

University of the West of England, Bristol

Tuition Fee Policy

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| Academic session to which this policy is applicable: | 2015/16 |
| Students to which this policy is applicable: | All new and returning students studying at UWE and registered solely as UWE students |
| For periods of registration commencing between: | 01 August 2015 and 31 July 2016 |
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INTRODUCTION

The University of the West of England (the University) is committed to a fair and transparent policy in respect of charges made to students.

This policy is reviewed annually and students will be asked to agree to the terms of this policy as part of the registration process at the start of each year of study. Details of any changes made to this policy will be made available via the University website and by direct communication to students' UWE live e-mail addresses. Prospective students will be contacted directly via their welcome website.

The University charges fees for its programmes of study on an annual basis. Tuition fees are charged at a set rate either based on:

- an annual 'per year' charge,
- a programme of study charge,
- or calculated in respect of the number of credits being studied, including cases whereby students are repeating credits.

Students will be required to pay the fees applicable to their programme of study and fee charging pattern. Fee levels are determined based on fee status and mode of attendance in force for each period of registration and the fee regime in force at their initial registration on a programme of study (subject to changes outlined in this policy).

Students are permitted to take a break in study, but where this is in excess of two years, students then returning to study may be reassessed and may be charged different fees to those in force at their initial registration. For undergraduate students on programmes funded by Student Finance this may mean a change to any new fee regime in place at the end of the break in study.

Full time and part-time home/EU undergraduate students - the Department for Business Innovation and Skills (BIS) sets the maximum tuition fee chargeable each year regardless of year of entry and fee regime.

Full time offshore undergraduate students - tuition fees for the old fee regime (pre 2012/13 entry) are set by each islands authority. For new fee regime students (2012/13 and later) fees are charged in line with the fee cap set by BIS for full time home and EU students.

The University Fees Group (The Fees Group) reviews and sets all other fees.

Tuition fees for all programmes are published on the University webpages; these can be found at <http://coursefees.uwe.ac.uk/> or via <http://www1.uwe.ac.uk/whatcanistudy/courses>

The Tuition Fee Policy operates alongside a number of other related University policies. These policies work together to provide a framework for the setting, payment, collection and reconciliation of tuition fees. These policies are updated annually and apply to each new period of registration.

Students retain ultimate liability for the payment of their fees, whether invoiced or not, including where sponsorship agreements have been approved.

The University will ultimately always seek to recover fees directly from students in cases where payment from other approved sources is not forthcoming.

The University reserves the right to take appropriate action against students who fail to pay their fees, or make satisfactory arrangements to pay on, or by the end of a set period after the start date of their programme (see Section 7 Debt). Further, the University reserves the right to prevent students from participating in graduation ceremonies and to withhold degree certificates, transcripts and references for non-payment of tuition fees.

In accordance with published guidelines, Home and EU students studying full-time and part-time undergraduate programmes are able to pay their tuition fee payment by applying to the Student Loans Company (SLC) via their assessing authority to take out a tuition fee loan.

Students may also choose to make full or partial contributions to their fees on or before registration as set out in **Section 1.22 below**. Students transferring in to the University from another UK Higher Education Institution, who are assessed for statutory support and paying all or part of their fee through a tuition fee

loan, should submit a copy of their Student Finance Entitlement Letter at or before registration. All student liability not covered by the tuition fee loan or grant should be paid as set out in **Section 1.23 1.25 Payments.**

All other students, either not eligible or choosing not to take out a tuition fee loan, should refer to the relevant **section for details of payment options.**

Further information about the practical application of this policy is available in 'Money Matters' 2015/16 at www.uwe.ac.uk/money

Students studying University programmes through partnership institutions should refer to course information at www.uwe.ac.uk for details of the policies applicable to them in their host institutions.

Students at Hartpury College should refer to the Hartpury College fee policy at: <http://www.hartpury.ac.uk/Home/>

1 ALL STUDENTS

1.1 PERIOD OF REGISTRATION

- 1.1.1 Students register at the start of each period of study (academic year) the usual duration of which is a maximum of one year (12 months). At the end of this period students are required to register again for their next period of study (academic year).
- 1.1.2 The fee policy in place at the start of a students' first period of study (first academic year) remains in effect for the duration of that period of study and will be revised and updated on an annual basis. Revised versions apply to each subsequent period of study.
- 1.1.3 Students deferring their place at the University will not normally be able to retain their eligibility for the fees applicable to their original intended first period of study. Usually students taking up a place will be charged the fees applicable to their course at the time they actually commence study.

1.2 FEE STATUS

- 1.2.1 Tuition fees and the financial support available is based on whether a student is classed as a UK student, European Union (EU) student, Offshore student or International student. For more information see section 1.5 and www.uwe.ac.uk/money
- 1.2.2 For SLC funded students' tuition fees and the financial support available is based on whether a student has studied previously in higher education and also whether a student has achieved a higher education qualification.
- 1.2.3 For SLC funded students' tuition fees and the financial support available are based on whether a student is classed as a new or continuing student. For these purposes, the following definitions apply:

1.3 NEW STUDENT

- 1.3.1 A student starting a new programme at the University in the current academic year.
or
- 1.3.2 A student starting a new programme at the University in the current academic year and where the programme is at a different level (e.g. postgraduate, not undergraduate) from any programme taken during the previous academic year.
or
- 1.3.3 A student who is continuing the same programme at the University following an authorised break from study of more than two years.
or
- 1.3.4 A student changing their mode of study (e.g. from full-time to part-time). This is distinct from changing to a part-time mode of attendance while still registered on a full-time programme.
or
- 1.3.5 A student 'topping up' a higher education qualification (e.g. from Foundation degree to an Honours degree) following a break in study of one year or more.

1.4 CONTINUING STUDENT

- 1.4.1 A student who is continuing the same programme at the University as in the previous academic year.
or
- 1.4.2 A student who is continuing the same programme at the University as in the previous academic year or following an authorised break from study of less than two years.
or
- 1.4.3 A student transferring programme within the University or transferring in from other higher education institutions and not changing their mode of study (e.g. from full-time to part-time).
or
- 1.4.4 A student 'topping up' a higher education qualification (e.g. from Foundation degree to an Honours degree) with no break in study (see section 2.5).

1.5 OTHER DEFINITIONS RELATING TO TUITION FEES

1.5.1 Undergraduate students can be charged either 'full-time' or 'part-time' fees depending on how many credits they take and which fees system they study under.

1.5.2 The **full-time** fee will apply to students taking 120 credits in one academic year (excluding placement years when full time can apply to lower credit values).

'New' post-2012 tuition fee rate students (e.g. those paying £9,000):

- The **full-time** fee for full time awards will apply to students taking between 90 and 120 credits in one academic year (excluding placement years). Students studying less than 90 credits will have the fee reduced pro rata.
- **Part-time** students on part time awards cannot register on more than 90 credits each academic year. The tuition fee charged will not exceed 75% of the full-time equivalent fee

'Old' pre-2012 tuition fee rate students (e.g. those paying £3,465):

- The **full-time** fee for full time awards will apply to students taking between 90 and 120 credits in one academic year (excluding placement years).
- The **part-time** fee for part time awards (per module or annual charge, dependent on the programme) will apply to students taking less than 90 credits.

1.5.3 Your level of study determines how your fees are set and is categorized as follows:

- **Undergraduate** including BA, BSc, BEng, PGCE courses and integrated masters, the undergraduate classification also covers foundation degrees and foundation years.
- **Postgraduate taught** including MA and MSc
- **Postgraduate research** including Prof Doc, MPhil and PhD

1.5.4 Your income group will be set as one of 3 main types by the University:

- Home/EU
- Offshore
- International

1.6 TERM DATES

1.6.1 The University delivers its teaching in blocks of 12 weeks followed by an assessment period. For most undergraduate programmes there are usually 2 teaching blocks in an academic year.

1.6.2 The maximum length of an academic year varies depending on programme, delivery pattern and mode of study.

1.6.3 Some programmes teach all year round and are comprised of 3 teaching blocks.

1.6.4 For statutory funding purposes the University is required to split the academic year in to three terms, these do not necessarily have to correspond to the teaching blocks and teaching blocks can cross between terms. These terms are recorded in the Student Finance programmes information (referred to by Student Finance as Programmes Information).

1.6.5 Similarly an assessment period for one teaching block can take place in the next term e.g. for September starts teaching block 1 is entirely within term 1 but the associated assessment period is in term 2.

1.6.6 For these programmes there is always a break recorded between terms.

1.6.7 The University is closed for a week at Christmas and for the Easter weekend, the Christmas and spring breaks are usually used as the breaking points between terms.

1.6.8 Programmes that start very late in a calendar year will have their first term recorded as including the Christmas period with a break recorded after the twelfth week of study.

- 1.6.9 The same pattern is applied to programmes starting close to the spring break.
- 1.6.10 Easter is a moveable holiday and the calendar reflects this; in some years the standard spring break will be included in the term (the University only being closed for the Easter weekend) and in these cases a break will follow at the end of the twelfth week of teaching.
- 1.6.11 Standard terms start on the Monday of the first week and end on the Friday of the last week.
- 1.6.12 Some programmes start their first term on a day other than Monday, in these cases term dates will reflect the actual start date of the programme. After the initial start date, all other term dates revert to Monday/Friday start and end dates.
- 1.6.13 Standard term dates are available at: www.uwe.ac.uk/aboutus/termdates

1.7 THE UNIVERSITY FEES GROUP

- 1.7.1 The organisation within the University holding devolved authority for reviewing, setting and amending tuition fee charges is the University Fees Group (The Fees group). The Fees group is chaired by a representative of the University Directorate and represents all faculties and university services.
- 1.7.2 The Fees group considers all aspects of student tuition fee charging and funding arrangements including UWE bursaries and registration scholarships and discounts.
- 1.7.3 Final authority for the approval and amendment of fees lies with the Fees group. For exceptional circumstances, such as contract changes, cohort fee changes, and market adjustments, authority is delegated to Faculty Associate Deans (Resources) and/or Faculty Business Managers. All amendments are reported to the Fees group.
- 1.7.4 No fees can be varied or changed other than by the approved routes detailed above. All fees are subject to scrutiny by the Fees group.

1.8 SETTING TUITION FEES

- 1.8.1 The University reviews its fees and its fees policy annually, the Board of Governors has overall responsibility for the University's fee framework. Tuition fees are likely to be subject to annual increases reflecting increases in costs of delivery and will be available on the University website at: www.uwe.ac.uk/money
- 1.8.2 The University reserves the right to amend and alter its fees following appropriate internal scrutiny and consultation. Changes will only be made as allowed by the terms of this policy. Students on courses where whole duration fees are published or where year on year fee increases are specified in advance will not have additional fee changes made during the course of their registration unless a break in study occurs.
- 1.8.3 Fees are likely to increase between academic years for new intakes. For fees set by the University fees will normally increase to reflect increases in the costs of delivery. Where possible these increases will be kept in line with the prevailing rate of inflation + 1% although the University reserves the right to vary fees by any amount when business conditions, such as delivery costs, make such increases necessary and appropriate and only after appropriate consultation.
- For all taught programmes, both full and part time fees will be fixed at point of entry
 - For postgraduate research programmes, both full and part time fees will remain variable
- 1.8.4 The University will not raise the fee for credits or a programme of study during the course of an academic year.
- 1.8.5 For programmes designated for statutory support from the student loans company the university reflects the fee caps determined by BIS, undergraduate fees may vary depending on the funding policy set by BIS each year.

1.9 CURRENCY

- 1.9.1 All fees published by the University are in pounds (GBP, £) sterling.

1.10 THE FEE AMOUNT

- 1.10.1 All fees are rounded to the nearest whole pound (GBP, £) therefore where part time fees are calculated based on a pro rata module charge, the total fee may vary from the full time equivalent fee.

1.11 PUBLICATION OF FEES

- 1.11.1 The University publishes its fees via its website each year.

1.12 EQUIVALENT OR LOWER QUALIFICATION (ELQ) STUDENTS

- 1.12.1 UK and EU undergraduate students who already have a higher education qualification (regardless of the awarding institution) and who are now studying for an equivalent or lower qualification are unlikely to be entitled to any funding for fees or living costs.
- 1.12.2 ELQ students who started their programme before 2012 may be charged a higher fee than those without a qualification. Students starting from 2012 onwards will be charged the same fees as UK/EU students without qualification. Exemptions to this policy exist and further details can be found at www.uwe.ac.uk/money

1.13 PROGRAMME LEVEL FEES

- 1.13.1 Programme fees include all compulsory elements needed for students to meet the minimum learning outcomes of the programme. In some programmes, optional additional costs may be incurred (e.g. field trips, materials, professional body membership).
- 1.13.2 Tuition fee levels may differ between programmes and a student will be charged the fee appropriate to the programme on which they are registered. Students transferring during the academic year from one programme to another where the fees charged for the second programme is different to the fee charged for the first, the student will be required to pay the fee appropriate to the new programme.
- 1.13.3 In such cases, students will either be required to pay more for the higher cost new programme or they may be entitled to a refund depending on any charges due for any programme/modular withdrawal associated with the original programme.

1.14 MODULE FEES

- 1.14.1 Module fees include all compulsory elements needed for students to meet the minimum learning outcomes of the module. In some modules, optional additional costs may be incurred (e.g. field trips, materials, professional body membership).

1.15 FULL DURATION FEES FOR PART TIME PROGRAMMES RUNNING OVER MULTIPLE YEARS

- 1.15.1 Where possible the Fees group will seek to approve and publish fees for the whole duration of a part time programme taking into account the expected fee increases for subsequent periods of study.
- 1.15.2 Any whole duration fees published will be done so on the assumption that all modules are passed first time and that any progression does not include a break in study.
- 1.15.3 Where students are required to retake modules additional fees may be due as outlined in section 2.16, 3.7
- 1.15.4 For students on funded undergraduate programmes a break in study is permitted, but where this is in excess of two years students may be reassessed when they return and may be charged different fees to those in force at their initial registration.

1.16 MODE SHIFT AND MODULE CREDIT FEE CHARGING

- 1.16.1 Sometimes students on full time awards may be required to transfer to a part time equivalent. Students changing their mode of attendance in this way, rather than transferring between programmes, can defer the charges for any module(s) not taken (but paid for as part of a whole award or year fee) until they are able to take the module(s) as part of the part time award.

1.16.2 Refunds in respect of modules where a student has commenced study and subsequently withdraws will be subject to the provisions of section 1.32.21 – 1.32.56 'Refunds and reduced liability'.

1.17 FEE VARIATION FOR ALTERNATIVE STUDY PATTERNS ON STANDARD AWARDS

1.17.1 Sometimes it will be necessary for students to change how they study on their awards either by taking fewer modules or by taking more. Depending on the mode of attendance and programme of study this may result in additional fee charges or a reduction in fees.

1.17.2 If a change results in a student studying more than the standard number of credits:

- If the original charge is per award or per year the additional credits will be charged for in accordance with the additional module charges section 2.16 and 3.7.
- If the original charge is by credit, the additional credits will be charged for. **For student in receipt of designated part time funding from student finance the maximum charge is capped at 75% full time equivalent fee.**

1.17.3 If a change results in a student studying less than the standard number of credits

- If the original charge is per award or per year the fee will be reduced if the total number of credits taken drops below the threshold for full time status.
- If the original charge is by credit, the fee charged will be reduced to reflect the number of credits actually taken.

1.17.4 In all cases where students have commenced study on a module and withdraw from it as part of the change in mode of study, a partial charge for the withdrawn module may be levied.

1.18 SCHOLARSHIPS AND DISCOUNTS

1.18.1 The University offers a variety of scholarships and discounts to its students. Full details of the scholarships and discounts available in 2015/16, including the eligibility criteria, can be found on the University website: www.uwe.ac.uk/money

1.18.2 The University reviews all scholarships and discounts on an annual basis.

1.19 TUITION FEE COVERAGE AND ADDITIONAL CHARGES

1.19.1 The University aims to make available as much information as possible as to the items covered under the standard fee charge. This information can be requested in advance of registration by contacting an information point, student administration team or programme/module leader.

1.19.2 The university aims to make available as much information as possible as to additional costs, students could reasonably expect to incur to achieve the minimum learning outcomes for their course. These additional costs are for items not covered by the standard tuition fee.

1.20 RESIT

1.20.1 Students who do not pass a module at the first sit will get an automatic resit in which they will be reassessed in the component(s) they did not pass. There is no charge for a resit taken within the academic year.

1.21 RETAKE

1.21.1 A retake is another opportunity to study the whole module and includes a sit and a resit. A retake is charged at full module rate, although some students may be eligible for a discount – see section 2.16 and 3.7.

1.22 FULL OR PARTIAL CONTRIBUTION TO FEES

1.22.1 Full or partial contribution to fees can be paid by one or more of the methods below:

- As part of the online registration process via myUWE (eligible students only), further information about online registration is available at: <http://info.uwe.ac.uk/myuwe/guidance/registration/eligibility.asp>
- By instalment by direct debit (see section 1.23)
- By credit / debit card (see section 1.25)
- GBP (£) Sterling bankers' draft
- International Funds Transfer (see section 1.26)
- Cash GBP (£) only (in exceptional cases only and if no other payment method is available), please contact the income office in advance of payment. Cash must not be sent by post
- By sending us a completed 'Authority to Invoice' form (available at www.uwe.ac.uk/money) to enable us to invoice a sponsor. Students will be liable for their fee until this form has been received.

1.22.2 If arrangements to pay tuition fees are not made by the student at the point of registration, the University will subsequently make every effort to remind students that fees are due by e-mail. **However these are reminders only and students are contractually responsible for paying fees on time whether e-mails are received or not.**

1.22.3 If a registered student fails to make arrangements to pay the fees during the registration period, they will be invoiced for the fees for their programme of study.

1.22.4 Defaults on payment are treated seriously and will lead to the appropriate sanctions being taken against the student. See section 1.24 for further information.

1.23 PAYMENT BY INSTALMENT

1.23.1 The University has in place a payment plan that allows students to spread their fee charge over a number of months. Payment by instalment is not directly tied to the liability periods. The payment plan is available in detail at www.uwe.ac.uk/money

1.23.2 In order to pay by instalment, a student must have a UK bank account capable of processing direct debits (usually a current account, not a savings account).

1.23.3 Students liable for tuition fees in excess of £250 may choose to pay their fees in instalments by Direct Debit.

1.23.4 If a deposit is required, payment by instalment is available on the remaining balance after the deposit has been paid.

1.23.5 In the exceptional event that a student is delayed in completing the direct debit mandate, the payment plan will be amalgamated to meet the remaining instalment dates and the end date is **NOT** extended to compensate. For example:

- All tuition fees must be paid on or before the 1st April for September start students
- All tuition fees must be paid on or before the 1st August for January start students
- All tuition fees must be paid on or before the 1st November for April start students

Therefore a student starting in September and completing a Direct Debit mandate in March will be liable to pay their full fees in one instalment on the 1st April.

1.23.6 The instalment option is: 6 consecutive monthly instalments (due on the first day of each month or the next working day thereafter in cases where the 1st is a weekend or bank holiday)

| For courses starting in | First payment | Last payment |
|-------------------------|--------------------------|---------------------------|
| September | 1 st November | 1 st April |
| October | 1 st December | 1 st May |
| November | 1 st January | 1 st June |
| December | 1 st February | 1 st July |
| January | 1 st March | 1 st August |
| February | 1 st April | 1 st September |
| March | 1 st May | 1 st October |
| April | 1 st June | 1 st November |
| May | 1 st July | 1 st December |

| For courses starting in | First payment | Last payment |
|-------------------------|---------------------------|--------------------------|
| June | 1 st August | 1 st January |
| July | 1 st September | 1 st February |
| August | 1 st October | 1 st March |

1.23.7 Students will receive written confirmation from the University of the direct debit instalment dates at least ten working days before the first payment is due.

1.24 FAILED DIRECT DEBITS

1.24.1 In the event of a failed or stopped direct debit, the option of payment by instalment will cease and all outstanding fees will be due immediately.

1.24.2 A bank may also charge a fee in the event of a failed direct debit.

1.24.3 If a student knows in advance that a direct debit instalment will fail, it is essential that they contact the Income Office immediately in person (Income Office room 2D23, Frenchay Campus), by telephone 0117 3287888, or e-mail cash.office@uwe.ac.uk . See also Section 7 Debt.

1.24.4 The University does not issue reminders for individual instalments.

1.24.5 On an exceptional basis, where extenuating circumstances have been demonstrated, Financial Services may approve an individual payment plan with a student.

1.24.6 If an international student is requesting an individual payment plan, then approval is needed by both the Points Based System Team and Finance Services.

1.24.7 If the terms of an exceptional payment plan are not met, the payment plan ceases and any outstanding balance of fees is due immediately.

1.24.8 Students must discuss any requests for non-standard payment of fees with a relevant member of staff who can submit the relevant information to the Head of Financial Services.

1.24.9 Students in exceptional financial difficulty may also contact a UWE Money Advisor or the funds team in Money Advice and Funds Service (MAFS).

1.24.10 The University also operates a fee waiver policy. Full details are in section 8.

1.25 PAYMENTS BY DEBIT/CREDIT CARD

1.25.1 Eligible students can pay by debit / credit card as part of the online registration process. Students not eligible to register fully online may still pay online by debit / credit card by going to <https://www.webpayments.uwe.ac.uk> .

1.26 INTERNATIONAL FUNDS TRANSFER

1.26.1 International students may pay using the online International funds transfer facility. Please contact the Income Office for details (Income Office room 2D23, Frenchay Campus), by telephone 0117 3287888, or e-mail cash.office@uwe.ac.uk .

1.26.2 If you experience difficulty paying by any method outlined, you must contact the Income Office immediately in person (Income Office room 2D23, Frenchay Campus), by telephone 0117 3287888, or e-mail cash.office@uwe.ac.uk .

1.27 OTHER FEE CHARGES

1.27.1 Prior Certificated Learning (PCL),(Formerly Accredited Learning/AL): There is no charge for the recognition of credit awarded or learning assessed by another UK higher education institution, or for the transfer of UWE credit between programmes within the University.

1.27.2 Prior Experiential Learning (PEL), (Formerly Accreditation of Experiential Learning/AEL): The assessment of experiential learning against the learning outcomes of specified modules is charged at the appropriate

module fee or pro-rata for parts of non-modular programmes. These fees do not cover events such as workshops or portfolio presentations which may be charged additionally. Full details can be found at <http://www1.uwe.ac.uk/students/feesandfunding>

1.28 PEL FOR INTEGRATED PROFESSIONAL DEVELOPMENT (IPD) (FORMERLY THE SHELL AWARD FRAMEWORK) AND NON-STANDARD AWARDS

1.28.1 PEL modules in some programmes of study (e.g. Shell Award Framework) attract a different module fee. Details of the specific charges can be discussed directly with appropriate department at the application stage.

1.29 CHARGES FOR PROFESSIONAL BODY RECOGNITION AND ACCREDITATION

1.29.1 Unless explicitly stated otherwise, students studying on programmes where there is professional body or other accreditation requirements for which a fee or other charge is due, are solely liable for such charges **in addition to** their tuition fees. Details of charges and the route for payment will be included in pre entry or induction information.

1.29.2 The University may, in some cases, collect the fees for some professional body registrations on behalf of students. Details of charges and the route for payment will be included in pre entry or induction information.

1.29.3 In all other cases students are responsible for making the payment directly to the external organisation.

1.30 MODULE CHARGING FOR ENFORCED CHANGE BETWEEN QUALIFYING AND NON-QUALIFYING PROGRAMMES

1.30.1 Students registering on programmes with professional or qualifying recognition are often required to meet certain standards or complete certain modules or additional assessments (such as skills and competencies testing). In some instances where failure of a key requirement of the professionally recognised programmes occurs and this failure is on a non-modular/non awarded assessment, such as skills and competencies testing, the student in question may be required to transfer to a non-qualifying version of the award.

1.30.2 In such cases, if there are modules that count towards the qualifying degree but not to the non-qualifying award a student may switch the modules without incurring a further fee charge.

1.30.3 Students electing to switch between a qualifying and non-qualifying award where the professional or qualifying recognition has either been passed or not taken and therefore changing from the qualifying to non-qualifying modules a charge will be made for the additional module in accordance with section 2.16 and 3.7.

1.31 NON-REFUNDABLE DEPOSITS AND MATERIALS FEES

Non-Refundable Deposits

1.31.1 Some programmes, such as Law professional programmes, charge an additional fee in the form of a deposit for the provision of materials and books. These charges are non-refundable except in exceptional circumstances. For details of the international deposit please see section 3.6 and 5.7

Materials Fees

1.31.2 Student may be expected to pay for additional materials for some programmes. See 1.19.

1.32 CANCELLATION, WITHDRAWALS AND SUSPENSIONS

Cancellation of Registration

1.32.1 Students have a right to cancel their contract (registration) with the university within 14 calendar days of the completion of that contract (registration). This applies to all new students registering at the University at the start of the academic session meeting the definition of a new student as laid out in section 1.3

1.32.2 The University has in place this policy to support students' right to 'cancel' their contract within a 14 day 'cooling off' period

- 1.32.3 Where the completion of contract (registration) results in the 14 day 'cooling off' period overlapping with the start of term and first day of teaching the university will make every effort to seek the students consent to commence delivery of their programme of study.
- 1.32.4 The university will process your registration, including collection of fees as per the terms of this policy – see section relevant to your level of study and income group – 2.13, 3.4, 4.8, 5.8 and 2.15. For SLC funded students the university will ensure that maintenance funding is available at the earliest opportunity by confirming registration with the SLC as per section 2.15.21
- 1.32.5 For 14 calendar days from the day after a student completes registration **or** for 14 calendar days from the day after the start of term, whichever is later, a student can withdraw from the university without incurring financial penalty.
- 1.32.6 At the end of this 'cooling off' period withdrawal or suspension from the university is subject to the provisions of section 1.32.15 – 1.32.31.
- 1.32.7 Notification of a students' intention to withdraw within this 14 calendar day cooling off period must be made **in writing** either by letter or on a 'Cancellation of Registration' form.
- 1.37.8 It is the student's responsibility to ensure that this notification reaches the University in a timely fashion; usually this will be before the end of the cooling off period or within 1 working day of the end of the cooling off period.
- 1.37.9 At the very latest a students must ensure that any notification to cancel is sent to the university no later than the end of the 14th day of the cooling off period.
- 1.32.10 Students cancelling their registration should retain copies of the letter or 'Cancellation of Registration' form as, should a dispute arise; students may be required to provide copies of their letter or 'Cancellation of Registration' form.
- 1.32.11 On receipt of a 'Cancellation of Registration' form a student registration will be withdrawn as though the student was never in attendance and all monies paid to the university to that date will be refunded, in full, within 14 days and any outstanding payment plans closed.
- 1.32.12 For SLC funded students the University will notify the SLC that the student has withdrawn and should be treated as never having been in attendance. Individual tuition fee liability, payable by a tuition fee loan, will be reduced to nil and the SLC funding record will be closed. The SLC may additionally seek to reclaim any monies paid as part of maintenance support.
- 1.32.13 Students in receipt of funding from the SLC should notify the SLC that they have withdrawn from the university under the terms of this cooling off period and that fee liability is expected to be reduced to nil.
- 1.32.14 Students taking a suspension or time out with a start date commencing within the 14 calendar day cooling off period remain registered at the University but fee liability will be reduced to nil.

Notification of Withdrawal

- 1.32.15 Students wishing to temporarily suspend or withdraw from their studies before completion must inform the University in writing (unless they have been withdrawn by an Award Board for reasons of academic failure).
- 1.32.16 Only when this official notification has been received will the withdrawal be processed and University records amended. The official withdrawal date will be recorded as the date the University receives the notification of withdrawal (or the date on which the Award Board reached its decision or the date on which the withdrawal is sanctioned/approved by a student support adviser or programme leader provided that this date is clearly communicated).
- 1.32.17 To avoid disputes on withdrawal dates, it is recommended that a student submits written notification of withdrawal in person following a discussion with a student support adviser. It is essential that students obtain written confirmation of their date of withdrawal when submitting this notification. If the notification is being sent by post it is essential that the student keeps proof of postage and a copy of the letter sent.

1.32.18 The University is required to inform UK Visas and Immigration of the withdrawal of UWE students in the UK under a Tier 4 visa. A decision to withdraw will have an impact on UWE's sponsorship of a student and students are therefore recommended to seek advice from the Immigration Advice Service <http://www1.uwe.ac.uk/comingtouwe/internationalstudents/internationalstudentsupport/studentvisasupportservice.aspx> in these circumstances.

1.32.19 All written notifications of withdrawal sent to the University should be addressed to the relevant contacts <http://info.uwe.ac.uk/myuwe/registration-contacts.asp>

1.32.20 Postgraduate research students must apply for withdrawal through their respective Faculty Research Degree Committee.

Withdrawing During a Break in Study

1.32.21 Students who fully withdraw during break in study will have their withdrawal date set as the date at which the break in study began and that they therefore ceased to be recorded as fully registered at the University.

Suspension for Maternity Leave

1.32.22 Separate arrangements are in place for calculating fee liability for students needing to temporarily suspend their studies as maternity leave or due to disability. Further details are on the University website at www.uwe.ac.uk/aboutus/policies

Refunds and Reduced Liability

1.32.23 Cancellation by the University of an award or module will generate an automatic full reduction of tuition fees if there are no suitable alternative modules or award for the student to transfer to. If suitable alternatives are available agreement will be sought from the student before any transfer is made.

1.32.24 Where a student wishes to withdraw from their programme part way through the academic year for whatever reason, subject to a student observing the procedure for withdrawal, the University will adjust the liability for tuition fees, or refund tuition fees already paid based on the following calculation:

| Student withdraws during: | | Fee liability |
|----------------------------------|---|----------------------|
| Term 1 | (from the first day of term 1 but before the start of term 2) | 25% of full fees |
| Term 2 | (from the first day of term 2 but before the start of term 3) | 50% of full fees |
| Term 3 | (from the first day of term 3) | Full fees |

1.32.25 Any request for a refund or reduced liability of tuition fees will be calculated from the official withdrawal date see section 1.32.15 – 1.32.55.

1.32.26 The University does not refund monies to students that they are not liable for or have not paid but that are accounted for on the student record in the form of fee reductions, scholarships or bursaries. Refunds to students holding such reductions (as recorded on the student record) will have any fee refund calculated on the balance of fees actually paid or due to be paid by them.

1.32.27 Where students have paid a deposit, for example as a new international student, this is non-refundable (see section 4.10, 5.10, for further information on deposits). The calculation of fee liability in the case of withdrawal is based on the full tuition fee, including any deposit but after taking into account any scholarships, bursaries or fee reductions.

1.32.28 Where students have paid a non-refundable deposit the liability for tuition fees is calculated on the balance of fees paid after taking into account the deposit and any scholarships and bursaries and in accordance with the reduction in fees policy.

1.32.29 There is no reduction in fees in respect of module(s) where the credit has been awarded, or recommended, following the completion of the process of assessing a claim for Prior Experiential Learning (PEL) (see section 1.28 for information on PEL).

1.32.30 Students who commenced study prior to 2006/07 (and are charged under the old fee arrangements, circa £1,300) should contact fees@uwe.ac.uk to discuss their fee liability if they choose to withdraw.

1.32.31 A refund in excess of the prescribed levels will be considered only if a withdrawal is due to serious and unforeseen exceptional circumstances. Students in such circumstances should seek advice from a [student adviser](#).

Withdrawing from a programme on full time study annual fee.

1.32.32 The following fee liability applies to all students undertaking study that is full-time for one or more academic years where fees are charged by academic year reductions will be calculated in accordance with section 1.32.24.

1.32.33 For full time students withdrawing from their programme of study, the reduction in fees applies regardless of the mix of module lengths associated with the award.

Withdrawing from a module on full time study annual fee

1.32.34 The following fee liability applies to all students undertaking study on a full time award that is charged per year and withdrawing from a module and the module length is between one teaching block (normally 15 weeks or less) and 1 year (or more) reductions will be calculated in accordance with section 1.32.24.

1.32.35 There is no fee reduction if the duration of a module is one teaching block (normally 15 weeks or less) and withdrawal takes place after the official start date of the module.

1.32.36 If a student is withdrawing from a number of modules, the reduction in fees for each module will be calculated according to the specific duration of that module and the date of withdrawal.

Withdrawing from a programme on full time study whole award fee.

1.32.37 The following fee liability applies to all students undertaking study that is full-time for one or more academic years where fees are charged for the whole award at the start of the first year, reductions will be calculated in accordance with section 1.32.24

1.32.38 For full time students withdrawing from their programme of study, the reduction in fees applies regardless of the mix of module lengths associated with the award.

1.32.39 For some programmes that span more than one academic years the full fee liability may become due before the start date of one or more modules. In such cases if the start date of all modules has passed there will be no reduction in fees.

1.32.40 If the start date of one or more modules has not been reached and the withdrawal will prevent the student from taking starting the module the fees for the module will be refunded

Withdrawing from a module on full time study whole award fee

1.32.41 The following fee liability applies to all students undertaking study that is on a full time award charged for the whole award and withdrawing from a module and the module length is between one teaching block (normally 15 weeks or less) and 1 year (or more), reductions will be calculated in accordance with section 1.32.24

1.32.42 There is no fee reduction if the duration of a module is one teaching block (normally 15 weeks or less) and withdrawal takes place after the official start date of the module.

1.32.43 If a student is withdrawing from a number of modules, the reduction in fees for each module will be calculated according to the specific duration of that module and the date of withdrawal.

1.32.44 If a student is withdrawing from a module that has not yet started the module fee will be refunded in full

Withdrawing from a programme on part time study annual fee

1.32.45 The following fee liability applies to all students undertaking study that is part-time where the fees are charged by academic year and the module length is greater than one teaching block (normally 15 weeks or less) and up to 1 year (or more), reductions will be calculated in accordance with section 1.32.24

1.32.45 There is no fee reduction if the duration of a module is one teaching block (normally 15 weeks or less) and withdrawal takes place after the official start date of the module.

Withdrawing from a module on part time study annual fee

1.32.47 The following fee liability applies to all students undertaking study that is part-time lasting for one or more academic years where fees are charged by academic year.

1.32.48 Where the module length is greater than one teaching block (normally 15 weeks or less) and up to 1 year (or more) the fees will be reduced as set out in the table below, reductions will be calculated in accordance with section 1.32.24

1.32.49 There is no fee reduction if the duration of a module is one teaching block (normally 15 weeks or less) and withdrawal takes place after the official start date of the module.

Withdrawing from a programme on part time study module fee

1.32.50 The following fee liability applies to all students undertaking study that is part-time lasting for one or more academic years where fees are charged per module, reductions will be calculated in accordance with section 1.32.24.

1.32.51 If the start date of one or more modules has not been reached and the withdrawal will prevent the student from starting the module the fees for the module will be refunded.

Withdrawing from a module on part time study module fee

1.32.52 The following fee liability applies to all students undertaking study that is part-time lasting for one or more academic years where fees are charged per module and the module length is between one teaching block (normally 15 weeks or less) and 1 year (or more), reductions will be calculated in accordance with section 1.32.24

1.32.53 There is no fee reduction if the duration of a module is one teaching block (normally 15 weeks or less) and withdrawal takes place after the official start date of the module.

Break in Study

1.32.54 For the purpose of fee charging, students are permitted a maximum break in study of 2 years before they are reassessed for entitlement to continuing student fees.

1.32.55 Students progressing from a foundation degree to a top up or end on year are not permitted a break in study greater than the intervening vacation.

1.33 CPD FEES

1.33.1 UWE offers a number of its programmes and modules on a Continuing Professional Development (CPD) basis. Programme fees may vary according to the length of the programme and the method of delivery. Charges for CPD can be at award, year or module level and may vary from 'standard' fee charges due to the specialist nature of the provision. Details of the fee charges for CPD study are available from the CPD unit.

1.33.2 Individuals studying on awards recognised by the University as CPD will not normally be eligible for funding to cover fees even if, as part of the registration they are on a named award.

1.34 BURSARIES

1.34.1 Details of eligibility criteria and payment of UWE bursaries for new and continuing students are available on the UWE Bursary Policy pages from www.uwe.ac.uk/money

1.35 DISTANCE LEARNING

Term dates for Distance Learners

1.35.1 Distance learners do not attend at the University. Therefore, the academic year for Distance learners is based on the number of weeks between the programme start date and the programme end date, the total number of weeks is divided in to three equal parts with no break in between 'terms'. For example:

Course Start Date – 14 September
Course End Date – 10 June

Total Weeks – 39

Weeks per 'term' = total weeks/3 = 13 (91 days)

'Term' 1 – 14/09 to 11/12

'Term' 2 – 12/12 to 11/03

'Term' 3 – 12/03 to 10/06

Liability for Tuition Fees

1.35.2 Distance learners liability is as follows:

| Student withdraws during: | | Fee liability |
|---------------------------|---|------------------|
| 'Term' 1 | (from the first day of term 1 but before the start of term 2) | 25% of full fees |
| 'Term' 2 | (from the first day of term 2 but before the start of term 3) | 50% of full fees |
| 'Term' 3 | (from the first day of term 3) | Full fees |

2 UNDERGRADUATE TAUGHT HOME, EUROPEAN UNION AND OFFSHORE

2.1 STUDENT FINANCE

2.1.1 Designated undergraduate programmes attract funding from the UK government (and the devolved administrations) via the Student Loans Company (Student Awards Agency for Scotland for Scottish Students). For ease of reference 'Student Finance' refers to both the Student Loans Company (SLC) and the four assessing authorities:

| | |
|--|---|
| Student Finance England (SFE) | https://www.gov.uk/browse/education/student-finance |
| Student Finance Wales (SFW) or Local education Authority (LEA) | http://www.studentfinancewales.co.uk/ |
| Student Finance Northern Ireland (SFNI) | http://www.studentfinancenir.co.uk/portal/page?_pageid=54,1265897&_dad=portal&_schema=PORTAL |
| Student Awards Agency for Scotland (SAAS) | https://www.saas.gov.uk/ |

2.2 FEE CAPS

2.2.1 The fee cap, set by the UK Government is the maximum fee chargeable for a particular student group or programme. The department of Business Innovation and Skills may revise the fee caps on an annual basis in line with government policy. Transitional protections notwithstanding the University will maintain its fees in line with the BIS determined maximum fee cap.

2.2.2 Depending on where they normally live, all students requiring financial support should make an application for a finance assessment with one of Student Finance assessing authorities. This may include an assessment for living cost support and/or a loan for the payment of tuition fees.

2.2.3 Most EU students will only be eligible for tuition fee support. Details about the forms of UK government support available to Home and EU undergraduate students can be found on the gov.uk website.

2.2.4 The fee cap does not apply to students who have already achieved a higher education qualification.

2.3 HOME AND EUROPEAN UNION FEES

2.3.1 The maximum amount of tuition fees that an institution may charge full and part-time Home and EU undergraduate and PGCE students are set by BIS. There are 3 fee charging regimes currently in force for these students:

- **Pre 06/07** – for students registering for the first time before the 2006/07 academic year
- **06/07 – 11/12 (Pre 2012)** – for students registering for the first time between 2006/07 and 2011/2012
- **12/13 onwards (Post 2012)** – for students registering for the first time from 2012/2013

2.4 CHANGE TO FEE REGIME

2.4.1 There are situations when a student's fee regime will change;

- When a student completes or withdraws from an award where they have been charged under an earlier fee regime and later registers on a new award under a new fee regime.
- When a student completes a mode shift; this means that a student switches from a full time award in a full time mode of attendance to a part time award in a part time mode of attendance. Mode shifting will normally cancel any transitional protections that are in place.

2.5 TRANSITIONAL PROTECTIONS

- 2.5.1 Some programmes and patterns of study are protected from fee regime changes in some instances by the government, details can be found on the gov.uk website: <https://www.gov.uk/browse/education/student-finance>¹
- 2.5.2 For students progressing from a foundation degree to a top-up or end-on year with no break in study apart from the long vacation between the 2 academic years their fee cap will not normally change.

2.6 OFFSHORE FEES

- 2.6.1 The maximum amount of tuition fees that an institution may charge full and part-time offshore undergraduate students is set by agreement with the island governments;
- For 11/12 students and earlier, fees are set directly by each island government.
 - For 12/13 students and later, the fee charge will not exceed the maximum fee cap set for home and EU undergraduate students.

2.7 STUDENT STATUS AND ELQ (EQUIVALENT LEVEL QUALIFICATION).

- 2.7.1 Tuition Fee charges are determined by a student's fee status, the year that they started their programme at the University (or the year that they entered higher education in the case of transferred students) and whether they already hold a Higher Education Qualification.
- For 11/12 students and earlier, the fee charge is set by the University.
 - For 12/13 students and later, the fee charge will not exceed the maximum fee cap set for home and EU undergraduate students

2.8 STANDARD FEE COVERAGE

- 2.8.1 The full annual tuition fee for undergraduate students on full time and sandwich awards covers a standard of 120 credits per year. Undergraduate students taking additional modules above the standard 120 credits may be required to pay an additional module charge as outlined in section 2.16.1- 2.16.22.

2.9 PART TIME AWARDS AND PART TIME

- 2.9.1 Part time awards are usually charged by credit although some awards may charge a fee per year of study.
- 2.9.2 For students registering on part time awards from September 2012 onwards the funding that is available is expressed as an intensity of study and is compared to a full time equivalent year. Therefore if a full time equivalent year is 120 credits and a standard part time year is 60 credits the part time year is 50% of the full time equivalent year.
- 2.9.3 The maximum funding available to part time students is 75% of a full time equivalent year (based on a standard full time year of a 120 credits the maximum number of credits that can be funded is 90)
- 2.9.4 Students must be studying a minimum of 25% of a full time equivalent year (based on a standard full time year of a 120 credits) the minimum number of credits that can be funded is 30.
- 2.9.5 Part-time fees for Student Finance funded students eligible for the new regime fees are capped at a maximum of 75% of the full time award equivalent fee cap in effect during the given academic year. The University does not permit students to exceed 75% of a full time equivalent programme.
- If the charge is per year of study it will cover the standard expected credits for the year – usually 60 which is 50% of a full time programme.
 - If a student takes less than the standard number of credits for their award in a year of study the fee is reduced to reflect the total number of credits taken in the year.
 - If a student takes more than the standard number of credits for their award in a year of study the additional module(s) will be charged at the appropriate credit rate up to a maximum of 75% of a full time programme.
 - If the charge is based on the number of credits taken the charge will be made based on the credits and will cover only those credits.

¹ The University is not responsible for the content of external internet sites

2.9.6 Part time fees for funded undergraduate programmes are set each year by BIS and may increase each year.

2.10 TRANSFER FROM HONOURS TO NON HONOURS DEGREES

2.10.1 There is no reduction in the fee if a student transfers from an Honours to a Non Honours award.

2.11 NHS STUDENTS

2.11.1 NHS students should be aware that there are different rules that apply to their tuition fee funding, details are available on the University website: www.uwe.ac.uk/money

2.11.2 Students on programmes funded by the NHS are required to pay for the retake of any modules they do not pass (subject to section 2.16 and 3.7). The retake of modules is not funded by the NHS unless agreed by the programme leader and confirmed by the relevant funding authority.

2.12 EDUCATION STUDENTS

2.12.1 Education students on some programmes should be aware that there are different rules that apply to their funding, details are available on the University website: www.uwe.ac.uk/money

2.13 STUDENT FEE LIABILITY, LIABILITY PERIODS AND TERMS

2.13.1 For the purposes of monitoring student attendance for the collection of fee charges each academic session is divided in to liability periods. Liability periods are aligned to term dates rather than to semester or teaching block dates.

2.13.2 All students become liable to pay their full tuition fees from the first day of term on their programme subject to the conditions detailed in section 1.32.1 – 1.32.14 ‘Cancellation of Registration’.

2.13.3 Where students are in receipt of tuition fee loans from Student Finance their liability is calculated based on how long they remain registered at the University in each academic year. The liability periods are used to calculate any payments due or to be refunded should a student withdraw or suspend studies.

2.13.4 For students not in receipt of a tuition fee loan from Student Finance the liability periods are used to calculate any payments due to be paid or to be refunded should a student withdraw or suspend studies.

2.13.5 For students not in receipt of tuition fee loans from student finance or those choosing to pay their fees themselves, the payment plans offered by the University are not linked to the liability periods see section 1.23 and allow students to spread their fee payments over several months.

2.13.6 Students paying by instalments may have completed payment of all of their fees before the start of the third liability period; any withdrawal that takes place before students become liability for full fees will result in a refunds being made in accordance with prescribed levels.

2.13.7 Students retain ultimate liability for the payment of their fees, whether invoiced or not, even where they have a sponsorship agreement. If sponsorship is withdrawn or the sponsor defaults on payment, the student is responsible for paying any fees owed. See section 2.15.1 – 2.15.24 for details of the arrangements for students in receipt of funding from student finance.

2.13.8 The only exception to this is for students on programmes directly commissioned by a third party (e.g. some nursing programmes) and where the programme registration is at the request of an employer. In such circumstances, where sponsorship is withdrawn or payments default, the student will be withdrawn from the programme.

2.13.9 A commissioned programme is one where an employer or organisation has contracted the University to supply educational services.

2.13.10 The University has an obligation to monitor and report on Student Finance funded undergraduate students three times a year, at the start of each term. A liability period is a period of time in which a student's entitlement to tuition fee funding from Student Finance increases and therefore the liability for payment of fees accrues; liability periods are aligned to term dates rather than to semester or teaching block dates. This is a Student Finance requirement.

2.14 ENTITLEMENT TO TUITION FEE LOANS FOR FUNDED UNDERGRADUATE STUDENTS

2.14.1 Student Finance will make payment to the University in three disbursements, based on the loan liability points illustrated in the table below:

| Loan Liability for proportion of Fee Loan | First payment by the SLC to the University | Proportion of full year's fee paid to the University by the SLC | Cumulative loan liability | Example Period |
|---|--|---|---------------------------|----------------------|
| Term 1 - Day 1 | 3 rd Wednesday in October | 25% | 25% | September – December |
| Term 2 – Day 1 | 1 st Wednesday in February | 25% | 50% | January – April |
| Term 3 – Day 1 | 1 st Wednesday in May | 50% | 100% | April - July |

2.14.2 Entitlements and liability come into force and/or accrues on the first day of each term. See sections 1.6 for details of term dates subject to the conditions detailed in section 1.32.1 – 1.32.14 'Cancellation of Registration'.

2.14.3 Students not applying for support from Student Finance are required to make arrangements for the payment of their fees to complete their registration, see section 1.23 – 1.26.

2.14.4 Students who have funding applications rejected by Student Finance after they have started their programme will be liable to pay their own tuition fees. Students receiving late notification of rejected applications will become liable to pay their own fees and should contact the University as soon as possible to discuss their options.

2.14.5 Students with tuition fee loans from Student Finance may transfer to another institution following the official start date of their programme. In these cases, the University will retain the tuition fee loan for the period up to and including the transfer, as detailed in section 2.14.1.

2.14.6 Similarly, for students with approved tuition fee loans transferring into the University following registration at a different institution, the University will expect to receive tuition fee funding from the liability period following the transfer.

2.14.7 The University has aligned all of its liability and withdrawal dates, including those for students not funded by Student finance, to the same pattern. For consistency and ease of interpretation the University applies the same liability pattern across all of its awards and students groups.

2.15 FEE PAYMENT BY STUDENT FINANCE

2.15.1 UK/EU students on a designated undergraduate, integrated masters or PGCE programme may be eligible for a tuition fee loan from Student Finance. Students are responsible for entering the correct programme and fee information when applying for support.

2.15.2 The University will endeavor to make available information relating to the funding application periods in each year.

2.15.3 Students are ultimately responsible for making their funding application in good time regardless of notification by the University.

- For English Student Finance funded students the application cycle is normally open from mid-February for new students and mid-March for returning students.
- Student Finance in the devolved authorities Wales, Northern Ireland and Scotland work to their own locally agreed timetables, and details can be found on their respective websites.

2.15.4 Applications for support must be made for each year of study, in a timely manner and for the correct programme, programme year and amount.

2.15.5 Where appropriate, students should ensure that they submit their Notification of Entitlement letter at registration.

- 2.15.6 Students applying for tuition fee support from the Student Finance have up to 9 months after the start date of their programme in each academic session to make their application.
- 2.15.7 Students applying late for funding (after the Student Finance application cycle closes usually in May) should expect their tuition and maintenance funding to be delayed. In such cases students should notify the university of this late application as soon as practicable.
- 2.15.8 Students taking up a place at the University through the clearing process should inform Student Finance at the earliest opportunity about their change of institution and notify the University that they are expecting to receive funding from Student Finance so that the University may undertake the necessary work to transfer funding from another institution.

Data Returns to Student Finance

- 2.15.9 For students in receipt of fee support from Student Finance the University is required to return certain information about students and their registration(s) to the Student Loans Company in order to release tuition and maintenance funding. The data returns include details of;
- registration,
 - programme and programme duration,
 - transfers,
 - periods of repeat study, and
 - periods of suspension.
- 2.15.10 For data checking and payment of tuition fees, the SLC calendar runs on a September to July cycle.
- 2.15.11 This does not replace the student's **own** responsibility to inform Student Finance of changes to their studies.
- 2.15.12 Monitoring of student progression between academic years is in accordance with the data returns made to the Higher Education Statistics Agency; this is to ensure that the University is reporting students correctly in all data returns.
- 2.15.13 In order for students to be counted as progressing from one level of their course to the next for funding purposes they are required to achieve a specific number of credits in each year. The 'credit standard' is usually set at a lower level than the maximum number of credits required for a year to allow students to trail a module in to the following academic year. This may result in an additional charge.
- 2.15.14 Module composition on a year of study does not influence the credit standard for progression purposes and in regards reporting. For example a student may be taking a majority of level 2 modules but if they did not meet the credit standard to progress from level 1 to level 2 they will be considered a repeating student on level 1 for the purposes of reporting to the SLC.
- 2.15.15 Students do not become eligible to progress from one level to the next part way through an academic year even if they complete all modules for the lower level. Progression for reporting to the SLC occurs between academic years.
- 2.15.16 Students not meeting the required credit standard do not progress to the next stage of their programme even if, in their next period of registration, the majority of their modules are from the next level.
- 2.15.17 For example, a standard 3 year degree course has the following typical credit standards:

| Stage | Standard credits taken per year as part of the programme | Credit standard required at the end of each year to progress to next stage of the programme | Stage student progresses to if standard achieved | Stage student progresses to if standard not achieved |
|--------------|---|--|---|---|
| 1 | 120 | 80 | 1 | 2 |
| 2 | 120 | 200 | 2 | 3 |
| 3 | 120 | 360 | 3 | n/a |

- 2.15.18 All bulk data returns are handled centrally by the Fees and Student Finance Team and submissions are made via the Student Finance online 'portal' system. Staff in the Student Administration Team interacts directly with the information held by Student Finance for individual students.
- 2.15.19 The data checking processes commence on the first day of term relevant to a students' intake. For a September start data checking commences 01 September. Data checking processes are run at least weekly for the rest of the year. The first data submission to Student Finance is made in accordance with their calendar in early October any changes to a student registration as a result of cancellation, withdrawal or suspension is in accordance with the provisions of sections 1.32.1 – 1.32.14 'Cancellation of Registration'.
- 2.15.20 Regardless of university provisions, policy and regulations all students in receipt of funding from Student Finance are ultimately subject to the provisions of the Student Support Regulations in regards maximum funding and maximum number of repeat years. The University is ultimately bound to adhere to a final assessment on eligibility and entitlement made by the Student Finance assessing authorities.

Registration Confirmation for Release of Maintenance Funding

- 2.15.21 Maintenance support is released to students 3-5 working days after the University submits a registration confirmation to Student Finance. Students are responsible for ensuring that a complete and approved funding application is in place and that all necessary documentation, including a signed declaration, has been submitted to Student Finance.

Attendance Confirmation

- 2.15.22 Tuition fee support from Student Finance is paid directly to the University once Student Finance has received an Attendance Confirmation Return (ACR).

Pending or Delayed Support from Student Finance

- 2.15.23 Students waiting for support from Student Finance are required to make arrangements for the payment of their fees to complete their registration. Students in this position will be required to provide evidence that they have applied for funding from Student Finance.
- 2.15.24 In the event of serious delays, students may, at the discretion of the University, arrange a 6 monthly direct debit with a start date delayed by 4 months; this will allow Student Finance sufficient time to process applications.

| For courses starting in | Delayed payment commences |
|-------------------------|---------------------------|
| September | January |
| October | February |
| November | March |
| December | April |
| January | May |
| February | June |
| March | July |
| April | August |
| May | September |
| June | October |
| July | November |
| August | December |

- 2.15.25 After the receipt of payment from the SLC any payment made by the student will be refunded.

2.16 CHARGES FOR ADDITIONAL MODULES

- 2.16.1 The below information relates to the module charges for additional and retake modules and applies only to referred students who have failed part of their course and returning students.
- 2.16.2 Additional and retake modules for UK and EU full-time and sandwich students who are paying the full tuition fee on an annual basis will normally be charged 25% of the standard 'home' module fee for all additional and retake modules taken **above the standard 120 credits**. This concession applies only to modules which are valid for the award for which the student is registered and for a maximum of 30 credits (modules cannot be subdivided for this purpose, see 2.16.3) for the academic session, for additional

modules taken **above the standard 120 credits**. Details of the actual application of additional module charges are outlined in the table 2.16.8 – 2.16.22

2.16.3 The discount applies to a maximum of 30 credits in the year; credits are not subdivided for the purpose of applying the discount

Example A: a student takes 2 x 15 credit modules for which an additional charge is due; the 75% discount is applied to both modules as the total number of credits is 30

Example B: a student takes a 15 credit and a 20 credit module for which an additional charge is due, the 75% discount can apply to only one of the modules as the total number of credits is 35 and neither module can be subdivided to make 30 credits

Example C: a student takes a 40 credit module for which an additional charge is due. The discount does not apply as the module is in excess of 30 credits and credits may not be split for the purposes of applying the discount.

2.16.4 'Retake' refers to a second attempt, or more, of a module in its entirety. Please refer to Academic Regulations 15/16 for further information.

2.16.5 'Additional Module' refers to a module that has not previously been attempted, which is taken in excess of the standard credits applicable to the year and award in question. For the majority of undergraduate programmes this will be 120 credits in a standard academic year. For students on a course with a placement year the standard credits may vary for the placement year and may also vary for the final year depending on the course structure. Any credits taken in excess of the standard credits for the course will be treated as Additional.

Example A – Placement 15 Credits included in the 360 taught credits required for the award (additional module taken during placement year)

| Year | Standard Credits | Additional Credit | Total |
|--------------|------------------|-------------------|-------|
| 1 | 120 | | 120 |
| 2 | 120 | | 120 |
| P(placement) | 15 | 15 | 30 |
| 3 | 105 | | 105 |

Example B – Placement 15 Credits included in the 360 taught credits required for the award (additional module taken during final year)

| Year | Standard Credits | Additional Credit | Total |
|--------------|------------------|-------------------|-------|
| 1 | 120 | | 120 |
| 2 | 120 | | 120 |
| P(placement) | 15 | | 15 |
| 3 | 105 | 15 | 120 |

2.16.6 For the purposes of the additional module charge an approved module is one which is included in a students' programme structure at the time the student elects to study the module and therefore could be used to count towards the overall award.

2.16.7 Part-time regulations continue to apply. Part-time fees for new regime fee students are capped at a maximum of 75% of the full time award equivalent fee cap in effect during the given academic year. The University does not permit students to exceed 75% of a full time equivalent programme.

| | In the following circumstance | The outcome will be |
|---------|--|--|
| 2.16.8 | Student retakes a module as a second attempt or more (in addition to their 120 credits for the academic year). | Student will pay for the module. |
| 2.16.9 | Student retakes a module as a second attempt or more (the retake module is included in their 120 credits for the academic year) | Student does not pay any additional costs. |
| 2.16.10 | Student retakes a module, originally classified as an 'Additional Module' but is not approved in their programme of study. | Student will pay for the module. |
| 2.16.11 | Student takes an additional module, which is approved in their programme of study. | Student will not pay for the module. |

| | In the following circumstance | The outcome will be |
|---------|--|--|
| 2.16.12 | Student takes an additional module, which is not approved in their programme of study. | Student will pay for the module. |
| 2.16.13 | Student has taken an additional module, but has failed it. This is now classed as a retake module and is part of their 120 credits for the academic year. | Student will not pay for the module. |
| 2.16.14 | Student has taken an additional module, but has failed it, the retake is in addition to their 120 credits for the academic year. | Student will pay for the module. |
| 2.16.15 | Student transfers pathways on the same Primary Award and is permitted to take some or all of the credits across. 1 Student takes across 120 credits and requires 0 additional credits. 2 Student takes across 90 credits and is required to take an additional 30 credits from the new pathway. 3 Student takes across 75 credits and is required to repeat the academic level on the new pathway. | 1 Progress as normal. 2 Student does not pay for the module. 3 Student to pay for the retake year. |
| 2.16.16 | Student transfers on to a new Primary Award and is permitted to take some or all of the credits across. 1 Student takes across 120 credits and requires 0 additional credits. 2 Student takes across 105 credits and is required to take an additional 20 credits from the new primary award. 3 Student takes across 75 credits and is required to repeat the academic level on the new primary award. | 1 Progress as normal. 2 Student will not pay for the module. 3 Student to pay for the retake year. |
| 2.16.17 | Yr.1 student takes 120 credits. Yr.2 Student decides to take 150 credits, 120 standard credits and 30 credits of additional modules. Yr. 3 Student only needs to take 90 credits to get their 360 credits. | Yr. 1 student will be charged full annual fee applicable to their award Yr. 2 student will be charged full annual fee applicable to their award Yr. 3 Student will be charged full annual fee applicable to their award |
| 2.16.18 | Student is in Yr. 2 and fails a Yr. 2 module, however continues to progress onto the placement year. The agreement will be that the student retakes the Yr. 2 module in Yr. 3 once they have returned from placement. | Student will pay for retake of Yr. 2 module in Yr. 3 . |
| 2.16.19 | Student is in Yr. 2 and fails a Yr. 2 module, continues to progress onto placement year and retake the Yr. 2 module. | Student to pay for the retake module. |
| 2.16.20 | Student fails placement module. Student will retake placement module in Yr. 3 . As student is expected to take less than 120 credits in Yr. 3 already (as placement module is a year 3 module) then the placement module will be classed as a retake. | Student will pay for the retake of the placement module in Yr. 3 . |
| 2.16.21 | Student wishes to take an additional module whilst on placement, which is part of their programme of study. | Student will not pay for the module. |
| 2.16.22 | Student wishes to take an additional module whilst on placement, which is not part of their programme of study. | Student will pay for the module. |

2.17 PLACEMENT FEES

2.17.1 The terms 'placement fee' and 'placement year' refer to the academic year spent away from the University undertaking work experience which is a requirement for a sandwich award. This does not apply to work experience that is built into a taught academic year and does not meet the requirements for a sandwich award.

Placement fees for Home and European Union students on pre 2012 fees

2.17.2 For students registering on their award for the first time between 2006 and 2012 there is an annual fee charged for the placement year. There is no reduction of the fee in the third taught year:

Example A – Placement 15 Credits included in the 360 taught credits required for the award (no additional modules taken, all modules passed first time)

| Year | Credits | Fee |
|--------------|---------|--------|
| 1 | 120 | £3,465 |
| 2 | 120 | £3,465 |
| P(placement) | 15 | £750 |
| 3 | 105 | £3,465 |

Example B – Placement 30 Credits included in the 360 taught credits required for the award (no additional modules taken, all modules passed first time)

| Year | Credits | Fee |
|--------------|---------|--------|
| 1 | 120 | £3,465 |
| 2 | 120 | £3,465 |
| P(placement) | 30 | £750 |
| 3 | 90 | £3,465 |

Example C – Placement 30 Credits in addition to the 360 taught credits required for the award (no additional modules taken, all modules passed first time)

| Year | Credits | Fee |
|--------------|---------|--------|
| 1 | 120 | £3,465 |
| 2 | 120 | £3,465 |
| P(placement) | 30 | £750 |
| 3 | 120 | £3,465 |

- 2.17.3 Eligibility for students on placement to take additional modules is subject to the provisions of the University academic regulations.
- 2.17.4 Students required to retake modules will be charged according to the provisions of section 2.16.1 – 2.16.22.
- 2.17.5 Students who fail the placement year will, for funding purposes, remain registered on the placement version of their award with the SLC for funding purposes.

Placement fees for home and European Union students on post 2012 fees

- 2.17.6 For students registering on their award for the first time from 2012 onwards the fee charged for the placement year is directly related to the number of credits studied during the placement year. Therefore if the placement module is 30 credits, a fee is charged for the 30 up to the maximum fee cap for placement years, for 14/15 this is 20% of the full time equivalent year fee a maximum of £1,800.
- 2.17.7 Where the placement credit is in addition to the 360 taught credits required for the 3 years of study at the University the charge for the placement credit is in addition to the fees charged for the 3 taught years.
- 2.17.8 Where the placement credit is included in the 360 taught credits required for the award then successful completion of the credits reduces the fee due for the third year by the tuition fee amount paid in the placement year. Therefore if the placement year required 30 credits, a student will be required to pay for the 30 up to the maximum fee cap for placement years, from academic year 14/15 this is 20% of the full time equivalent year fee, details can be found on the tuition fees pages. If these credits are taken from the third taught year a student will normally then study a further 90 credits (to complete the 360 required for the award) and will be charged for the 90 credits only, this will be the full year fee less the amount paid during the placement year.

Example A – Placement 15 Credits included in the 360 taught credits required for the award (no additional modules taken, all modules passed first time)

| Year | Credits | Fee |
|--------------|---------|--------|
| 1 | 120 | £9,000 |
| 2 | 120 | £9,000 |
| P(placement) | 15 | £1,125 |
| 3 | 105 | £7,875 |

Example B – Placement 30 Credits included in the 360 taught credits required for the award (no additional modules taken, all modules passed first time)

| Year | Credits | Fee |
|------|---------|--------|
| 1 | 120 | £9,000 |
| 2 | 120 | £9,000 |

| | | |
|--------------|----|--------|
| P(placement) | 30 | £1,800 |
| 3 | 90 | £7,200 |

Example C – Placement 30 Credits in addition to the 360 taught credits required for the award (no additional modules taken, all modules passed first time)

| Year | Credits | Fee |
|--------------|---------|--------|
| 1 | 120 | £9,000 |
| 2 | 120 | £9,000 |
| P(placement) | 30 | £1,800 |
| 3 | 120 | £9,000 |

2.17.9 Eligibility for students on placement to take additional modules is subject to the provisions of the University Academic Regulations.

2.17.10 Students required to retake modules will be charged according to the provisions of section 2.16.1 – 2.16.22.

2.17.11 Students who fail the placement year will, for funding purposes, remain registered on the placement version of their award with the SLC.

Placement fees for Offshore on pre 2012 fees

2.17.12 For students registering on their award for the first time between 2006 and 2012 there is an annual fee charged for the placement year. There is no reduction of the fee in the third taught year:

Example A – Placement 15 Credits included in the 360 taught credits required for the award (no additional modules taken, all modules passed first time)

| Year | Credits | Fee |
|--------------|---------|--------|
| 1 | 120 | £6,300 |
| 2 | 120 | £6,300 |
| P(placement) | 15 | £3000 |
| 3 | 105 | £6,300 |

Example B – Placement 30 Credits included in the 360 taught credits required for the award (no additional modules taken, all modules passed first time)

| Year | Credits | Fee |
|--------------|---------|--------|
| 1 | 120 | £6,300 |
| 2 | 120 | £6,300 |
| P(placement) | 30 | £3000 |
| 3 | 90 | £6,300 |

Example C – Placement 30 Credits in addition to the 360 taught credits required for the award (no additional modules taken, all modules passed first time)

| Year | Credits | Fee |
|--------------|---------|--------|
| 1 | 120 | £6,300 |
| 2 | 120 | £6,300 |
| P(placement) | 30 | £3000 |
| 3 | 120 | £6,300 |

2.17.13 Eligibility for students on placement to take additional modules is subject to the provisions of the University regulations.

2.17.14 Students required to retake modules will be charged according to the provisions of section 2.16.1 – 2.16.22.

Placement fees for offshore students on post 2012 fees

2.17.15 For students registering on their award for the first time from 2012 onwards, the fee charged for the placement year is directly related to the number of credits studied during the placement year. Therefore if the placement module is 30 credits, a fee is charged for the 30 up to the maximum fee cap for placement years, for 14/15 this is 20% of the full time equivalent year fee a maximum of £1,800.

2.17.16 Where the placement credit is in addition to the 360 taught credits required for the 3 years of study at the University, the charge for the placement credit is in addition to the fees charged for the 3 taught years.

2.17.17 Where the placement credit is included in the 360 taught credits required for the award and successful completion of the credits reduces the fee due for the third year by the tuition fee amount paid in the placement year. Therefore if the placement year required 30 credits, a student will be required to pay for the 30 up to the maximum fee cap for placement years, for 14/15 this is 20% of the full time equivalent year fee, details can be found on the tuition fees pages. If these credits are taken from the third taught year a student will normally then study a further 90 credits (to complete the 360 required for the award) and will be charged for the 90 credits only, this will be the full year fee less the amount paid during the placement year.

Student A – Placement 15 Credits included in the 360 taught credits required for the award (no additional modules taken, all modules passed first time)

| Year | Credits | Fee |
|--------------|----------------|------------|
| 1 | 120 | £9,000 |
| 2 | 120 | £9,000 |
| P(placement) | 15 | £1,125 |
| 3 | 105 | £7,875 |

Student B – Placement 30 Credits included in the 360 taught credits required for the award (no additional modules taken, all modules passed first time)

| Year | Credits | Fee |
|--------------|----------------|------------|
| 1 | 120 | £9,000 |
| 2 | 120 | £9,000 |
| P(placement) | 30 | £1,800 |
| 3 | 90 | £7,200 |

Student C – Placement 30 Credits in addition to the 360 taught credits required for the award (no additional modules taken, all modules passed first time)

| Year | Credits | Fee |
|--------------|----------------|------------|
| 1 | 120 | £9,000 |
| 2 | 120 | £9,000 |
| P(placement) | 30 | £1,800 |
| 3 | 120 | £9,000 |

2.17.18 Eligibility for students on placement to take additional modules is subject to the provisions of the University regulations.

2.17.19 Students required to retake modules will be charged according to the provisions of section 2.16.1 – 2.16.22.

3 UNDERGRADUATE TAUGHT INTERNATIONAL

3.1 FEES SET BY THE UNIVERSITY

3.1.1 Fees for international students are set by cohort at the point of entry and do not increase for the duration of a student's programme of study unless there is a break in study.

3.2 STANDARD FEE COVERAGE

3.2.1 The full annual tuition fee for undergraduate students on full time and sandwich awards covers a standard of 120 credits per year. Undergraduate students taking additional modules above the standard 120 credits may be required to pay an additional module charge as outlined in section 3.7.

3.3 SWITCHING FROM HONOURS TO NON HONOURS DEGREES

3.3.1 There is no reduction in the fee if a student opts to transfer to a Non Honors award.

3.4 LIABILITY PERIODS AND TERMS

3.4.1 For the purposes of monitoring student attendance for the collection of fee charges each academic session is divided in to liability periods. Liability periods are aligned to term dates rather than to semester or teaching block dates.

3.5 STUDENT FEE LIABILITY

3.5.1 All students become liable to pay their full tuition fees from the first day of term on their programme subject to the conditions detailed in section 1.32.1 – 1.32.14 'Cancellation of Registration'.

3.5.2 Where students are in receipt of tuition fee loans from Student Finance their liability is calculated based on how long they remain registered at the University in each academic year. The liability periods are used to calculate any payments due or to be refunded should a student withdraw or suspend studies.

3.5.3 For students not in receipt of a tuition fee loan from Student Finance the liability periods are used to calculate any payments due to be paid or to be refunded should a student withdraw or suspend studies.

3.5.4 For students not in receipt of tuition fee loans from student finance or those choosing to pay their fees themselves, the payment plans offered by the University are not linked to the liability periods see section 5.8 and allow students to spread their fee payments over several months.

3.5.5 Students paying by instalments may have completed payment of all of their fees before the start of the third liability period; refunds will be made in the event of a withdrawal.

3.5.6 Students retain ultimate liability for the payment of their fees, whether invoiced or not, even where they have a sponsorship agreement. If sponsorship is withdrawn or the sponsor defaults on payment, the student is responsible for paying any fees owed.

3.5.7 The only exception to this is for students on programmes directly commissioned by a third party (e.g. some nursing programmes) and where the programme registration is at the request of an employer. In such circumstances, where sponsorship is withdrawn or payments default, the student will be withdrawn from the programme.

3.5.8 A commissioned programme is one where an employer or organisation has contracted the University to supply educational services

3.5.9 The University has an obligation to monitor and report on Student Finance funded undergraduate students three times a year, at the start of each term. A liability period is a period of time in which a student's entitlement to tuition fee funding from Student Finance increases and therefore the liability for payment of fees accrues; liability periods are aligned to term dates rather than to semester or teaching block dates. This is a Student Finance requirement.

- 3.5.10 Entitlements and liability come in to force and/or accrues on the first day of each term. See section 1.33 for details of term dates subject to the conditions detailed in section 1.32.1 – 1.34.14 ‘Cancellation of Registration’.
- 3.5.11 Students are required to make arrangements for the payment of their fees to complete their registration, see section 1.23 – 1.27.
- 3.5.12 The University has aligned all of its liability and withdrawal dates to the same pattern. For consistency and ease of interpretation the University applies the same liability pattern across all of its awards and students groups.

3.6 INTERNATIONAL DEPOSIT

- 3.6.1 All new international students starting a degree programme at the University are required to pay a deposit of £3,000 (except in the cases noted in section 3.6.3). All students are normally expected to pay the deposit before registration. Payment of the deposit is a condition of registration and required in order for students to be issued with a Confirmation of Acceptance of Studies (CAS) statement, this is to enable students to apply for a visa.
- 3.6.2 This deposit will be refunded in certain circumstances. For full details see the Refund Policy for International Deposits: www.uwe.ac.uk/money
- 3.6.3 International applicants in the following categories of students are NOT required to pay the £3,000 deposit (other payments may be required in advance e.g. accommodation):
- Students sponsored by a Government (UK or other)
 - Applicants sponsored for more than £3,000 in tuition fees by the University
 - Applicants sponsored by another (UK or non-UK) Educational institution
 - Students sponsored by an International Scholarship Agency e.g. Chevening Scholarship
 - Students in receipt of US Federal loans of any other Government Financial Aid which is certified by the University and received by UWE
 - Applicants to programmes offered at Hartpury College, where a different deposit scheme exists.
- 3.6.4 The balance of the fees will become due at registration (see Section 1.23 for information about paying in instalments).
- 3.6.5 International students may be entitled to scholarships/discounts, see www.uwe.ac.uk/money for details.
- 3.6.6 Students studying Pre-sessional English Programmes are required to pay their programme fees in full in order to be eligible for a CAS for their pre-sessional programme.
- 3.6.7 On completion of the Pre-sessional programme students are required to pay the £3,000 international deposit in order to be issued with a CAS for their degree programme.

3.7 CHARGES FOR ADDITIONAL MODULES

- 3.7.1 The below information relates to the module charges for additional and retake modules and applies only to referred and returning students.
- 3.7.2 International full-time and sandwich students who are liable for the full tuition fee will be charged 25% of the standard ‘home’ module fee, for a maximum of 30 credits (modules cannot be subdivided for this purpose, see 3.7.4) for the academic session, for additional modules taken above the standard 120 credits.
- 3.7.3 The discount applies to a maximum of 30 credits in the year; credits are not subdivided for the purpose of applying the discount

Example A: a student takes 2 x 15 credit modules for which an additional charge is due; the 75% discount is applied to both modules as the total number of credits is 30

Example B: a student takes a 15 credit and a 20 credit module for which an additional charge is due, the 75% discount can apply to only one of the modules as the total number of credits is 35 and the neither module can be subdivided to make 30 credits

Example C: a student takes a 40 credit module for which an additional charge is due. The discount does not apply as the module is in excess of 30 credits and credits may not be split for the purposes of applying the discount.

- 3.7.4 'Retake' refers to a second attempt, or more, of a module in its entirety. Please refer to Academic Regulations 15/16 for further information.
- 3.7.5 'Additional Module' refers to a module that has not previously been attempted, which is taken in excess of 120 credits in a standard academic year.
- 3.7.6 Students retaking as a second attempt or more, a module in its entirety will be charged the full applicable fee for that module appropriate for their cohort of entry they will not be charged the current year modular fee rate unless the current year fee rate and the fee rate applicable to their cohort of entry are the same.

3.8 PLACEMENT FEES

- 3.8.1 The terms 'placement fee' and 'placement year' refer to the academic year spent away from the University undertaking work experience which is a requirement for a sandwich award. They do not apply to work experience that is built into a taught academic year and that does not meet the requirements for a sandwich award.
- 3.8.2 Regardless of when a student paying international fees commenced their programme there is an annual fee charged for the placement year, this fee is less than that charged for a year of full time study. There is no reduction in the fee charged for the third year of full time study, details can be found on the tuition fees pages.

3.9 SCHOLARSHIPS AND DISCOUNTS

- 3.9.1 The University offers a variety of scholarships and discounts to its students. Full details of the scholarships and discounts available including the eligibility criteria, can be found on the University website: www.uwe.ac.uk/money
- 3.9.2 The University reviews all scholarships and discounts on an annual basis.

4 POSTGRADUATE TAUGHT HOME, EUROPEAN UNION AND OFFSHORE

4.1 FEES SET BY THE UNIVERSITY

- 4.1.1 **Home and European Union postgraduate fees.** Fees for home and EU students are set by cohort at the point of entry and do not increase for the duration of a student's programme of study.
- 4.1.2 **Offshore postgraduate fees.** It is expected that postgraduate fees for offshore students will not exceed the maximum fee set by the University for international students. Fees are set by cohort at the point of entry and do not increase for the duration of a student's programme of study

4.2 STANDARD FEE COVERAGE

- 4.2.1 The full programme tuition fee for postgraduate students on full time awards covers a standard of 180 credits for the whole programme. Postgraduate students taking additional modules above the standard 180 credits or retaking modules will be required to pay an additional module charge.

4.3 PART TIME AWARDS AND PART TIME FEES

- 4.3.1 It is usual for part time students at the University to be charged either;
- a per year fee
 - a per credit fee based on the number of credits taken in any given year.
- 4.3.2 Part time fees for postgraduate programmes are likely to increase each year in line with inflation and in line with other fee charges at the University.
- 4.3.3 Part time fees will be set at a pro rata amount of the full time equivalent fee where possible, however, there is no requirement for the part time fees to be directly proportionate to full time fees in recognition of the variation in costs that may exist between a full time and a part time programme of study.
- 4.3.4 A part time student will normally be required to pay the per year fee or per credit fee applicable to each year of registration therefore it is expected that they will pay more, in total, for the whole programme than a full time student paying a whole award fee.
- 4.3.5 The charging pattern for part time awards varies and can be either a set charge per year of study or based on the number of credits taken in a given year.
- If the charge is per year of study it will cover the standard expected credits for the year – usually 60.
 - If a student takes less than the standard number of credits for their award in a year of study there is no reduction in the annual fee.
 - If a student takes more than the standard number of credits for their award in a year of study the additional module(s) will be charged at the appropriate credit rate.
 - If the charge is based on the number of credits taken the charge will be made based on the credits and will cover only those credits.

4.4 INTERIM FEES ON FULL TIME AWARDS

- 4.4.1 The University modular programme allows students to 'step off' awards at various designated points. For students specifically stepping off an award to claim an interim award and notifying the University specifically as such to avoid confusion the University will aim to publish the applicable fee charge for interim awards.
- 4.4.2 Usually students will only be charged for the proportion of the programme completed to obtain the interim award. However, in cases where further modules have been started additional charges will be made on a per module basis and in accordance with the reduction in fee policy. This does not apply for withdrawals where it is not stated that the withdrawal is with the intention to claim an interim.

4.5 NHS STUDENTS

- 4.5.1 NHS students should be aware that there are different rules that apply to their tuition fee funding, details are available on the University website: www.uwe.ac.uk/money

4.6 EDUCATION STUDENTS

- 4.6.1 Education students on some programmes should be aware that there are different rules that apply to their funding, details are available on the University website: www.uwe.ac.uk/money

4.7 LIABILITY PERIODS AND TERMS

- 4.7.1 For the purposes of monitoring student attendance for the collection of fee charges each academic session is divided into liability periods. Liability periods are aligned to term dates rather than to semester or teaching block dates.

4.8 STUDENT FEE LIABILITY

- 4.8.1 All students become liable to pay their full tuition fees from the first day of term on their programme subject to the conditions detailed in section 1.32.1 – 1.32.14 'Cancellation of Registration'.
- 4.8.2 A student's liability is calculated based on how long they remain registered at the University in each academic year. The liability periods are used to calculate any payments due or to be refunded should a student withdraw or suspend studies.
- 4.8.3 For students paying their fees themselves, the payment plans offered by the University are not linked to the liability periods see section 1.23 and allow students to spread their fee payments over several months.
- 4.8.4 Students paying by instalments may have completed payment of all of their fees before the start of the third liability period; refunds will be made in the event of a withdrawal.
- 4.8.5 Students retain ultimate liability for the payment of their fees, whether invoiced or not, even where they have a sponsorship agreement. If sponsorship is withdrawn or the sponsor defaults on payment, the student is responsible for paying any fees owed.
- 4.8.6 The only exception to this is for students on programmes directly commissioned by a third party (e.g. some nursing programmes) and where the programme registration is at the request of an employer. In such circumstances, where sponsorship is withdrawn or payments default, the student will be withdrawn from the programme.
- 4.8.7 A commissioned programme is one where an employer or organisation has contracted the University to supply educational services.
- 4.8.8 Entitlements and liability come into force and/or accrue on the first day of each term. See sections 1.6 for details of term dates subject to the conditions detailed in section 1.32.1 – 1.32.14 'Cancellation of Registration'.
- 4.8.9 Similarly, for students with approved tuition fee loans transferring into the University following registration at a different institution, the University will expect to receive tuition fee funding from the liability period following the transfer.
- 4.8.10 The University has aligned all of its liability and withdrawal dates, including those for students not funded by Student Finance, to the same pattern. For consistency and ease of interpretation the University applies the same liability pattern across all of its awards and student groups.

4.9 BILP DEPOSITS

- 4.9.1 All Bristol Institute of Legal Practice (BILP) students are required to pay a non-refundable deposit on acceptance of their offer. For further information on Bristol Institute of Legal Practice deposits, please contact: bilpinfo@uwe.ac.uk
- 4.9.2 For international students required to pay the International Deposit the non-refundable BILP deposit will be deducted from the amount required for payment as the international deposit.
For example:

- **Student A** pays a BILP Deposit of £500, Student A is only required to pay a further £2,500 to satisfy the requirements of the international deposit
- **Student B** pays a BILP Deposit of £200, Student A is only required to pay a further £2,800 to satisfy the requirements of the international deposit

4.10 SCHOLARSHIPS AND DISCOUNTS

4.10.1 The University offers a variety of scholarships and discounts to its students. Full details of the scholarships and discounts available, including the eligibility criteria, can be found on the University website: www.uwe.ac.uk/money

4.10.2 The University reviews all scholarships and discounts on an annual basis.

5 POSTGRADUATE TAUGHT INTERNATIONAL

5.1 FEES SET BY THE UNIVERSITY

5.1.1 **Taught postgraduate fees.** Fees for international students are set by cohort at the point of entry and do not increase for the duration of a student's programme of study.

5.2 STANDARD FEE COVERAGE

5.2.1 The full programme tuition fee for postgraduate students on full time awards covers a standard of 180 credits for the whole programme. Postgraduate students taking additional modules above the standard 180 credits or retaking modules will be required to pay an additional module charge.

5.3 PART TIME AWARDS AND PART TIME FEES

5.3.1 It is usual for part time students at the University to be charged either;

- a per year fee
- a per credit fee based on the number of credits taken in any given year.

5.3.2 Part time fees for postgraduate programmes are likely to increase each year in line with inflation and in line with other fee charges at the University.

5.3.3 Part time fees will be set at a pro rata amount of the full time equivalent fee where possible, however, there is no requirement for the part time fees to be directly proportionate to full time fees in recognition of the variation in costs that may exist between a full time and a part time programme of study.

5.3.4 A part time student will normally be required to pay the per year fee or per credit fee applicable to each year of registration therefore it is expected that they will pay more, in total, for the whole programme than a full time student paying a whole award fee.

5.3.5 The charging pattern for part time awards varies and can be either a set charge per year of study or based on the number of credits taken in a given year.

- If the charge is per year of study it will cover the standard expected credits for the year – usually 60.
- If a student takes less than the standard number of credits for their award in a year of study there is no reduction in the annual fee.
- If a student takes more than the standard number of credits for their award in a year of study the additional module(s) will be charged at the appropriate credit rate.
- If the charge is based on the number of credits taken the charge will be made based on the credits and will cover only those credits.

5.4 INTERIM FEES ON FULL TIME POSTGRADUATE AWARDS

5.4.1 The University modular programme allows students to 'step off' awards at various designated points. For students specifically stepping off an award to claim an interim award and notifying the University specifically as such to avoid confusion the University will aim to publish the applicable fee charge for interim awards.

5.4.2 Usually students will only be charged for the proportion of the programme completed to obtain the interim award. However, in cases where further modules have been started additional charges will be made on a per module basis and in accordance with the reduction in fee policy. This does not apply for withdrawals where it is not stated that the withdrawal is with the intention to claim an interim.

5.5 POSTGRADUATE NHS STUDENTS

5.5.1 NHS students should be aware that there are different rules that apply to their tuition fee funding, details are available on the University website: www.uwe.ac.uk/money

5.6 POSTGRADUATE EDUCATION STUDENTS

5.6.1 Education students on some programmes should be aware that there are different rules that apply to their funding, details are available on the University website: www.uwe.ac.uk/money

5.7 INTERNATIONAL DEPOSIT

- 5.7.1 All new international students starting a degree programme at the University are required to pay a deposit of £3,000 (except in the cases noted in section 5.7.3). All students are normally expected to pay the deposit before registration. Payment of the deposit is a condition of registration and required in order for students to be issued with a Confirmation of Acceptance of Studies (CAS) statement, this is to enable students to apply for a visa.
- 5.7.2 This deposit will be refunded in certain circumstances. For full details see the Refund Policy for International Deposits: www.uwe.ac.uk/money
- 5.7.3 International applicants in the following categories of students are NOT required to pay the £3,000 deposit (other payments may be required in advance e.g. accommodation):
- Students sponsored by a Government (UK or other)
 - Applicants sponsored for more than £3,000 in tuition fees by the University
 - Applicants sponsored by another (UK or non-UK) Educational institution
 - Students sponsored by an International Scholarship Agency e.g. Chevening Scholarship
 - Students in receipt of US Federal loans of any other Government Financial Aid which is certified by the University and received by UWE
 - Applicants to programmes offered at Hartpury College, where a different deposit scheme exists.
- 5.7.4 The balance of the fees will become due at registration (see Section 1.23 for information about paying in instalments).
- 5.7.5 International students may be entitled to scholarships/discounts, see www.uwe.ac.uk/money for details.
- 5.7.6 Students studying Pre-sessional English Programmes are required to pay their programme fees in full in order to be eligible for a CAS for their pre-sessional programme.
- 5.7.7 On completion of the Pre-sessional programme students are required to pay the £3,000 international deposit in order to be issued with a CAS for their degree programme.

5.8 LIABILITY PERIODS AND TERMS

- 5.8.1 For the purposes of monitoring student attendance for the collection of fee charges each academic session is divided in to liability periods. Liability periods are aligned to term dates rather than to semester or teaching block dates.

5.9 STUDENT FEE LIABILITY

- 5.9.1 All students become liable to pay their full tuition fees from the first day of term on their programme subject to the conditions detailed in section 1.32.1 – 1.32.14 'Cancellation of Registration'.
- 5.9.2 Students paying by instalments may have completed payment of all of their fees before the start of the third liability period; refunds will be made in the event of a withdrawal.
- 5.9.3 Students retain ultimate liability for the payment of their fees, whether invoiced or not, even where they have a sponsorship agreement. If sponsorship is withdrawn or the sponsor defaults on payment, the student is responsible for paying any fees owed.
- 5.9.4 The only exception to this is for students on programmes directly commissioned by a third party (e.g. some nursing programmes) and where the programme registration is at the request of an employer. In such circumstances, where sponsorship is withdrawn or payments default, the student will be withdrawn from the programme.
- 5.9.5 A commissioned programme is one where an employer or organisation has contracted the University to supply educational services
- 5.9.6 Entitlements and liability come in to force and/or accrues on the first day of each term. See sections 1.6 for details of term dates subject to the conditions detailed in section 1.32.1 – 1.32.14 'Cancellation of Registration'.

- 5.9.7 Students are required to make arrangements for the payment of their fees to complete their registration, see section 1.23 – 1.26.
- 5.9.8 The University has aligned all of its liability and withdrawal dates to the same pattern. For consistency and ease of interpretation the University applies the same liability pattern across all of its awards and students groups.

5.10 BILP DEPOSITS

- 5.10.1 All Bristol Institute of Legal Practice (BILP) students are required to pay a non-refundable deposit on acceptance of their offer. For further information on Bristol Institute of Legal Practice deposits, please contact: bilpinfo@uwe.ac.uk
- 5.10.2 For international students required to pay the International Deposit the non-refundable BILP deposit will be deducted from the amount required for payment as the international deposit.
For example:
- **Student A** pays a BILP Deposit of £500, Student A is only required to pay a further £2,500 to satisfy the requirements of the international deposit
 - **Student B** pays a BILP Deposit of £200, Student A is only required to pay a further £2,800 to satisfy the requirements of the international deposit

5.11 SCHOLARSHIPS AND DISCOUNTS

- 5.11.1 The University offers a variety of scholarships and discounts to its students. Full details of the scholarships and discounts available in 2015/16, including the eligibility criteria, can be found on the University website: www.uwe.ac.uk/money
- 5.11.2 The University reviews all scholarships and discounts on an annual basis.

6 POSTGRADUATE RESEARCH

6.1 FEES SET BY THE UNIVERSITY

6.1.1 **Postgraduate Research Fees.** Fees for post graduate research students will remain variable to reflect the potential duration of study and will therefore increase over the duration of a student's programme of study.

6.2 MODE OF ATTENDANCE – RESEARCH STUDENTS

6.2.1 Research students may be registered on a full time award as a full time student or on a part time award as a part time student and are liable for payment of the appropriate fee.

6.2.2 Applications for a change in study mode must be approved by the appropriate Faculty Research Committee and the student record amended accordingly.

6.3 FULL DURATION FEES FOR PART TIME PROGRAMMES RUNNING OVER MULTIPLE YEARS

6.3.1 Where possible the Fees Group will seek to approve and publish fees for the whole duration of a part time programme taking into account the expected fee increases for subsequent periods of study.

6.3.2 Any whole duration fee published will be done so on the assumption that all modules are passed first time and that any progression does not include a break in study.

6.3.3 Where students are required to retake modules additional fees may be due.

6.3.4 For students on postgraduate research programmes, should an approved break in study occur, the University will normally review the fee charges for the remaining years in line with those in force when a student recommences study.

6.4 TERM DATES – RESEARCH STUDENTS

6.4.1 Research students attend the University throughout the year and may study on taught modules during the published term dates.

6.5 FULL OR PARTIAL CONTRIBUTION TO FEES

6.5.1 Full or partial contribution to fees can be paid by one or more of the methods below:

- As part of the online registration process via myUWE (eligible students only), further information about online registration is available at: <http://info.uwe.ac.uk/myuwe/guidance/registration/eligibility.asp>
- By instalment by direct debit (see section 1.23)
- By credit / debit card (see section 1.25)
- GBP (£) Sterling bankers' draft
- International Funds Transfer (see section 1.26)
- Cash GBP (£) only (in exceptional cases only and if no other payment method is available), please contact the income office in advance of payment. Cash must not be sent by post
- By sending us a completed 'Authority to Invoice' form (available at www.uwe.ac.uk/money) to enable us to invoice a sponsor. Students will be liable for their fee until this form has been received.

6.5.2 If arrangements to pay tuition fees are not made by the student at the point of registration, the University will subsequently make every effort to remind students that fees are due by e-mail. **However these are reminders only and students are contractually responsible for paying fees on time whether e-mails are received or not.**

6.5.3 If a student fails to make arrangements to pay the fees during the registration period, they will be withdrawn from their programme of study. Even though they are no longer a student, they will still be liable to pay the fees for that term.

6.5.4 Defaults on payment are treated seriously and will lead to the appropriate sanctions being taken against the student. See section 1.24 for further information.

6.6 PAYMENT OF FEES FOR RESEARCH DEGREES

- 6.6.1 All potential research students, will be sent a university registration form once the offer of a place has been accepted. Students are required to complete and return the forms as appropriate.
- 6.6.2 A potential research student may register as a student of the University, be allocated a Director of Studies and be eligible to use University facilities, and will become liable for payment of the fees due.

6.7 RESEARCH STUDENTS RE-REGISTRATION

- 6.7.1 Re-registration is subject to a successful outcome of the progress review process as confirmed by the appropriate examining board. All fee paying students, both sponsored and self-funded, who are eligible are required to complete a registration form.
- 6.7.2 All research students should re-register and have their fees assessed in respect of the current year.
- 6.7.3 All students are required to re-register at the anniversary of their start date each year.
- 6.7.4 The fees for continuing students increase annually.
- 6.7.5 A separate registration fee is no longer charged to research except where special fees have been agreed as part of an international agreement (e.g. Hebei University of Science & Technology).

6.8 EXTENSION OF RESEARCH REGISTRATION PERIOD – RESEARCH STUDENTS

- 6.8.1 Where a student has applied for and been granted an extension of their research registration period they may re-register on payment of the appropriate fee. Students may not re-register after their expected completion date unless this has been agreed by the Faculty Research Degrees Committee or equivalent.

6.9 RESEARCH STUDENTS WRITING UP FEES

- 6.9.1 Students who started their postgraduate research degree before academic year 15/16 are eligible to pay a 'writing-up' fee set by the University for a maximum of one year only. A student is only deemed to be writing up after the active research is completed, the relevant practical work concluded and the first full draft of the thesis has been submitted for stage 3 progress review and approved by the Independent Reviewer. Any period of registration after the one year 'writing up' period will be liable for the standard tuition fee if the student is continuing to write up. A student is only eligible to pay the writing-up fee once. Students on the writing-up fee are not eligible for any supervision during this period. If a student wishes to have supervisory support during this period they can opt to pay the 'completion fee' as outlined in section 6.9.2
- 6.9.2 Students who started their postgraduate research degree from academic year 15-16 are eligible to pay a 'completion fee' set by the University. A student is only deemed to be at completion stage after the first full draft of the thesis has been submitted for stage 3 progress review and approved by the Independent Reviewer. Once approved, the student will pay the completion fee until they submit their thesis.

6.10 FEES FOR MEMBERS OF STAFF ON RESEARCH DEGREES

- 6.10.1 Full Time and Part Time members of staff may register as Part Time students. In certain cases, the Faculty may be prepared to pay a contribution towards the tuition fee, for example if the candidate is a member of academic staff or working as a teaching assistant within the Faculty. Tuition fees are payable where a member of staff registers with another Faculty.

6.11 RESEARCH EXAMINATION PERIOD

- 6.11.1 Tuition fees cease to be due from the point of submission of the soft bound thesis for examination purposes. The appropriate pro rata monthly refund may be payable.
- 6.11.2 For administrative purposes a student will require a 'live' student record in the current academic year where the examination period crosses from one academic year to the next (a persistent registration).

6.12 RESEARCH RE-EXAMINATION FEE

- 6.12.1 A student is liable for payment of a re-examination fee set by the University if they are required to resubmit their thesis or required to make 'major amendments' following the viva voce examination.

The re-examination fee will either be:

- a) a one off fee to cover the cost of re-examination
- b) or may be a higher fee that can be spread over monthly payments

the above is dependent on the outcome from the viva voce examination and whether the student requires further support from their supervisory team.

6.13 DPHIL

- 6.13.1 The DPhil (research degree by publication) is open to internal applicants from UWE and affiliated institutions. Details of fees can be found on the University website.

6.14 HIGHER DOCTORATES

- 6.14.1 Applications are submitted to the Academic Registrar. Applicants are liable for an initial registration fee and a subsequent examination fee.

6.15 SCHOLARSHIPS, DISCOUNTS AND STUDENTSHIPS

- 6.15.1 The University offers a variety of scholarships and discounts to its students. Full details of the scholarships and discounts available in 2015/16, including the eligibility criteria, can be found on the University website: www.uwe.ac.uk/money

- 6.15.2 The University reviews all scholarships and discounts on an annual basis.

- 6.15.3 Details of postgraduate studentship opportunities can be found on the University website: www.uwe.ac.uk/graduateschool

6.16 NOTIFICATION OF WITHDRAWAL

- 6.16.1 Postgraduate research students must apply for withdrawal through their respective Faculty Research Degree Committee.

6.17 SUSPENSION OF REGISTRATION – RESEARCH STUDENTS

- 6.17.1 A student may suspend their registration with the approval of the Faculty Research Degrees Committee or equivalent. The student record should be amended to reflect the period of suspended registration (time-out/pause of study). Fees paid in advance are suspended for the period of suspension of registration. The student's registration period is extended by the length of time of suspended registration. During the period of suspended registration, when tuition fees are not payable, students are not entitled to academic or administrative support and University facilities may not be used.

- 6.17.2 UWE students in the UK under a Tier 4 visa should seek advice from Immigration Advice Service with regards the impact of the suspension.

6.18 POST REGISTRATION – RESEARCH STUDENTS

- 6.18.1 A student's date of withdrawal from the University is deemed to be the date on which the University receives written notification. Subsequent reduction in fees must conform to University policy.

- 6.18.2 As a result of consideration of the progress review, the Faculty Research Degrees Committee or equivalent may take appropriate action, which may include the withdrawal of the student's registration. A requirement to withdraw may have tuition fee implications and students will be notified of any applicable fee charge once official notification of outcome has been released.

7 DEBT

7.1 TUITION FEE DEBT

- 7.1.1 Students retain ultimate responsibility for the payment of their fees and all other monies owing to the University regardless of sponsorship agreements.
- 7.1.2 A student who is withdrawn from the programme and is no longer a student, will still need to pay the outstanding fee liability.
- 7.1.3 The University will try to accommodate the needs of its students wherever reasonable. If a student is having problems paying tuition fees, or any other monies owing, it is essential that the student contacts the University as soon as possible to discuss any alternatives.
- 7.1.4 Should a **new** student **fail to make arrangements to pay tuition fees** by the end of the registration period, the following sanctions will be applied;
- Withdrawal of library borrowing rights
 - Withdrawal of student IT rights
 - Disablement of student ID card and any controlled access privileges
 - Withdrawal of the student from their programme of study – in the case of students in the UK under a Tier 4 visa, this will result in confirmation to the UKVI that UWE will cease to be the immigration sponsor for that student
- 7.1.5 Should an **existing** student **fail to make arrangements to pay tuition fees** or defaults in meeting agreed payment terms, all of the above mentioned sanctions will be applied. In addition the student may;
- not be permitted to re-register;
 - not be issued with a final award certificate;
 - not be permitted to attend the Graduation Ceremony;
 - not be issued with any academic reference
- 7.1.6 The University will refer unpaid accounts to legal debt recovery and/or external agencies to pursue payment. A charge of £100 will be added to the account when such a transfer is made. In addition, the University may exclude debtors from its premises and seek recovery through the courts.
- 7.1.7 Fee remission, waiver and debt write-off are at the discretion of the University and may occur in exceptional circumstances. These are described in the Exceptional Fee and Debt Remission Policy.

7.2 LIBRARY DEBT

- 7.2.1 Library debt will be pursued in the same manner as a defaulter would be by a public library. The following sanctions will be applied:
- withdrawal of library access
 - withdrawal of IT access.

7.3 SHORT TERM LOAN/HARDSHIP LOAN

- 7.3.1 Finance Services will pursue full payment over the period of the student tenure in the University. Finance Services will also provide a listing of defaulters to the University Money Advice and Funds Service (MAFS) helping prevent further issue of loans.

7.4 ACCOMMODATION DEBT

- 7.4.1 Finance Services will collect debts incurred by students on account of an accommodation contract with the University. This will apply to charges for both rental and damages. The debts will be passed to collection agents and will be pursued legally **even if they are currently students of the University**.

7.5 APPEALING FEE CHARGES

- 7.5.1 The University endeavors to charge all students in a fair and transparent fashion and to ensure that this policy is applied in a consistent and transparent fashion. The University takes seriously all complaints that students may have with respect of its tuition fees and the application of this tuition fee policy. Any student wishing to appeal or contest a fee charge levied by the University should do so by contacting their student administration team in the first instance where it will be dealt with as a stage 1 complaint in the first instance in accordance with the University's complaints procedure. Details of the complaints procedure can be found at: <http://www1.uwe.ac.uk/aboutus/contactuwe/complaints.aspx>

8 UNIVERSITY WAIVER PANEL

8.1 THE PANEL

8.1.1 The Waiver Panel will consider requests from students whose circumstances are exceptional under 3 different schemes. Applicants do not have to apply for a specific scheme; based on the applicant circumstances and the details of the application, the panel will determine which of the below schemes is the most appropriate for each application.

- Tuition Fee Remission,
- Fee Waiver,
- Debt write-off.

8.1.2 It is not the purpose of the panel to consider applications from students who disagree with the fee charging policy of the University.

8.1.3 Exceptional circumstances: it must be possible to say that the circumstances in the case in question are 'markedly different from the usual run of cases'. The circumstances must have 'a particular quality of unusualness that permits them to be described as special'. Examples of circumstances that will be considered include:

- Terminal Illness,
- Recent bereavement,
- Natural disaster (having a direct impact on the student or their source of Funding and/or support).
- Significant accumulation of minor incidents that in aggregate can be considered severe

8.1.4 Extenuating Circumstances as accepted by an award board are not, in themselves, sufficient to allow a student to be considered for a fee waiver unless the Extenuating Circumstance application meets the criteria set out in 8.1.3.

8.1.5 In making an application where the extenuating circumstances in question have been submitted to an Award Board for consideration the applicant is authorising the fee waiver panel to access the application and associated evidence as part of the fee waiver process.

8.1.6 In cases where an applicant does not want the fee waiver panel to access the relevant submitted extenuating circumstances, as outlined in 8.1.5 above, this will prevent the application being considered.

8.1.7 **TFR (Tuition Fee Remission)** is considered where a student has outstanding tuition fees for the current academic year and is unable to pay due to exceptional **financial** circumstances (see 8.2).

8.1.8 **Fee Waivers** [for students remaining registered at UWE] are considered where the normal fees for an academic year are not charged: for example where a student is repeating a year due to exceptional **personal** circumstances (see 8.3) and there is no statutory funding to cover the charge

8.1.9 **Writing-off a debt** [for student no longer registered at UWE] means that UWE will terminate collection action on a debt. The student will not be required to pay the amount that was written off (see 8.4).

8.1.10 The panel will not consider any applications that have arisen from a complaint by the student until or unless such a complaint has been dealt with by the complaints procedures or the application is referred to the panel by outcome of the complaints procedure.

8.1.11 The panel will not consider any applications while other university procedures are ongoing in relation to the module, programme or other service against which the application has been made. Including but not limited to:

- Exam boards
- Appeals process
- Complaints
- Disciplinary proceedings

8.1.12 The panel will seek advice from the Immigration Team if the applicant holds a Tier 4 visa before a decision is made.

- 8.1.13 Applications will not be submitted to the panel without supporting documentation. The Panel may request further evidence of circumstances.
- 8.1.14 Where an application is rejected under 8.1.13, a student may reapply with the supporting documentation.
- 8.1.15 Where possible, the panel will make a unanimous decision on all applications based on the circumstances of the case and the evidence provided.
- 8.1.16 Where the panel is unable to reach a decision on an application, the panel will refer the application to the VC or nominee with a summary of the panel discussion and an explanation of the panel's inability to reach a decision. The VC or nominee will consider all evidence supplied and decisions will be based on this evidence.
- 8.1.17 The decision of the panel or, if referred under 8.1.16, the VC or nominee is final and there is no right of appeal.
- 8.1.18 All decisions of the panel will be presented to the University Fees Group for review on a quarterly basis.
- 8.1.19 The decision of the waiver process is final and there is no right of appeal.

8.2 TFR (TUITION FEE REMISSION)

- 8.2.1 Only students in the following categories are eligible to apply for a TFR
- Self-funded International students
 - Postgraduate Students who are liable for the payments of their own tuition fees
- 8.2.2 Students who can demonstrate that there have been both a substantial **and** unforeseen deterioration in their financial circumstances may apply for remission of tuition fees. This deterioration will have occurred since the start of the current academic year in which the application is made.
- 8.2.3 Applications made in relation to circumstances that occurred before the end of the previous academic year will not be considered **unless** there are significant additional extenuating circumstances for the panel to consider
- 8.2.4 The student will need to have paid the deposit and at least one Direct Debit or instalment of fees for the academic year for which fees are being considered for remission.

8.3 FEE WAIVERS

- 8.3.1 Fee Waivers will be considered by the panel **only** if the student is ineligible for statutory funding for the fees under consideration by the panel.
- 8.3.2 Clause 8.3.1 is superseded **only** in the first term of the first year of a student finance funded undergraduate degree or PGCE programme **and only** if the application for the waiver relates to a withdrawal in the first six weeks of the programme (dated from the official programme start date) and is for reasons outlined in 8.1.3 above. In such cases the panel will exceptionally waive the 25% tuition fee liability.
- 8.3.3 Applications made by students potentially eligible for statutory funding will be automatically rejected unless meeting the criteria set out in 8.3.2
- 8.3.4 Fee Waivers will only be considered if a student has extenuating circumstances that would be accepted by an Award Board and that meet the additional criteria set out in 8.1.3 above as determined by the panel.
- 8.3.5 Students are not permitted to apply for a fee waiver solely on the grounds of financial hardship or an unwillingness to access a tuition fee loan
- 8.3.6 Fee Waivers will only be agreed where no alternative option (e.g. break in study) exists for the student registration.

- 8.3.7 The panel may request further evidence of the exceptional circumstances. If such evidence is not provided when requested the panel reserves the right to reject the application without further consideration.
- 8.3.8 Where an application is rejected under the provisions of 8.3.6 above a student may reapply using the same circumstances provided additional supporting evidence is supplied with the reapplication.

8.4 DEBT WRITE-OFFS

- 8.4.1 A student, who has withdrawn from the University, may request that their debt be written off if they have provided evidence of long-term financial hardship and exceptional circumstances that meet the criteria laid out in 8.1.3 above as determined by the panel.

8.5 GENERAL ELIGIBILITY

- 8.5.1 The conditions above notwithstanding all applications will be considered on their individual circumstances.
- 8.5.2 A student will, other than under the most exceptional circumstances, receive remission or waiver of tuition fees or a debt-write off in only one academic year and on only one occasion.
- 8.5.3 A second and exceptional application may not be made on the same grounds as the first application except in the circumstances outlined above.

8.6 PROCEDURE FOR APPLICATIONS TO THE PANEL

- 8.6.1 It is the responsibility of the student to make an application for waiver of fees.
- 8.6.2 Where it is not possible for a student to make an application in person due to incapacity waiver requests will be accepted on the students' behalf from:
- Parent/Guardian
 - Next of Kin
 - Academic member of staff responsible for the programme/module on which the student is registered
- 8.6.3 Any application should be made in a timely fashion. However the panel recognizes that requests for waivers can be delayed as a result of significant events beyond an applicant's control. Therefore all applications made as soon as practicable will be considered.
- 8.6.4 Students must complete the Waiver application form and submit it with the relevant documentary evidence to MAFS either via an information point, by post or electronically to fee.waivers@uwe.ac.uk
- 8.6.5 Applications received for reasons other than outlined above will be rejected with guidance or referral to appropriate services such as complaints. Application forms can be accessed from the UWE website (web link) or via information points.
- 8.6.6 As outlined above the panel will review all applications and refer those exceeding the financial criteria to the VC or nominee for consideration. For applications considered by the panel, for a decision where a unanimous verdict cannot be reached, a majority decision will be accepted. Where a majority decision is not achieved the application will be referred to the VC or nominee for consideration.

8.7 THE PANEL – TERMS OF REFERENCE

- a. To act in accordance with the terms of this policy.
- b. To make decisions on remission of fees, fee waivers and debt write offs.
- c. To make recommendations to the Vice-Chancellor (or nominee) to remit fees where a student has met the criteria of the fund.
- d. To enforce the conditions outlined in this policy document to ensure all applications are treated equitably.

8.8 THE PANEL – MEMBERSHIP

- a. Head of Money Advice and Funds Service (or nominee)
- b. Head of Financial Services (or nominee)
- c. Student Support Advice Manager (or nominee)
- d. Student Finance Manager (or nominee)

e. Faculty Business Managers (or nominee)

8.9 THE PANEL – QUORACY

50% of the membership.

8.10 FREQUENCY OF MEETING

The panel will consider fee waivers electronically.

APPENDIX A – GLOSSARY

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| Academic session | The period in which a student is in attendance for study. The University runs programmes starting at any point in a calendar year an academic session can run, for example, from September to July or from July to July. |
| Award fee | A fee that is charged at the start of a registration/programme and covers all standard provision for that programme even if it spans more than one academic year. |
| Assessing authorities | The organisations responsible for assessing student eligibility and entitlement for tuition fee support: Student Finance England (SFE), Student Finance Wales (SFW), Student Finance Northern Ireland (SFNI) Student Awards Agency for Scotland (SAAS) |
| Break in study | An approved period away from studying. |
| The department for Business Innovation and Skills (BIS) | Government department responsible for higher education policy. |
| Cohort | A group of students, used to determine fee regime. |
| Credits | Academic currency earned by the completion of module towards the requirements of a degree. |
| Deferred payment | Under the current funding arrangements students are not required to pay upfront fees for their place at University they can defer the payment of their tuition fees by taking out a tuition fee loan from student finance. |
| Distance learning | Mode of study that does not require attendance at university. |
| Full time | Mode of study usually requiring regular daily attendance at university and studying a full diet of credits in an academic session, usually 120 credits for an undergraduate degree. |
| Island authorities | The respective governments and student funding agencies for Jersey, Guernsey and the Isle of Man. |
| Money Advice and Funds Service (MAFS) | Advice service of the University responsible for providing specialist advice and support to students and administering various student support funds. |
| Mode shift | Switching from a full time award in a full time mode of attendance to a part time award in a part time mode of attendance. |
| Module | A discrete unit of study, modules carry credit and form the building blocks of a programme at the University. |
| Part time | Mode of study usually 50% of the intensity of full time study usually taken as block release or evening classes. |
| Per credit fee | A fee charge equivalent to a set number of modular credits. |
| Period of | A period not exceeding one year (52 Weeks) for which a student has a legal relationship with the University, re registration usually takes place on the anniversary |

| | |
|---------------------|---|
| registration | of the original registration. As with a period of study or academic session a period of registration can commence at any point during the calendar year. |
| Per module fee | A fee charge equivalent to a module (the same as a per credit fee). |
| Per year fee | Per year fee – a fee that is charged each year and covers all standard provision in that year. |
| Sandwich | The same as full time study but including the option to take a year in industry as part of the programme. |
| Student Finance | The student funding organisations of the UK Including the Student Loans Company (SLC), Student Finance England (SFE), Student Finance Wales (SFW), Student Finance Northern Ireland (SFNI) and Student Awards Agency for Scotland (SAAS). |
| The University | UWE Bristol, University of the West of England, Bristol. |
| Time-Out | Suspension of study, temporarily withdrawal or intermit |
| Tuition fee loan | Government provided loan for the payment of fees to the University. |
| Transfer in | To transfer from another institution to the University. |
| Whole programme fee | For part time programmes the maximum charge for the standard duration of the programme. |

APPENDIX B – CHANGES

Version

Change

21 September 2015 (v2.0 / v2.0p)

This revision addresses numerous, typographical, spelling and document navigation, numbering and labelling issues.

The content, meaning and applicability of this policy has not be altered.