

2. In cases where clear evidence of exceptional financial hardship is provided by the student the Registrar may grant permission for payment of tuition fees by instalments. A student paying tuition fees by instalments shall, in addition, pay the prescribed administration fee, but this fee shall be remitted if every instalment is paid by the date on which it falls due. A student who has been given permission to pay in instalments and who discontinues his course shall remain liable for all instalments as they fall due unless exempted under the next succeeding regulation.

3. (a) A student who discontinues study of any course and makes application to the Registrar before the end of the first term (in the case of a course extending over an entire academic year), or within four weeks of the commencement of the course (in any other case), shall be entitled to a refund of such proportion of the tuition fees paid by him in respect of that course as the Registrar may determine.

(b) A student who is concurrently enrolled for any course (for this purpose called a "substantive course") and any prerequisite which is examined at an earlier part of the academic year, may on failing the prerequisite withdraw from the substantive course, and shall, on making written application to the Registrar within four weeks of the posting of the results of the examination for the prerequisite on a university notice board, be entitled to a refund of such proportion of the tuition fees paid by him in respect of the substantive course as the Registrar may determine.

(c) Corresponding refunds shall be granted in the case of a student who is paying his fees by instalments.

NOTE: The Registrar has determined that a full refund of fees paid will be made if a completed change of course form or other written advice is received in the Registry by the date shown below:

Full year (Full) 31 March
 First half (1/2) 31 March
 Second half (2/2) 2 August

Only in exceptional circumstances will any refund be made if written notification reaches the Registry after the date shown above. In such cases applications will need to be supported by suitable documentary evidence.

4. Where a candidate has not submitted his thesis by the end of February after the year of entry he shall become liable for a further year's fee.

CROSS-CREDITS AND EXEMPTIONS

1. Any candidate cross-crediting a course or courses from one course of study to another shall pay the prescribed fee.

2. A candidate who is exempted from passing a course by reason of having passed or been credited with a pass in that course or its equivalent in another course of study shall pay the prescribed fee.

EXAMINATION FEES

1. Examination fees shall be paid in accordance with the Examination Regulations and the prescribed Table of Fees. Letters and telegrams forwarding fees shall be prepaid and despatched at the risk of the sender.

NOTE: See Calendar for closing dates.

2. A candidate who has paid a fee which includes the fee for the presentation of a thesis may defer the presentation of the thesis until a subsequent year and shall be entitled to present the thesis on one occasion only without the payment of a further fee.

DEFAULT IN PAYMENT OF FEES

Any student who is in default in the payment of any fees due and payable under these Regulations shall not be entitled

(i) to have his examination results released or credited to his academic record;

(ii) to enrol in any other course;

(iii) to have his academic record transferred to any other University.