

**TERMS AND CONDITIONS STUDENTS ON THE MBA (GLOBAL) AND MSC FINANCE
PROGRAMME DELIVERED IN PARTNERSHIP WITH THE UNIVERSITY'S ONLINE LEARNING
PARTNER IDI**

TUITION FEES

- 1.1 Intending students are required to ensure that they have the financial resources necessary to meet the cost of tuition fees for the programme of study.
- 1.2 Students agree to pay programme fees as detailed in the offer of admission.
- 1.3 All students are required to pay tuition fees to IDI. Fees are collected on behalf of the University of Aberdeen by IDI, who are the online learning delivery partner of the University of Aberdeen. Details of these fees can be found at <https://online.abdn.ac.uk/business/>
- 1.4 Tuition fees cover all parts of the programme, including tuition and assessment fees, but not retake fees or miscellaneous charges – (see section 6).
- 1.5 Tuition fees does not include any set books or additional resources such as practical materials and equipment or specialist software.
- 1.6 Alumni of the University of Aberdeen will be entitled to receive the University of Aberdeen Alumni Discount, under the terms outlined at https://www.abdn.ac.uk/funding/details.php?funding_id=69. Students do not need to submit an application form – the alumni discount will be applied by IDI at the point of admission.

PAYMENT OF TUITION FEES

- 2.1 Students can opt to pay the full tuition fees for the programme prior to registration, or by Instalments as detailed in 2.2.
- 2.2 **MBA (Global) Students**
Students can opt to pay their tuition fees in two, four or twelve equal instalments. Students opting to pay their tuition fees in two equal instalments will be required to pay a minimum of 50% of the full fees for the programme prior to registration, with the remainder of the fees being paid within 12 months. Students opting to pay their tuition fees in four equal instalments must pay a minimum of 25% of the full fees for the programme prior to registration. The remainder can be split in three equal instalments due per 6 months. Students opting to pay their tuition fees in twelve instalments will be required to pay the first instalment of the tuition fees of the programme prior to registration. Each of the remaining eleven payments will be due to be paid prior to the commencement of each course.

MSc Finance Students

Students can opt to pay their tuition fees in either three or twelve equal instalments. Students opting to pay their tuition fees in three equal instalments will be required to pay a minimum of 33.33% of the full fees for the programme prior to registration, with the remainder of the fees split into two equal instalments due every eight months, prior to the commencement of each block of study. Students opting to pay their tuition fees in twelve instalments will be required to pay the first instalment of the full tuition fees of the programme prior to registration. Each of the remaining eleven payments will be due to be paid prior to the commencement of each course. If students choose to study the CFA pathway they will incur additional fees for the learning materials delivered by Fitch Learning and will have to pay for and organise the CFA examination.

- 2.3 Students can opt to suspend their studies for an agreed period of time. Students can elect to continue their instalment payments during this period of suspension, or defer payments until they resume study.
- 2.4 The University of Aberdeen and IDI will consider requests to extend the period of payment, or to vary payment dates and amounts, but reserve the right to decide on such requests on a case by case basis.
- 2.5 No payment plan can extend beyond the end date of the programme the student is enrolled on.

NON-PAYMENT OF FEES

- 3.1 The University of Aberdeen and IDI reserve the right to restrict access to programme materials and tuition, and ultimately to withdraw registration, in the event of failure by the student to make instalment payments by the due date.
- 3.2 In the event of non-payment of the programme fee or instalments, The University of Aberdeen and IDI may also withhold work from being assessed. Students will not be permitted to graduate or to receive confirmation of completion if they programme fees are outstanding.

WITHDRAWAL FROM STUDIES AND REFUND OF TUITION FEES

- 4.1 Students must confirm their intention to withdraw in writing – either by letter or e-mail – if they wish to withdraw from studies. It is not enough to tell your tutor; students must inform their Programme Coordinator. Withdrawal will take effect from the date by which the intention to withdraw is confirmed in writing.
- 4.2 Students who withdraw within 14 days of the programme start date will be entitled to a full refund of tuition fees paid.
- 4.3 Please note that the 14 day period stated in 4.2 applies to the whole programme, and not to each individual block of study. If you do not wish to continue with a subsequent block of study,

you must inform us of this before you commence studying on that block. You will not be entitled to another 14 day cooling off period.

- 4.4 Students with conditional offers of admission who have made a payment towards tuition fees but who are then unable to take up a place on the programme, i.e. they subsequently do not meet the conditions of their offer, will be entitled to a full refund of fees paid.
- 4.5 In the case of students who have left their programme of study refunds will only be made when the student withdrawal procedure has been correctly followed and the student is recorded as withdrawn by IDI. Retrospective or backdated withdrawals will not normally be permitted.
- 4.6 All refunds will be made to the bank and account holder (or other financial institution) that originally paid the fee. Refunds are not made in cash.
- 4.7 Consideration may be given to making refunds to students who have to withdraw due to exceptional mitigating circumstances. Each shall be considered on its own merit. Such cases must be submitted in writing. Cases based on academic and financial difficulties are not normally regarded as acceptable reasons for any refund or reduction in fee liability. Refunds will be made at the discretion of the University and IDI.
- 4.8 Complaints about refund decisions or the refund process should be made in accordance with the University's [*Policy and Procedures on Student Appeals and Complaints*](#).

MISCELLANEOUS CHARGES

5. Separate charges are made for the following: graduation, late and penalty fees, transcripts or letters of certification, replacement degree certificates (which are issued only in exceptional circumstances), replacement student identity cards. Details of miscellaneous charges can be found here: http://www.abdn.ac.uk/infocenter/documents/Miscellaneous_Fees_2015_16.pdf.