



## Quality Transformation Unit

### Student Services - Charges

**Issued by the Quality Transformation Unit**  
**Approved by Senate: DATE**

Technical updates of this document take place on an annual basis to reflect changes to the University of Greater Manchester's organisational and management structure and to incorporate earlier, approved amendments to related policies, procedures and regulations.

Date: 10/12/2025  
Version Number: v1.2  
Author: Student Services and Experience  
NAME: job title



## Purpose Of Policy

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.*



## Helpful Contacts & Resources

Support Area	Contact or Link

<b>Summary – REPORT TITLE</b>	
Reference Number:	QTU /
Version number	1.2
Version Date	11/12/2025
Author	
Owner	
Responsible person	
Approving Committee	
Date Approved	
Effective From	
Dissemination Method	
Review Frequency	
Consultation History	
Document History	This summary was first written in XXXXXX in response to XXXXXXXX.