

General Student Regulations 2024-25

Section 03 – Tuition Fees

Owner: Dean of Students

Updated by: Director of Admissions & Enrolment/Associate Director Financial
Reporting

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1. Fees

- 1.1. In these Fees Regulations, the term 'Fees' refers to any sum payable by a student in respect of tuition, supervision, assessment or conferment.
- 1.2. Fees are set by the Vice-Chancellor.
- 1.3. Fees are subject to annual revision. Changes to Fees in respect of Continuing Students will be limited to the greater of the annual change in the Retail Price Index or 5% per annum.

2. Incurring fees

- 2.1. Fees are incurred on enrolment for the whole of each year of academic study or for each module taken.
- 2.2. Fees are incurred immediately on enrolment – there is no 'fee free' period. This does not affect any statutory right the student has to cancel their enrolment within 14 days unless that right has been waived.

3. Payment

- 3.1. It is the student's responsibility to pay their Fees. In the event that any personal sponsor, sponsoring company or authority or the Student Loans Company (SLC) fails to pay the Fees the student remains liable to pay the Fees;
- 3.2. Pursuant to regulation 4.7 of the Academic Regulations, all students must pay their Fees in full or make arrangements for payment that are acceptable to the University before enrolment for each academic year;
- 3.3. The following arrangements are usually acceptable to the University:

Home Fees	International Fees
Tuition fee loan from SLC, provided the University receives confirmation of funding from the SLC at or before enrolment. If this confirmation is not provided at enrolment, then the student must provide the University with proof of	n/a

Home Fees	International Fees
<p>application to the SLC at enrolment.</p> <p>The student remains responsible for fee payment if the SLC does not agree to pay the fee</p>	
<p>Postgraduate Loan from the Student Loan Company, 3 equal instalments in line with the loan payment schedule</p>	n/a
<p>From a sponsor (for example a student's employer) that the sponsor will assume responsibility for payment of the student's fees.</p> <p>The student must provide the University with a purchase order from the sponsor showing the total value of fees that the sponsor will pay. This purchase order must be provided at or before enrolment.</p> <p>Payment terms require payment within 30 days of the invoice to the sponsor.</p> <p>The student remains responsible for fee payment in the event of default by their sponsor.</p>	<p>From a sponsor (for example a student's employer) that the sponsor will assume responsibility for payment of the student's fees.</p> <p>The student must provide the University with a purchase order from the sponsor showing the total value of fees that the sponsor will pay. This purchase order must be provided at or before enrolment.</p> <p>Payment terms require payment within 30 days of the invoice to the sponsor.</p> <p>The student remains responsible for fee payment in the event of default by their sponsor.</p>
<p>2 or 3 equal instalments: 50% of tuition fees on enrolment and remaining 50% within 3 months from the start of the course.</p>	<p>2 or 3 equal instalments: 50% of tuition fees on enrolment and remaining 50% within 3 months from the start of the course.</p>

Home Fees	International Fees
9 equal instalments, the first payable at enrolment, then eight equal payments on the last working day of the month.	n/a

- 3.4. The University may decline to accept any of the methods set out in regulation 3.3 above (especially (but not exclusively) where the student has previously defaulted on a payment arrangement or the fees are below a minimum amount), in which case the fees shall be payable in full before enrolment.
- 3.5. It is the student's responsibility to make any arrangements with any person providing them with a loan to fund their Fees (including Student Finance England or other bodies). The University will cooperate with any reasonable request that the student makes for information to be provided to any person providing them with a loan to fund their Fees, but the University does not accept any responsibility for any delay or failure of person providing the student with a loan to make payments.

4. Refunds

- 4.1. This regulation 4 does not apply should a student exercise their statutory right to cancel their enrolment within 14 days, in which case no fees or charges will apply, and any monies paid will be refunded. The right to cancel may be waived in accordance with the applicable legislation.
- 4.2. Any refund is subject to the student:
- 4.2.1. Providing evidence that they have complied with any relevant immigration regulations; and
- 4.2.2. Returned all items belonging to the University to the University.
- 4.3. In respect of undergraduate and taught postgraduate students who enrolled and then intermitted, withdraw or their studies terminated the following refund on fees paid will be applied:

Undergraduate	Postgraduate Taught
<p><u>Full Time and Part Time Home:</u></p> <p>Before the start of the 2nd Term - 75% of the fees will be refunded</p> <p>Before the start of the 3rd Term – 50% of the fees will be refunded.</p> <p>On or after the 3rd Term – No refund shall be given.</p> <p><u>Full Time International:</u></p> <ul style="list-style-type: none"> • Student withdrawal/ Interruption <p>Before the start of the 2nd Term - 50% of the fees will be refunded</p> <p>On or after the 2nd Term – No refund shall be given.</p> <ul style="list-style-type: none"> • Studies terminated by the University <p>No refund shall be given.</p>	<p><u>Full Time Home:</u></p> <p>Before the start of the 2nd Term - 75% of the fees will be refunded</p> <p>Before the start of the 3rd Term – 50% of the fees will be refunded.</p> <p>On or after the 3rd Term – No refund shall be given.</p> <p><u>Part Time Home:</u></p> <p>Modules registered but not attended will be refunded</p> <p><u>Full Time International:</u></p> <ul style="list-style-type: none"> • Student withdrawal/ Interruption <p>Before the start of the 2nd Term - 50% of the fees will be refunded</p> <p>On or after the 2nd Term – No refund shall be given.</p> <ul style="list-style-type: none"> • Studies terminated by the University <p>No refund shall be given</p>

- 4.4. In respect of postgraduate research students, refunds will be calculated pro rata based on a 12 month year from the scheduled start of the relevant

academic year (that is 100% of the fees will be retained and no refund given 12 months after the scheduled start of the relevant academic year).

4.5. In respect of students who have provided fraudulent documentation or misrepresentation of evidence to be admitted on course resulting in withdrawal of Admissions or termination of Enrolment, subject to regulation 4.1, no refunds shall be given.

4.6. In respect of international students refunds prior to enrolment the following will be applied:

Reason for no enrolment	Refund
Withdrawing application prior to the issuance of a CAS (Confirmation of Acceptance of Studies)	Full refund of deposit and Tuition Fees paid
Withdrawing application following the issuance of a CAS (Confirmation of Acceptance of Studies)	No refund of deposit and Tuition Fees paid
Visa refusal due to failure to meet UKVI requirements	No refund of deposit and Tuition Fees paid
Failure to enrol within the enrolment deadline despite demonstrating a granted visa	No refund of deposit and Tuition Fees paid

4.7. In respect of students on distance learning or short courses, subject to regulation 4.1, no refunds shall be given.

4.8. Refunds will only be made to the bank account or credit card from which they were paid to the University.

4.9. Repayment of any scholarship, grant, fee discount or fee reduction that is repayable (whether wholly or in part) on withdrawal or other termination of a student's studies will be deducted from the amount of any refund.

5. Failure to pay

- 5.1. If a student does not pay their fees or defaults on an arrangement for payment of the Fees that they have made with the University, the University may:
 - 5.1.1. Financially suspend the student from their course of study (suspension means that the student will not be allowed to access the University's buildings or IT systems, they will not receive the marks awarded for any assessments and will not receive any award). The University will permit access to allow the student to pay their fees. The student may request permission to attend to sit exams or submit coursework by post, but this will usually only be given for students who are enrolled for the current academic year. Even if permission to sit exams or submit coursework is given, no marks will be given while the suspension remains in place;
 - 5.1.2. terminate the student's registration as a student;
 - 5.1.3. may take legal action for the recovery of outstanding fees, legal costs (including court fees and solicitors and advocates fees), administration fees and interest from the date the Fees were incurred (pursuant to section 69 of the County Court Act 1984 or similar provisions in UK or foreign legislation) whether or not the student is currently registered as a student of the University. The University may also take such action in the student's home jurisdiction (if applicable);
 - 5.1.4. cancel marks gained whilst the student is suspended for tuition fee debt;
 - 5.1.5. refuse to confer an award or may not confirm the conferment of an award by issuing a certificate (for the avoidance of doubt issuing a certificate is not proof that no fees remain payable);
 - 5.1.6. withhold or withdraw any invitation to or participation in in a graduation ceremony;
 - 5.1.7. not permit the student to re-enrol or to enrol on a new programme of study until the debt is paid is full (for the avoidance of doubt permitting re-enrolment or enrolment on another course is not proof that no fees remain payable).
 - 5.1.8. For Student visa holders, financial suspension may result in withdrawal of visa sponsorship and therefore termination of studies. If a Student visa holder is at the end of their course, the University will not confirm

successful completion of the course to UKVI for subsequent immigration applications.

- 5.2. Notwithstanding any action taken under regulation 5.1, any outstanding fees remain due for payment.