LANCASTER UNIVERSITY LEIPZIG

STUDENT FEE REGULATIONS AND DEBT PROCEDURES

If you are struggling to pay any university fees or charges, please contact finance@lancasterleipzig.de to discuss options. Ask for help at the earliest opportunity!Ask for help at the earliest opportunity!

Fee liability

All students will receive notification of fees due as part of the offer and prior to their first registration.

LU Leipzig may refuse to register a student who cannot, on request, show that they have the means to pay their fees and other financial commitments. If fees are to be paid by a sponsor or financial institution (i.e., Chancen eG, Brain Capital, FINS) directly to the university, LU Leipzig requires evidence of how this will be provided at the time of registration or as soon thereafter as possible.

Tuition fees for the academic year will not normally be refunded following withdrawal or exclusion during the session following week 4 of the academic year.

Every student becomes liable for the full sessional tuition fee upon registration and payment must be made according to the following schedule:

1st year of study at LU Leipzig:

- Pre-registration: Deposit (50% of year's tuition fees)
- Week 6: Travel Pass (compulsory non-Academic fee) + remaining 50% of year's tuition fees.

Any subsequent years of study at LU Leipzig:

- Week 6: 100% of year's tuition fees + Travel Pass (compulsory non-Academic fee)

It is a condition of registration that a binding undertaking to meet all university charges is made. Failure to make payment by the due date without contacting the LU Leipzig Campus Operation or Student Services to make alternate arrangements will result in LU Leipzig starting debt recovery procedures, as detailed below.

Please note that LU Leipzig reserves the right to pass any unpaid debt to its appointed debt collection agency. Doing so can incur interest and legal fees for which the student is responsible and

which may result in increased debt. It can also affect future credit rating and employment opportunities. Students are strongly encouraged to talk to Campus Operation to avoid this outcome.

Where charges are being paid by a sponsor or financial institution, LU Leipzig will pursue payment from the sponsor or financial institution. If no payment is received, in line with normal payment terms, the liability and responsibility for payment reverts to the student.

Debts in respect of tuition fees, travel passes, language courses, accommodation fees, fines, compensation for damage or loss or any other financial obligation must be met by the due dates given.

Consequences of not paying fees

There are two types of debt, academic debt and non-academic debt. Academic debt is considered to be any debt relating to the student learning experience. Primarily this constitutes tuition fees, but LU Leipzig reserves the right to deem other unpaid academic related fees as academic debt. Non-academic debt is any other fee owed (travel passes, language courses, accommodation, fines, compensation for damages, etc.)

Where the debt is academic debt, LU Leipzig reserves the right not to grant a degree, diploma or certificate. Students participating in exchange programmes sponsored by LU Leipzig, who are in academic debt to the host institution at the end of their period of study, shall be deemed to be in academic debt to LU Leipzig.

Non-academic debt will result in all actions being taken as below with the exception of not receiving the award – for the avoidance of doubt it does include possible exclusion from degree ceremonies.

Students are liable for all debt, and LU Leipzig reserves the right to invoke debt recovery procedures regardless of debt type.

Debt Recovery Procedure

If at any time after registration, students encounter unforeseen financial difficulties, they should consult Campus Operations or Student Services to discuss whether alternative payment arrangements for fees are available.

Students will receive notification of any amount overdue to LU Leipzig. Failure to make payments due will result in further action.

All students personally liable for specified amounts should make payment by the due date. After the due date, LU Leipzig will initiate procedures to collect outstanding debt. Initially, students who have unpaid debts will receive reminders requesting payment. Should this not result in payment then LU Leipzig reserves the right to implement the actions below depending on the nature of the debt:

<u>After six (6) weeks:</u>

- The issue of warning letters with deadlines

- Administration/late payment charges

<u>After twelve (12) weeks:</u>

- Letter advising of referral to Debt Collection Agency
- Exclusion from degree ceremonies
- Withholding of official degree certificate
- Suspension of registration at the end of the academic year for a period of twelve months
- De-registration from LU Leipzig at the end of the academic year
- Referral to a debt collection agency at the end of the academic year
- Legal action by debt collection agency

Any student whose membership of LU Leipzig is to be terminated as a consequence of the application of the procedures above has the right of appeal.

Refunds

Students who have overpaid will be able to receive a refund. The exception is for intercalating students. Where intercalating students have an overpayment of fees following adjustments for intercalation this will be held on account for the following academic year.

The LU Leipzig policy on the refunding of fees for students who have withdrawn or been excluded is as follows:

1. Before the end of the first week of registration – no charge – in the first year, the deposit will be refunded.

2. After the first week, but before the end of the fourth week – postgraduates will be charged for one month, undergraduates will be charged pro-rata from week 1 to week 4

3. After week four, no refunds will be given and self-funded students or sponsors will be charged for the full year.

To not pay your debts not only affects getting your degree; it could also affect your future credit rating and even your employment opportunities.