



PAYMENT OPTIONS

STUDENT NAME

FEES PhD - Your student number and the TUA/GST guidance documents will be e-mailed to you after payment of the Application/ Administration fee of £260 UK Sterling or exact equivalent. Do not send this fee to the Finance Officer, Karen Kirk (see below for full contact details), until you receive an 'Acceptance Letter' confirming your enrolment.

A re-registration Fee of £100 UK Sterling for each subsequent year is payable in advance. You will be re-registered annually as a student of GST/TUA after this payment is received and an official registration certificate will be sent to you each year. In terms of the annual payment of a Re-registration Fee, please note the advantages of completing the degree programme on time or, better still, at the earliest point.

PAY PLAN FOR THE PAYMENT OF FEES - Completing and signing the attached form is required before the start of the degree programme. Contact with a tutor can only be initiated when all fee arrangements are in place.

DEGREE PROGRAMME FEE

		DURATION OF PROGRAMME
PhD	£5000 UK Sterling	4 - 6 years

FEE PAYMENT OPTIONS

- We expect every student to inform us promptly of his/her selected method of payment.
- A random pattern of payments is not acceptable.
- All fees must be paid before submission for examination whichever plan is adopted.

The following options are available for students to pay their fees: Please tick the appropriate boxes, confirm by signing below and return to the finance officer, GST Central office, UK.

PAYMENT PLANS:		
PLAN A	PLAN B	PLAN C
If the full amount of the course fee is paid within the first month of full registration, this plan attracts a 10% discount .	If half the course fee is paid within the first month of full registration and the remainder is confirmed for and paid on a specified date at the start of the second year, this plan attracts a 5% discount .	The Course fees are paid monthly over a consecutive period of: (a) 24 months (b) 36 months (c) 48 months This plan attracts a fee of £100 to cover administration
	Date for payment Year 1 Date for payment Year 2	Start date

SIGNATURE

DATE

The GST Finance Officer is sensitive to the individual and, sometimes, changing status of students and in this respect welcomes the opportunity to discuss any matters of finance with the individual student as and when required. Every student routinely receives regular fee statements.

REPAYMENT POLICY

The Application/Administration fee of £260 is non-returnable. The course fee is returnable subject to the following criteria:

- Course fee returned in full if student withdraws within 60 days of registration.
- Half-course fee returned if student withdraws within 90 days of registration.
- Thereafter, course fees are not returnable.

HOW TO PAY FEES

NB Whichever method you choose please be sure to provide your name on the documentation.

- We can accept payments made using PayPal. To utilise this reliable and safe method you need either to set up your own Paypal account, which is very straightforward to do using the link www.paypal.com
OR
Use the PayPal button. Please note that this process will incur a small charge which will be added to your student account.
You may send by electronic transfer using the following information:

Greenwich School of Theology
Account No. 72005335
NatWest Bank, 17 High Street, Grays,
Essex, RM17 6NP
Code 60-09-11
BIC: NWBK GB 2L
BAN: GB27 NWBK 6009 1172 0053 35

You may send a UK Sterling cheque directly to GST Central Office. Please make cheques payable to:
Greenwich School of Theology
Karen Kirk: Finance Officer
GST Central Office
29 Howbeck Lane
Clarborough
Retford
Nottinghamshire
DN229LW

PLEASE NOTE

All payments are preferred in UK Sterling. USA students may opt for US Dollar payments, at the prevailing exchange rate, **but all exchange rate fluctuations, bank fees and PayPal charges will be debited to the student's account.** In the current volatile exchange rate market students are advised to limit their exposure to these costs by opting to pay in UK pounds.

Students are reminded that fee payments, as detailed above, do not include the costs associated with finalising the dissertation or thesis. **Printing & binding** costs need to be met (usually around £100 for M & D) and the required **Language edit** fee costs £5.00 - £9.00 per thousand words. Students who pay their fees on a monthly basis often choose to add an amount to cover these additional costs.

Please note that all costs must be paid prior to the presentation of the degree.

Students who require further assistance may contact the Finance Officer, Karen Kirk, at the GST Central Office UK



+44(0)1777-704261



payments@theology-gst.com



kare.kirk10