the start of each academic year. You can apply online for student loan funding at www.gov.uk/studentfinance. See section 10 for more details
- 2.3. Your enrolment, and registration with the Awarding University, cannot be completed until your deposit has been received, along with your completed pre-will enrolment form. (Note: You are not able to obtain a student card or have access to the online learning or library resources until your enrolment is complete).
- 2.4. For students not receiving a student loan, monthly tuition fees must be paid in full no later than 7 days before the start of a teaching week. A breakdown of tuition fees is provided overleaf:



Full Time Students	Fees
Deposit Payable on enrolment, prior to commencement of course	£50
First Year Monthly tuition fee (11 payments) starting September 2022 (includes month of study visit in Year 1) Total Year 1	£596.36 £6,559.96
Second Year Eight months tuition, first of 8 monthly payments in October*. Total Year 2	£820 per month £6,560

* the first month's payment in second year will be £781.26

Part Time Students	Fees
Deposit Payable on enrolment, prior to commencement of course	£50
First Year Monthly tuition fee (10 payments) starting September 2022 (includes month of study visit in Year 1) Total Year 1	£565 £5,650
Second Year Five tuition visits to CAT (bimonthly beginning in October) Total Year 2	£572.50 per visit £2,862.5
Third Year Eight months tuition at CAT, first of 8 monthly payments in October. Total Year 3	£576 per month £4,608

Note: For part time students the fees are determined **per module studied** in the same way as for full-time students, as a tuition visit to CAT is not necessarily the same as completing a module, the cost of attending a taught session at CAT will vary in years 1-3. There is also some slight rounding in scheduling the fees to assist students with budgeting.



3. Study Visit

- 3.1. Students should be aware of the financial cost associated with participating in the study visit which usually takes place in February (Year 1) subject to any amendments that need to be made for ongoing COVID restrictions.
- 3.2. This is **in addition** to that month's tuition fee and we advise students budget an estimated £300 for this (Note: final costs will vary depending on students' booking choices for accommodation and transport, etc.).
- 3.3. **Please note: At time of writing the timing, availability and participation in study visit is subject to the COVID-19 restrictions in place at the time of the planned visit.**

4. Accommodation and Meals

- 4.1. 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 (6-night) teaching week attendance	Last date payable
Standard shared accommodation	£180	Payment due no later than 7 days before the start of a teaching week.
Bunkhouse-style shared accommodation	£120	

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 2022 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 becomes unavailable, and the standard shared accommodation is single occupancy to meet social distancing rules. Should these COVID guidelines still be in place in 2022-23 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 / PayPal payment
(<https://www.123formbuilder.com/form-5157974/accommodation-bookings>)
 - 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. Repeating a Module

- 5.1. If you fail a module, i.e. your assignment submission fails at the first and second attempts, you will have the option to repeat the module the following year.
- 5.2. To repeat a module you will have to pay an additional module fee; this will be charged according to the credit value of the module (Note: you should also budget for accommodation and subsistence costs).
- 5.3. Tuition fees for repeated modules are shown overleaf:



	Home student fee	Last date payable
15-credit Repeat Module	£820	Payment due no later than 7 days before each repeated module's start date.
30-credit Repeat Module	£1,640	
60-credit Repeat Module	£3,280	

6. Deferral

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

7. Intermission

- 7.1. 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).
- 7.2. 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.
- 7.3. 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.
- 7.4. You are not allowed to intermit if you have any tuition fees outstanding.
- 7.5. Should you wish to intermit you must give one calendar months' notice before the start of the period of intermission.
- 7.6. If less than one calendar months' notice is given you will remain liable for tuition fees for teaching weeks falling within that one-month period. Exception to this 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 evidence



to support the claim. This form is available from the SSO's or from the GSE website.

- 7.7. 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.
- 7.8. 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.
- 7.9. If you are on a programme that is in the process of being withdrawn or amended as part of the awarding University revalidation we may not be able to agree to you returning to study on exactly the same programme at a future date. This may require transitional studies to reflect changes between new and old programmes Any change of programme will be done in consultation with your current and future programme leader. The MArch programme is validated by the University of East London and is 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 the MArch, but there may be some amendments to modules as part of the review.
- 7.10. Students who later decide to return to complete their studies will need to re-apply for admission to the programme. In this situation, the academic year fees on the date of return will apply and a re-enrolment fee of £100 will be payable, in addition to payments for modules needed to complete the programme.
- 7.11. **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.**

8. Withdrawal

- 8.1. You may leave the programme at any time but will be liable to pay tuition fees for the next one month's following the date of notification to leave, which must be in writing using our 'Withdrawal Request Form', available from the SSO's or from the GSE website. If less than one month's notice is given, CAT reserves the right to charge for the one month's tuition fees.



- 8.2. Exceptions to this one-month rule will be on the acceptance by the Head of School of a satisfactory 'Sudden and Severe Change in Circumstances Form' with evidence to support the claim (these forms can be provided by the SSOs or obtained from the GSE website and must be returned to the SSO's with supporting evidence).
- 8.3. 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.
- 8.4. **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.**

9. Re-enrolment

- 9.1. If you have previously withdrawn from this programme and wish to return to progress to a further award you will need to apply for re-enrolment.
- 9.2. 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 then current Fees Terms and Conditions.

10. Loans and Financial Grants or Bursaries

- 10.1. 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).
- 10.2. The Master of Architecture course (MArch part 2) is a 120 credit per year course (240 credits in total) and is sometimes classified as an undergraduate Masters qualification rather than an MSc or MA which require study of 180 credits. This distinction means that student loans for MArch can be either offered as undergraduate or postgraduate support. If applying for a full time Master of Architecture course you are advised by the UK government to apply for undergraduate support, which includes both tuition fee and maintenance loan funding.
- 10.3. The Postgraduate Master's Loan will only be available for your MArch if you are **taking the part-time course or you are ineligible for undergraduate funding for another reason.** See <https://www.gov.uk/masters-loan/eligibility> for the latest guidance. **If you take more than three academic years between Part 1 and Part 2 programmes you are normally deemed ineligible for undergraduate support** and will only be eligible for postgraduate support.



Where the gap exceeds 3 academic years, the **Student Loans Company** has discretion to consider this a single course if the student has maintained a connection with architecture. This is considered by the SLC on an individual case basis.

- 10.4. If during your study you decide to transfer from full time MArch to part time MArch study, this will **remove your eligibility for an undergraduate loan**, and the student loans company will reclassify your eligibility for funding. It is important that if you take the decision to change your mode of study, you carefully consider the impact of this change on your financial situation.
- 10.5. The postgraduate student loan only has a maintenance loan component which can be more generous than an undergraduate maintenance loan depending on your individual circumstances but does not have a separate tuition fee component, which you would remain liable for.

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, as our fees are paid on an monthly basis rather than termly.
<https://www.practitioners.slc.co.uk/products/postgraduateeducation/postgraduate-masters-loan/>

- 10.6. 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.
- 10.7. 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.
- 10.8. General advice on funding your architectural studies can be found at:
<https://www.architecture.com/education-cpd-and-careers/studying-architecture/advice-on-funding-your-architectural-studies>



Fee Payments

- 10.9. 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 by no later than 7 days before the start date of each teaching week.
- 10.10. The following methods may be used to pay tuition 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/>).
 - Debit / credit card telephone payment *
 - Bank transfer #
- * see Section 17: GSE Contacts
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.
- 10.11. 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.
- 10.12. Please note that if your employer or sponsor is paying your fees directly, the total tuition fees will be payable before commencement of each module.
- 10.13. 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.

11. Non & Late Payment of Fees

- 11.1. Tuition will not be available (including access to learning materials) unless the required tuition fee(s) have been paid.
- 11.2. If you have outstanding module tuition fees, your enrolment on further modules will be suspended until your outstanding fees have been addressed.
- 11.3. The GSE reserves the right to refuse access to tuition where tuition fees have not been paid by the payment deadline.
- 11.4. Late receipt of sponsor payment will not be considered to be a valid reason for non-payment or late payment of fees.



12. Financial Problems

- 12.1. If you find yourself in financial difficulty, please contact the Student Finance Officer to discuss your situation at the earliest opportunity.
- 12.2. 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).
- 12.3. Students should be aware that GSE will determine at its discretion the attribution of any payments received from students owing debts.

13. Programme Changes

- 13.1. 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.
- 13.2. In these circumstances you may transfer to another programme on which a place is available and for which you are eligible.
- 13.3. 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.

14. Fees Terms and Conditions Review

- 14.1. GSE reviews its Fees Terms and Conditions annually, prior to the start of each academic year.
- 14.2. 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.
- 14.3. 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.
- 14.4. Current versions of our Fees Terms and Conditions are available on the GSE website (www.cat.org.uk/fees).



15. Your Agreement

- 15.1. 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>).
- 15.2. 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.

16. 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