

## 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 six to eight weeks of graduation.

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

\*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.