

University Fee Regulations Queen Mary University of London
(Paris) LLM programmes 22/23

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1. Introduction

- 1.1 Queen Mary University of London (Paris) is committed to a fair and transparent policy in respect of charges made to students.
- 1.2 This policy is reviewed and updated annually.
- 1.3 These regulations apply to all students enrolling on the Queen Mary University of London (Paris) postgraduate taught programmes in Law
- 1.4 By accepting an offer of a place or enrolling on this programme, students agree to abide by the terms of these regulations. Where the student is enrolled on any other programme at QMUL, the process may be different from those described within these Fee Regulations.
- 1.5 University fees are reviewed each year and are liable to increase each year.

2. Currency

- 2.1 All fees published by the University for the purposes of this programme are in EURO (€)

3. Student Fee Liability

- 3.1 Students are personally liable for payment of their fees throughout their programme of study, even where they have a sponsorship agreement or have arranged to receive payment on their behalf from a sponsorship organisation. If the sponsor fails to pay, or withdraws the sponsorship, the student will become immediately liable to pay fees.
- 3.2 Queen Mary University of London (Paris) will invoice students once they have pre-enrolled.
- 3.3 Students who fail to pay their university fees when due will be subject to sanctions, which can include the termination of registration.

- 3.4 To re-enrol on a second or subsequent semester or year of the programme, students must have paid all prior university related debts to Queen Mary University of London (Paris).
- 3.5 Students opting to pay by instalments pay the first 50 % and sign a payment plan prior to enrolment.
- 3.6 Students are subject to sanctions if they do not pay each instalment by the due date.

4. Sponsored Students

- 4.1 Queen Mary University of London (Paris) will only accept sponsors if they pass Dunn and Bradstreet credit check.
- 4.2 Students sponsored by their employer must ensure that they provide the Finance Department with the following information, usually on headed paper:
 - Student's full name and student/applicant ID number
 - Invoice address
 - Invoice contact person and contact details
 - Sponsorship amount
 - Academic year(s)
 - Programme name
 - Purchase order number (if required)
- 4.3 Sponsors should pay within 30 days of receipt of invoice
- 4.4 Where the sponsor is paying only part of the fees, the student must pay the balance due before or at enrolment, according to the self-funding option outlined above
- 4.5 Students remain personally responsible for payment of university fees and other charges, even if there is an arrangement for Queen Mary University of London (Paris) to receive payment on the student's behalf from a sponsor or any other third-party

5. Payment Deadlines and Payment options

- 5.1 There are two options available for making payment.
- 5.2 The first option is the full fees prior to enrolment, with a 1 % discount if fees are over 12,000 euros
- 5.3 The second option is 50 % of the fees prior to enrolment and 50 % on or before January 31st for student starting in September. For students starting in January, 50% before enrolment and the remaining 50% before the 30th April

6. Deposit

- 6.1 Students applying for the double LLM with the Sorbonne is required to pay a deposit to accept the offer
- 6.2 Where a deposit payment is required, students will not be permitted to enrol until payment has been received. Students are informed in the offer letter if they will be required to pay a deposit.
- 6.3 Any deposit paid in advance will be credited towards the first instalment of university fees in cases where the student has opted to pay by instalments.

Deposits are usually non-refundable and non-transferable

7. Administrative Charges

- 7.1 Students who choose to pay in instalments must sign a payment agreement with the Fees office once the first instalment and administrative fee have been paid
- 7.2 There is a non-refundable administration fee of 60 Euros for payment plans.
- 7.3 Queen Mary University of London (Paris) retains the right to impose a late penalty charge of 180 Euros for any fees not paid by the due date

8. How to Pay

8.1 Pay by bank transfer to:

Account name:	Queen Mary University of London
Bank:	Barclays Bank PLC
Address:	Mile End Branch, 240 Whitechapel Road, London E1 1BS
Sort code:	20 -57-30
Account number:	58585966
IBAN number:	GB91 BARC 2057 3058 5859 66
SWIFT code:	BARCGB22

You must include your name, student number and reason for transfer (i.e. university fees). Please ensure that the transfer includes any charges made by your own bank and our bank. Any excess payment will be refunded to the payee on request.

8.2 Pay online at www.qmul.ac.uk/epay.

You must have your student number to make a payment. **Payment made online will be converted into Sterling using the college banker's exchange rate calculations.** Where there is a shortfall in payment of fees due to currency fluctuations or bank charges, the student will be required to make good the shortfall.

9. Invoices

9.1 The invoice is payable in full before enrolment unless the student enters a payment plan to pay by instalments. Payment is due before enrolment.

10. Withdrawals and Interruptions

- 10.1 If a student withdraws from the programme in the first semester and made payment in full, 50 % will be refunded.
- 10.2 If a student withdraws from the programme in the second semester the full fee is due and payable

11. Course Cancellation

- 11.1 Where the course is cancelled by Queen Mary University of London (Paris), a full refund will automatically be made to all students affected.

12. Processing of Refunds

- 12.1 Students who withdraw must first submit the appropriate form to Academic Registry the student's status will then be changed to withdrawn on the student record system. Students who wish to apply for a refund of university fees must complete a refund request via the Mysis portal.
- 12.2 Refund requests which are based on extenuating circumstances must be accompanied by documentary evidence, such as a medical or death certificate.
- 12.3 Extenuating circumstances will be considered only due to a serious illness which rendered the student unfit to start studies or due to the death of a parent or carer, spouse, or child.
- 12.4 Refunds are normally issued by the Income and Credit Control Office within 21 days of the receipt of the written request and supporting documentation.
- 12.5 Refunds are made in the same form as the original payment
- 12.6 Bank charges may be deducted by Queen Mary University of London (Paris) if the refund is made by electronic transfer.
- 12.7 Refunds processed to an overseas bank will be subject to a 35-euro administration charge.

13. Failure to Pay

13.1 Queen Mary University of London (Paris) will try to accommodate the needs of its students wherever reasonable. Where students are having problems paying university fees or other monies owing, it is essential that they contact the Income and Credit Control Office immediately to discuss alternatives. Students who are having financial difficulties may wish to contact our Advice and Counselling Service to discuss, in confidence, possible funding options. See: www.welfare.qmul.ac.uk

13.2 Students who fail to pay 100% of university fees by the deadlines outlined in section 5 will be recorded as a debtor in the Student Record System. The following sanctions may be imposed if satisfactory payment arrangements cannot be agreed:

- Registration may be terminated in accordance with university Ordinance C3
- Re-enrolment at Queen Mary University of London (Paris), will not be allowed until all outstanding university fees are paid
- The student will not be allowed to sit exams or to attend the graduation ceremony
- All documentation from Queen Mary University of London (Paris) including exam results, transcripts and degree certificates, will be withheld.

13.3 Queen Mary University of London (Paris) will refer unpaid accounts to external debt collection agencies to pursue payment and seek recovery through the courts where necessary.

14. Third Party Disclosures and sharing information

14.1 Information on a student's debt may be released or exchanged between different offices of the university in the legitimate course of a student debt collection activities. An example of this would be informing a student's department of the outstanding debt to the university.

14.2 If the student falls into arrears of payment to the university, the university may disclose adequate, relevant, and sufficient personal data to a third party to enable the debt to the university to be pursued and recovered.

15. Complaints

15.1 If you are not satisfied with a decision taken regarding the fees you have been charged, the arrangements for payment, refunds or any sanctions imposed for non-payment, you may submit a complaint in writing under the college complaint policy.

<http://www.arcs.qmul.ac.uk/media/arcs/policyzone/QMUL-Complaints-Policy.pdf>

16. Useful Contacts

- **At Queen Mary University of London**

For queries about payment of fees, deadlines and instalments, contact:

Income and Credit Control Office
Finance Department
Queens' Building 1st floor west
Queen Mary University of London
Mile End Road
London E1 4NS
Monday to Friday, 9.00 am to 4.30 pm GMT

Fee Payments and Payment Plans

Telephone: +44 (0)20 7882 3776

Email : fees-plan@qmul.ac.uk

<https://www.qmul.ac.uk/tuitionfees/tuition-fee-payment-plans/>

External Sponsors

Telephone: +44 (0)207 882 7676

Email: feesponsor@qmul.ac.uk

For queries about your student record, contact:

Student Enquiry Centre

Academic Registry
Queens' Building, Room CB02
Queen Mary University of London
Mile End Road
London E1 4NS
Telephone: +44 (0)20 7882 5005
Monday to Friday, 9.00 am to 4.30 pm (4.00 pm on Thursdays) GMT