

50/50 (2 INSTALMENTS) OPTION

The Basics; this scheme allows your fee for the year to be split into two instalments, one of which must be made at or before the official start date of your course / course stage, with the balance payable approximately 4 months later.

Available to; all self-financing students who are enrolling for a full academic year with a contribution to their fees for the year of £375 or over.

Not available to; students' financial sponsors; students with a fee for the year which is under £375; students who are on courses or stages of a course which last less than a full academic year.

Scheme pre-requisites;

- 1) Your studies for which you are paying must last for at least the duration of a standard academic year.
- 2) Your contribution towards your fees for the year must be at least £375.
- 3) You must make a qualifying payment by no later than the timeframe set out below.

Scheme terms and details;

- 1) You must make a qualifying payment of a minimum of 50% of your contribution for the year by no later than the official start date of your course / course stage in each new academic year (see our section on [accepted methods of payment](#)).
- 2) Although we welcome earlier payment, the remaining balance of your fees will become due after approximately 4 months from the official start date of your course. See the illustrative examples on the next page.
- 3) Approximately 28 days prior to your due date our University will issue an invoice quoting your outstanding balance and the due date by which it should be paid. These invoices are normally issued to the permanent home address that you have supplied to our University.
- 4) This invoice should serve as a reminder only. You are still responsible for meeting the appropriate payment date even without the receipt of an invoice.
- 5) Extensions beyond the payment due date are not permitted.
- 6) Our University will levy a **charge of £25** for any payment not honoured on this scheme, and charge late payment interest for every day for which the fee remains overdue.

Scheme Illustrative Examples

Semester 1 Starters*

Example fee; £2000.00

Qualifying payment; £1000 minimum

Made by; no later than the official start date for your course / course stage

Balance; £1000

Due Date; 25th January 2019

Semester 2 Starters*

Example fee £2000.00

Qualifying payment; £1000 minimum

Made by; no later than the official start date for your course / course stage

Balance; £1000

Due Date; 31st May 2019

**The key dates in the above illustrative examples cover most of our students, whose studies commence at or near the start of Semester 1 or 2. Some courses and research programmes have what we term non-standard start dates; this payment scheme is still available to students on these courses or programmes of study – subject to the same criteria set out above. For applicable payment dates please contact our Incomes Office or email us at incomes@leedsbeckett.ac.uk*

Additional information

- Opting onto this scheme indicates your acceptance of the terms and conditions outlined.
- Invoices are *not* issued for the qualifying payment. You will either be presented with the appropriate fee information via our Online Welcome & Registration facility or you may need to determine for yourself the amount you need to pay to qualify for entry onto the scheme.
- On occasion (and more so for some students from outside the UK) you may require an invoice for the second half of your fees sooner than 28 days prior to the due date (to obtain the release of funds from your bank, for instance). If this is the case, you should contact the University's Incomes Office (incomes@leedsbeckett.ac.uk) and we will assist wherever possible.