

Miscellaneous Fees

		2015/16
Associate Student Fee	Associate Student Fee	£120
	Associate Student Fee (Validated Programmes) (provided for under the terms of formal Agreements with other Institutions)	£300
Degree certificate	Replacement Degree Certificate	£25 (from 1 January 2016, this will increase to £35)
	Certified Copies of Degree Certificates	£10 for 3; £15 for 5
Graduation	Graduation ceremonial Fee	£45
	Graduation in-absentia Fee	£10
	Graduation: Applying for or switching ceremony after paperwork at print (excludes Late fee & would be for exceptional reasons only)	£55
Higher Degrees	Examination Fees for the degrees of DLitt, DMus, DSc, LLD, MD (unsupervised pre-2007 candidates) and ChM (unsupervised pre-2007 candidates). [Fees for the supervised MD and ChM will be at the standard part-time postgraduate rate]	£900
	Re-examination Fees for the degrees of DLitt, DMus, DSc, LLD, MD (unsupervised) and ChM (unsupervised). [Re-exam fees for the supervised MD and ChM will be at the standard postgraduate rate]	£450
Id card	Replacement student ID card	£10
Late fees	Late Fee (e.g not registering for a resit, applying late for graduations by the stated deadlines)	£30
Letter requests	Official Letter for registered students	£10
	Official Letter for non-registered students	£15
Postgraduate Research Students	Continuation fee - for those with an approved extension - for postgraduate research students at the end of their period of supervised study and are not being charged a tuition fee. A higher rate reinstatement charge applies in some circumstances (see below).	For Students who started pre 1 August 2014: £120 For students who started post 1 August 2014: £540
	Reinstatement fee for postgraduate research students who are beyond their maximum period of study, or who have not been given an approved extension, but have been given approval to submit a thesis for examination. The fee is required at the time the thesis is submitted for examination.	£1,200
Re-assessment fees	Re-assessment fee per course module: online or hard-copy (cost up to £120 max)	£20
	Penalty fee for failing to apply to take resit(s) prior to attending the exam.	£75
	Re-examination fee for postgraduate research degrees	£150

Syllabus requests	Syllabus requests from students registered prior to 2003/04	£20 (from 1 January 2016 this will increase to £25)
Transcripts	Transcripts for registered students (the cost listed is for one original). Each additional original document will cost £2).	£10
	Transcripts for non-registered students (the cost listed is for one original document). Each additional original document will cost £2).	£15
Verifications	Official Letter of Verification for registered students	£10
	Official Letter of Verification for non-registered students	£15
	Verification for bank account (first letter issued free of charge)	£10