

## **STUDENT SERVICES - CHARGES**

Student Services charge for some of the services which they provide to Students. These charges are listed below:

### **LETTERS**

In each academic year we will produce **free of charge**:

All student visa extension letters  
3 x To Whom it May Concern letters  
1 x bank letter

Further requests for letters will be charged at **£5 per copy.\***

### **ID CARDS AND LANYARDS**

You will be issued with a card and lanyard when you enrol for the first time **free of charge**.

If your card is stolen and you report it to the police, a card will be issued without charge if you provide evidence of a crime number.

Replacement of lost cards will be charged at **£10 per card.\***

Replacement of lost lanyards will be charged at **£5 per lanyard.\***

### **AWARD CERTIFICATES**

Award Certificates are posted to students within four weeks of graduation.

Duplicate copies of Award Certificates are charged at **£35**.

### **CERTIFIED COPIES**

Certified copies of original certificates will be charged at **£5 per copy**.

### **ENROLMENT**

Late enrolment fee **£50**

A late enrolment fee will be charged if enrolment is not completed by a specific date – last date of enrolment can be confirmed by contacting Student Data Management on 01204 903059.

\*Payments should be made direct to Financial Services, Chancellor's Mall. You will be provided with a receipt, which you should bring to Student Services to obtain your letter/ID card.

