Henley Business School
UNIVERSITY OF READING

Example Payment Information

Henley Based Intake Flexible Executive MBA Programme

Henley Business School, Greenlands

On joining the Flexible Executive MBA intake the following fees will apply:

Total Tuition fee:	**£25,500.00**	
Stage 1 fee (includes £1,000 non-refundable deposit)	**£11,000.00**	**invoice date 31/03/2022**
Stage 2 fee	**£8,000.00**	**invoice date 31/01/2023**
Stage 3 fee	**£6,500.00**	**invoice date 31/01/2024**

Tuition fees are payable for each Stage of the MBA Programme and cover the costs of tuition, registration and core MBA materials. Your fees do not cover accommodation at the School, with the exception of the first Leadership & Personal Development Workshop, and the optional International Study Visit which takes place in Stage 3 of the MBA Programme. A separate fee will be charged by the School for this optional International Study Visit and you will be responsible for additional costs relating to transfers, flights and visas (some meals will also be covered).

Invoicing: Please note that no separate invoice will be raised for your deposit payment. Your deposit will be included in the amount of your first tuition invoice, sent to your Business School email address if you are self-paying, or, forwarded to your sponsor if your fees are being paid by an employer / third party. Your student email address will be allocated at the time of your online enrolment to the MBA Programme.

Programme Fees

Following receipt of an invoice from the School, fees for each Stage of the programme must be paid in full by the due date. A deposit payment is required, prior to the programme start, to secure a place on your chosen programme. Alternatively, a company letter may be provided for company sponsored students in lieu of this deposit. If outstanding fees are not paid within four weeks of the first workshop, the student will risk possible de-registration from the programme and all services will be suspended. In such cases, the School reserves the right to de-register the student with no refund of fees if the outstanding fees remain unpaid.

If a student withdraws or leaves the programme for any reason (including failure of the previous Stage), a refund will be issued according to the following scale:

- If the student withdraws within four weeks of the first day of the programme/Stage, a 75% refund of stage fees will be issued.

- If the student withdraws within eight weeks of the first day of the programme/Stage, a 50% refund of stage fees will be issued.

- If the student withdraws within twelve weeks of the first day of the programme/Stage, a 25% refund of stage fees will be issued.

No refund of fees will be made if the student withdraws after the twelve-week period. Furthermore, if the student has been permitted to pay their Stage fees in two instalments, they will still be liable to pay the outstanding Stage fees in full if they withdraw or leave the programme for any reason (including failure of the previous Stage) after the twelve-week period.

In consideration of payment by, or on behalf of, the student, the School undertakes to supply the student with programme materials and services including assessment services to which the fee concerned relates, as defined on the relevant website.

A student who has been granted sponsorship by their company or other organisation will be personally liable for any non-payment of fees by their sponsor or for the remaining fees should there be a change in their employment circumstances that affects their sponsorship during the programme.

The School reserves the right, at any time, to vary the fees to be charged for any programme of study leading to an academic award of the School. Any such fee variances introduced after the date of commencement of registration apply only to those stages of the programme (if any) for which fees have not been paid.

Cancellation Rights: If the programme has commenced and the student wishes to cancel their agreement with the School, the terms of this paragraph will apply. To withdraw from the programme, the student should request a withdrawal/cancellation form from their programme administrator. Once the School has been notified that the student wishes to withdraw from the programme, the following provisions apply:

- If the student withdraws within four weeks of the first day of the start of the programme, either (i) he/she will be liable to pay 25% of the stage fees; or (ii) a 75% refund of Stage fees will be issued to him/ her, as appropriate.

- If the student withdraws within eight weeks of the first day of the start of the programme, either (i) he/she will be liable to pay 50% of the stage fees; or (ii) a 50% refund of Stage fees will be issued to him/ her, as appropriate.

- If the student withdraws within twelve weeks of the first day of the start of the programme, either

(i) he/she will be liable to pay 75% of the stage fees or (ii) a 25% refund of Stage fees will be issued to him/ her, as appropriate.

- If the student withdraws after twelve weeks of the first day of the start of the programme, no refund will be given and the programme member will be liable to pay 100% of the Stage fees.