

# Tuition Fee Policy – 2024/25

For the period 01 August 2024 – 31 July 2025

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# The tuition fee policy

The University of the West of England (the University) is committed to a fair and transparent policy in respect of what it expects you to pay. We also have an obligation to safeguard public funds and make sure that we deliver value for money to our customers and stakeholders.

This Tuition Fee Policy forms part of your Terms and Conditions and should be read in conjunction. Please see the [structure and governance policy pages](#).

Further information about this policy is available on our website.

The fee policy is revised each year. We will notify you of any changes that we make to the terms of the policy and explain how they affect you. We will also ask you to agree to the policy as part of your annual registration.

Tuition fees for all courses are published on the University web pages. These can be found at [course fees](#) or via the [course listings](#)

Other than in your offer letter or Certificate of Acceptance for Study, only Academic Services' staff and University Student Money Advisors can provide a definitive statement on tuition fees. All other tuition fee information provided by non-authorised staff should be considered advisory and is non-binding on the University. If you need definitive confirmation of fees, you should contact [UWE Student Money Service](#) with your enquiry.

If you are struggling with money or do not have the means to pay, please contact [UWE Student Money Service](#) for advice. If you are unable to pay your fees or fail to pay your fees, we reserve the right to take appropriate action against you including enforced withdrawal from your studies, referral of your debt to our appointed debt collection agency. The University also reserves the right to stop you from graduating and to withhold degree certificates, transcripts, and references for non-payment of fees. Please see [Student Debt Policy](#) to understand sanctions for non-payment of tuition fees.

If you are studying University courses through partnership institutions, you should refer to [course information](#) for details of the fee policies which apply to your host institution.

## Exceptions

This policy does not apply to you if you are a degree apprenticeship student in accordance with sections P68.3, P76 – P77.2 and P256 - 258 of the Apprenticeship Funding Rules for Main Providers (Version 1) August 2019 to July 2020 as published by the ESFA.

All queries regarding payments and monies owed for degree apprentices should be directed to: [Degreeapprenticeships@uwe.ac.uk](mailto:Degreeapprenticeships@uwe.ac.uk)

This policy does not apply to students undertaking Professional Development courses. All queries regarding payments and monies owed for professional courses should be submitted to [course enquiries](#).

## Definitions

**We/Us/Our/the University/UWE Bristol** means the University of the West of England, Bristol

**You/Your** means a registered student of UWE Bristol

**Stakeholders** means a professional, statutory, or regulatory body (PSRB) - for example, The Nursing and Midwifery Council or the Engineering Council. This also includes external examiners, employers, commissioning bodies, funding councils, and national and local government education departments.

**Material Change** means a change to the Material information listed below.

**Material information** means the information we provided to you when we made you an offer of a place on your course. This includes:

- This Tuition Fee Policy
- Terms and Conditions

**Material non-disclosure** – means failure or refusal to declare or reveal some information that is required to be declared or revealed.

**Effective Date** – this is the date on which your status with the University changes.

**Registration** – this means the process by which you:

- confirm and update as necessary the personal details we hold for you
- confirm the UWE Bristol programme you are looking to study
- agree to comply with our Terms and Conditions and related University regulations
- agree to pay, or arrange to pay, your tuition fees in accordance with the University's Tuition Fee Policy

**Level of Study** – means the level of qualification being studied

- Undergraduate - includes BA, BSc, BEng, PGCE courses and integrated masters. The undergraduate classification also covers foundation degrees and foundation years.
- Postgraduate taught - includes MA and MSc, taught delivery can be in person or online
- Postgraduate research - includes Prof Doc, MPhil, DPhil and PhD.

**Income Group** – this means the category that determines your funding

- Home
- Offshore
- International

**Module fee** – this means the fee chargeable for an individual module and is determined by the modules credit size

**Standard year** – this means the normally expected amount of study, usually defined by credit a student will undertake in a year

- **Undergraduate taught full time** –120 credits (up to a maximum 150 credits – see academic regulations for details)
- **Undergraduate taught part time** –60 credits but may be between 30 and 90 credits
- **Postgraduate taught full time** – 180 credits (full time postgraduate courses may last up to 24 months)
- **Postgraduate taught part time** – 60 credits but may be between 30 and 90 credits
- **Postgraduate research (PhD/MPhil/DPhil)** – 60 credits at M level (up to a maximum 120 credits) - a standard year is defined as the full 12-month period of registration
- **Postgraduate research (Professional Doctorate) between 120 – 270 credits (will depend on which programme is being studied)** - standard year is defined as the full 12-month period of registration

**Term** – this means a period of weeks in which you are required to be in attendance for teaching learning and assessment.

**Liability period** – tuition fee liability increases at various points of the academic year. Please note that the liability dates are not the same as term dates. Liability periods for various courses and intakes are defined in these [UWE pages](#), whilst liability amounts are explained in pages 17 & 18 of this document.

**Degree apprenticeship** – Degree Apprenticeship students are studying towards a higher education qualification whilst employed. These courses are funded via a levy that employers may need to contribute to depending on their annual pay bill. Degree Apprenticeship students are exempt from this tuition fee policy as per exemptions on page 5.

**Commissioned course** – A ‘directly commissioned course’ is one where an employer or organisation has contracted the University to supply educational services to a group of students.

If you are required by your employer to attend a course that the employer has not directly commissioned, you are not considered to be on commissioned courses.

## New student

You are a new student if you are due to start a new course at the University in the current academic year.

**Or**

You are starting a new course at the University in the current academic year where the course is at a different level (e.g. postgraduate, not undergraduate) from any course you took during the previous academic year.

**Or**

You are continuing on the same course at the University following an authorised break from study of two years or more.

**Or**

You are changing your mode of study (e.g. from full-time to part-time). This is not the same as changing to a part-time mode of attendance while still registered on a full-time course.

**Or**

You are '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.

## Returning/continuing student

You are a continuing student if you are continuing the same course at the University as the previous academic year.

**Or**

You are continuing the same course at the University as in the previous academic year or following an authorised break from study of less than two years.

**Or**

You have previously withdrawn from a course and are returning to a course which is of the same academic level (e.g. withdrew from undergraduate studies and returning to undergraduate level studies) within 2 years of the withdrawal.

**Or**

You are transferring course within the University or transferring in from a different higher education institution and not changing your mode of study (e.g. from full-time to part-time).

**Or**

If you are 'topping up' a higher education qualification, e.g. from Foundation degree to an Honours degree, with no break in study (see 'Break in Study').

## Level of study

Your level of study determines how fees are set the following categories apply:

- **Undergraduate** including BA, BSc, BEng, PGCE courses and integrated masters. The undergraduate classification also covers foundation degrees and foundation years that are integrated into full named awards.

- **Postgraduate taught (includes online delivery)** including MA and MSc
- **Postgraduate research** including Prof Doc, MPhil, DPhil and PhD

**Income Group** - The University will set your income group as one of three types:

- UK Home
- Offshore (Channel Islands and Isle of Man)
- International (Rest of the world)

## Setting and publishing tuition fees

Tuition fees are set and approved by the University Directorate which is chaired by the Vice Chancellor.

Fees are set on each intake and are published in advance. They will not increase during an academic year or once the fees have been published. However, they may increase between academic years, this will be clearly shown on the website.

Fee information is published on the University website in pound (£, GBP) sterling, and is rounded to the nearest whole pound.

The University only publishes fee information in other currencies where required by regulatory or external bodies. Any publication in currencies other than pounds (£, GBP) will be based on the exchange rate at the time of calculation.

## Fee levels

Tuition fees are usually charged on an academic year/annual basis. All fees on taught programmes are calculated based on the number of credits taken. For postgraduate research students this calculation is based on your level of supervision.

The standard fee includes a first sit and one resit subject to you making satisfactory academic progress.

Your tuition fees include all compulsory elements you need to meet the minimum learning outcomes of your course. For some courses, optional additional costs may be incurred (e.g. field trips, materials, professional body membership).

Tuition fee levels may differ between courses and intakes. You will be charged the fee which matches the course and intake on which you register.

If you transfer during the academic year from one course to another, you will need to pay the fee appropriate to the new course (where the fees charged for your second course are different to the fees charged for the first). In these circumstances, either you will be required to pay more for the higher cost of the new course, or you may be entitled to a refund. This will depend on any charges due for any reduction in fees associated with your original course.

## Registering and paying fees

You need to register at the start of each period of study. This is usually equivalent to an academic year. If you register at the start of each academic year, the usual duration is a maximum of 12 months.

If your course lasts less than an academic year, your period of registration reflects the duration of your time in study, even though your registration may remain 'active' for longer (up to a whole academic year).

You will need to register again for your next period of study if it takes place in the next academic year, regardless of course duration.

If you complete a course and then register on a new course, your registration on the new course will be considered a new registration. You will be charged the fees for the new course at the rate that applies to the intake you are joining. This will happen even if that intake is within the same academic year as your previous course.

If you are paying your own tuition fees, then please see our '[ways to pay](#)' pages which outline all available payment structures and how to make payment.

Some courses are invoiced per module registration and payment is required every module registration, meaning instalment plans may not be available. Students will receive direct correspondence where applicable with instructions on how to make payment.

## The fees you pay

In addition to your level of study and whether you are a new or continuing student the tuition fees and the financial support available to you is based on whether you are classed as a UK, Offshore or International student. This is applied at the start of a registration on each new course. To find out more see the UWE [fee status](#) and UWE [funding and scholarship](#) pages.

## Undergraduate UK home students

The UK Government determines the fee levels for undergraduate home students. The University then sets its fees to match this fee cap for all courses and student intakes in each year. Both full and part time fees will be set to reflect this fee cap and will increase, in line with the government fee cap, for each year of study.

Fee caps are linked to the Teaching Excellence Framework and subject to external scrutiny.

### New

Fees will be set at the maximum fee cap permitted by the UK Government for each course. They will rise in each subsequent year in line with this cap.

## Continuing

Where the UK government permits the fee cap to rise, the University will track these changes if you are a returning student.

If you are funded by the SLC, your tuition fees and the financial support available is based on whether:

- You have studied previously in higher education,
- You have achieved a higher education qualification [ELQ],
- You are classed as a new or continuing student.

Your fees may change if you are assessed as a 'new applicant' by the SLC following a break in study or a course transfer.

The fee cap may not apply to students who have already achieved a higher education qualification. [See 'ELQ' information]

## Postgraduate taught UK home students

If you are a home postgraduate student, your fees are set by intake at the point of entry and will not increase for the duration of your study. If you remain registered on a course without a break in study more than the maximum duration permitted, you will continue to be charged at the rate applicable to your cohort.

## Undergraduate and postgraduate taught international students

The University sets fees for each new intake of international students, both undergraduate and postgraduate, based on current conditions.

We aim to keep our fees in line with market factors, and to reflect increases in the costs of delivery to you. Where possible, these increases will be kept in line with the prevailing inflation rate (+ 1%). However, we reserve the right to vary fees by any amount where they are reflective of business conditions such as delivery costs. Such conditions require fee increases to ensure the continued viability of the course.

## New

Fees are set at the point of entry and will not rise unless you have a break in study.

## Returning

You will continue to pay fees at the same rate applicable to your year of entry unless:

- a) you take a break in study in excess of the prescribed levels. Students are permitted a

maximum break in study of 2 years before they are reassessed for entitlement to continuing student fees.

b) you transfer to a course with a different applicable fee

If you are progressing from one complete course to a new course, you will be charged the fees for the new course at the rate for that course at the point of registration.

## Offshore students

You are classified as an 'offshore student' if you normally live in the Channel Islands or the Isle of Man. If you are classified as an offshore student, your fees are set by the University.

## Undergraduate

For undergraduate courses, your fees are set in line with the home fee and may increase in line with the fee cap.

## Postgraduate taught

For postgraduate taught courses, your fees will be set in line with the international fees at the point of entry. They will not increase for the duration of your course of study.

## Placement year fees (undergraduate sandwich courses).

We will charge you a tuition fee for taking a placement year. The fee is a maximum 15 per cent of the full-time annual fee.

If your placement credit is part of your level three credits your final year fee will be reduced so that the total credits charge for across the placement and final year are equivalent to a full time 120 credit year.

## All postgraduate research students

As a postgraduate research student, the full annual or course fee amount covers you for supervision, support, and any modules appropriate to your studies.

We aim to keep our fees in line with market factors and to reflect changes in business conditions such as the costs of delivery. Such conditions may require fee increases to ensure the continued viability of the course.

## Transitional protections for undergraduate students

If you are progressing from a foundation degree to a top-up or end-on year with no break in study apart from the long vacation, your tuition fees will not normally change.

## Transfer from Honours to Non-honours degrees

There is no reduction in the fee if you transfer from an Honours to a Non-Honours course.

## Deferral

If you defer your place at the University, you will not normally be able to stay eligible for the fees which applied to your intended first intake. If you take up a place in a subsequent year, you will be charged the fees applicable to your course intake at the time you start your studies.

## Additional charges

The University expects you to bear such additional costs as we deem reasonable for your course, over and above the standard tuition fee. We aim to make available as much information as possible as to the items covered under the standard fee charge.

## Additional modules

We may charge you for additional modules you take during your studies. If you are planning to take additional modules in any given year of study, you should expect to be charged.

Your tuition fee will normally be calculated with reference to the number of module credits you take and will include module retakes. The home undergraduate fee is capped at a maximum level although your credits may exceed this.

## Resit

If you do not pass a module at the first attempt then you will have the opportunity to undertake a resit for no extra fee. The resit will need to be undertaken within the same academic year.

## Retaking a module

If you need to retake modules, additional fees may be due.

## Undergraduate

There is no separate charge for a retake if it is taken as part of a standard academic year. In this case, retakes are covered by your annual tuition fee (i.e. in addition to a standard number of credits up to the maximum permitted by the Academic Regulations).

## Postgraduate taught including online delivery

If you are paying an award fee or module fee a retake will always be charged for.

## Taking an additional year (taught programmes)

If you have failed a module (or other credit-bearing course element) and are registered for an additional academic year of study beyond the standard course length in order to make up that credit, you will need to pay tuition fees for the additional year. The fees charged will reflect the credits being taken both new and retake and will be charged for the module(s) at the standard module rate.

## Charges for professional body recognition and accreditation

If you are studying on a course where a fee is due for professional body/accreditation requirements, you are solely liable to pay these charges in addition to your tuition fees.

## Courses and mode of attendance

### Fee variation for alternative study patterns on standard undergraduate courses

Sometimes you may need to change how you study on your course, by changing the number of modules you take. Depending on the mode of attendance and course of study, this may result in either additional charges or a fee reduction.

#### If you make a change and study more modules:

If your original charge is per course or per year, the added credits will be charged at the appropriate modular rate for the course.

If the original charge is by credit, the additional credits will be charged for. If you are in receipt of designated part-time funding from Student Finance, the maximum charge is capped at 75% of the full-time equivalent fee.

#### If you make a change and study fewer modules:

If the original charge is per course or per year, the fee will be reduced if the total number of credits you take drops below the standard full-time maximum.

If the original charge is by credit, the fee charged will be reduced to reflect the number of credits you take.

In all cases, if you have begun 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 apply. Please see page 17 for further information.

## Full-time course and full-time fees

### Undergraduate

If you are on a full-time (or a full-time course with a placement year) the full annual tuition fee covers a standard of 120 credits per year.

By exception, you may take an additional 30 retake credits up to the maximum of 150 credits per academic year.

If you are on a placement year you are usually charged for the credits you take up to a maximum of the full year fee. If the placement credits are borrowed from the final year of study and, as a result you study fewer than the usual 120 credits in your final year, you will be charged for the credits you take. If you take an additional module or need to retake modules in your final year and therefore study 120 credits, you will be charged the full annual fee.

### Postgraduate taught

If you are a postgraduate student, the full course tuition fee covers a standard of 180 credits for the whole course.

These fees are usually charged in full in the first year of study. The only charges then due in subsequent years will be for retakes (if necessary) or additional modules.

## Interim fees on full-time courses

The University's modular courses allow you to 'step off' at designated points to claim interim awards. Usually, you will only be charged for the proportion of the course completed to obtain the interim award. In cases where further modules have been started, additional charges will be made on a per module basis and in accordance with standard fee reductions

## Full-time course, part-time attendance

If your course is full-time but you are taking fewer than the maximum credits, you can be considered as being on a full-time course in a part-time mode of attendance. Your fees will be adjusted to reflect the credits you are taking in a year.

## Part-time course and part-time fees

Part time courses are normally charged per year of study. Please see [tuition fee search](#) page.

Over the duration of a part-time course, you will be charged the same amount as a full-time student. The only time this will not be the case is when you need to pay to retake modules.

For part-time courses that have full-time equivalents, fees will be set at a pro rata amount

of the full-time equivalent fee where possible.

## Undergraduate

If the course charge is per year of study, the fee will cover the standard expected credits for the year. This is usually 60 credits, or 50% of a full-time course.

If you take fewer than the standard number of credits for your course in a year of study, the fee is reduced to reflect the total number of credits you take in that year. Any modules that you have not started will not be charged for if they are not subsequently taken.

If you take more than the standard number of course credits 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 course of 90 credits.

If the charge is based on the number of credits taken, the charge will be made based on the credits. The charge will cover only those credits taken during the year.

You will be charged in accordance with the withdrawal charging guidance if you withdraw from a module during the year.

## Postgraduate taught

If the course charge is per year of study, the fee will cover the standard expected credits for the year. This is usually 60 credits, or 33% of a full-time course but can increase to 90 credits in a year.

## Postgraduate research

As a postgraduate research student, the full annual or course fee amount covers you for supervision, support, and any modules appropriate to your studies.

We aim to keep our fees in line with market factors and to reflect changes in business conditions such as the costs of delivery. Such conditions may require fee increases to ensure the continued viability of the course.

## Mode shift and module credit fee charging

If you opt to transfer from a full-time course to a part-time equivalent, you will be able to defer the charges for any module(s) that you have paid for, but not started, as part of your course or year fee. This applies until you can take the module(s) as part of the part-time course.

If you withdraw from a module after you have started studying, you will be charged for the module either in full or in part.

## Student status and equivalent or lower qualification

### [ELQ]

If you are a UK student and you already have a higher education qualification, regardless of

the awarding institution, and are now studying for an equivalent or lower qualification, you may be unlikely to have entitlement to any funding for fees or living costs from Student Finance. In this case, you are liable to pay the full fee for your chosen course. There are some exemptions to this which can be found [here](#).

## Accredited learning [AL]

You will not be charged for the recognition of credit awarded or learning assessed by another UK higher education institution. You also will not be charged for the transfer of UWE credit between courses at the University.

## Accredited experiential learning [AEL]

You may be charged for the recognition of experiential learning. This charge covers the assessment of your learning against the requirements of the course. The cost of AEL will be a maximum of 50% of the module fee. This will be agreed on an individual basis to reflect the variety of possible experiential learning, and in discussion with the College.

## Liability for fees if you withdraw or suspend for taught students

If you withdraw or suspend from your course then your fee liability may reduce. Any reduction in your liability for tuition fees will be calculated from the date of your withdrawal which is determined by the date that UWE receive written notification of your decision to withdraw or suspend.

The liability points for courses can vary so please see individual funding [term dates to determine your liability](#).

The level of reduction will depend on the level and mode of study:

### **Full time and part time taught Undergraduate students:**

For 14 calendar days from the day after you register **or** for 14 calendar days from the day after the start of term, whichever is later, you can withdraw from the University without tuition fees being due.

Withdrawal or suspension after the above will see a reduction as per the below:

You withdraw during:		Fee liability
Term 1	(From the first day of term 1 but before the first day of term 2)	25% of full fees
Term 2	(From the first day of term 2 but before the first day of term 3)	50% of full fees
Term 3	(From the first day of term 3)	Full fees

## **Full and part time taught postgraduate includes online distance learning delivery**

For 14 calendar days from the day after you register **or** for 14 calendar days from the day after the start of term, whichever is later, you can withdraw from the University without tuition fees being due.

Withdrawal or suspension after the above will see a reduction as per below:

- If a module has yet to start then the module will be removed and zero charge applied.
- If a module has started and the duration of the module is 15 weeks or less then 100% fee liability for this module will apply immediately if the withdrawal or suspension occurs after the 14 days cancellation period.

If a module has started and the duration of the module is longer than 15 weeks, then:

You withdraw during:		Fee liability
Term 1	(From the first day of term 1 but before the first day of term 2)	25% of module fees
Term 2	(From the first day of term 2 but before the first day of term 3)	50% of module fees
Term 3	(From the first day of term 3)	Full module fee

Postgraduate research students should see page 25 for liability in the event of withdrawal or suspension

## Liability for fees if you withdraw or suspend - block release

If you are on a block release course studying multiple weeklong blocks, the reduction in your fee liability accounts for modules completed and/or started. These will be charged for in full. Any modules you have not yet started will be refunded in full.

If you are on a block release course studying multiple daylong blocks, across multiple weeks you will be charged based on the liability for fees table above.

## Refunds

We will only refund money you have actually paid, so discounts and scholarships are not included when working out how much money you get back.

If we need to reimburse you, we will make the reimbursement using the same method of

payment that you used for the initial transaction.

## Commercial sponsors

If your fees are paid by a commercial or private third-party organisation on an individual arrangement, it is your responsibility to ensure the sponsor pays the fees to UWE.

The University will seek to recover your fees from the sponsor in the first instance. However, you retain liability for the payment of your fees and the University will ultimately seek to recover unpaid fees directly from you.

## Other third-party sponsors

If you register and are sponsored under a partnership with a third party for which a UWE partnership agreement exists (e.g. some foreign governments, the NHS or Degree Apprenticeships), liability for fee payment is not transferred to you. If your sponsorship is withdrawn or payments default, you will be withdrawn from the course.

## Postgraduate loans

As the postgraduate loan is paid directly to you it is your responsibility to ensure you pay your fees to UWE.

In the case of postgraduate loans from Northern Ireland, these are paid as tuition fee loans directly to UWE. You would therefore only be invoiced for any additional modules or retakes.

## Doctoral loans

As the doctoral loan is paid directly to you it is your responsibility to ensure you pay your fees to UWE.

In the case of postgraduate loans from Northern Ireland, these are paid as tuition fee loans directly to UWE. You would therefore only be invoiced for any additional modules or retakes.

Doctoral loans are paid equally for the number of years of your course. Some courses require different fees depending on the stage of registration. In these circumstances you may be eligible for a payment plan to manage your fee liability. If you require a payment plan please contact [creditcontrol@uwe.ac.uk](mailto:creditcontrol@uwe.ac.uk).

## Online registration

Online registration refers to the first stage of online registration as 'provisionally registered'.

This means that you have agreed to the terms and conditions but have either yet to pay or yet to make payment arrangements. If you are 'provisionally registered', you are subject to the terms of this policy.

## Right to cancel

If you are a new student, you have the right to cancel your registration with the University within 14 calendar days of the completion of your contract or 'registration'. For 14 calendar days from the day after you register **or** for 14 calendar days from the day after the start of term, whichever is later, you can withdraw from the University without tuition fees being due.

This 14 calendar day right to cancel only applies following registration rather than for modules which start at a later date.

## Break in study

UWE permits you to take a break during your studies, normally for a maximum of two academic years. For the purposes of financial assessment, if the break in study is longer than two academic years you may have your fee status reassessed.

If you remain registered on a course without a break in study longer than the duration permitted, you will continue to be charged according to the fees applicable to your income group and intake.

If you are an undergraduate student funded by the SLC, a break in study is permitted. You should be aware that you may be reassessed by the SLC when you return. You may be charged different fees to those of your initial registration.

## Cancellation of course or module by the university

If the University cancels a course or module that you are registered on and there are no suitable alternatives to which you can transfer, we will generate an automatic full reduction of your tuition fees for the course or module in question.

If suitable alternatives are available, we will seek agreement from you before we make any transfer. You can still receive a refund if you choose not to take the alternative course or module.

## Reporting and progression for student finance

### Undergraduate students

The University exchanges information with Student Finance regarding your registration, attendance, and progression. We do this to ensure you receive the correct funding entitlement.

Progression for reporting to Student Finance occurs between academic years and depends

on you passing enough credits in a year to progress to the next course stage.

The maximum number of years of tuition fee funding you can claim from the SLC is determined by the length of the course you are registered on and how many years you have been in attendance. Your basic entitlement is the duration of the course plus one year; **OD + 1 = number of years entitlement.**

- For a 3-year course, the maximum number of years' funding will be:  $3+1 = 4$
- For a 4-year course, the maximum number of years' funding will be:  $4+1 = 5$

If a student needs to repeat periods of study, or has previous higher education study this may reduce overall entitlement. Students should contact their respective Student Finance body to discuss any impact on their entitlement. Students can also contact the UWE Student Money Service for tailored advice on their funding entitlement.

Student Finance allocate funding to certain academic years which means that students may have a gap in entitlement from Student Finance. Students should contact their respective Student Finance body to discuss any impact on their entitlement. Students can also contact the UWE Student Money Service for tailored advice on their funding entitlement.

If you exceed the maximum number of fundable years, you will be required to pay for the unfunded years. These can occur partway through your course if you need to retake the same course stage more than twice.

In the case of any dispute between the University and Student Finance over your statutory funding, the University recognises the authority of Student Finance as the definitive position on your entitlement to support.

Student Finance have the right to reassess your funding and change or remove the funding in accordance with that reassessment. The University will reflect these changes in your fee record.

This may mean you have funding removed after it has been paid either to you, the University, or both. You may, therefore, become liable for tuition fees.

## Postgraduate students

The University exchanges information with Student Finance regarding your registration, attendance, and progression. We do this to ensure you receive the correct funding entitlement.

If your course runs for more than one year your funding is divided between the years you are expected to be in study. You must progress from one academic stage to the next to be able to access your funding.

## Debt

We will always seek to recover monies owed to us for tuition fees. If you fall behind on your payment plan, or cannot meet the payment date of an invoice, the University will attempt to contact you by e-mail, telephone, and letter. If we do not receive a reply and/or the debts remain, sanctions will be applied. These may include the loss of access to UWE IT systems and withdrawal from your studies.

The University may refer unpaid fees to an external debt collection agency or take legal action through the courts. Full details of the University Debt policy and how it applies can be found in the [Student Debt Policy](#).

## Deposits

The University may require you to pay a deposit as a condition of registration. Details will be included in your course and pre-registration information.

- Deposits are refundable unless clearly stated otherwise.
- Non-refundable deposits will not be repaid to you if you leave the course.

## Appeals

If you think you have been charged incorrectly you should contact your Student and Programme Support Team in the first instance.

## Complaints

If you think this policy has been incorrectly applied to you, have a concern about the accuracy of the fee that you are being charged, or want to question a decision about the termination of your studies on financial grounds, you can make a complaint under the University's [complaints procedure](#).

## Postgraduate research

### Mode of attendance

As a postgraduate research student, you can register on a full-time course as a full-time student, or on a part-time course as a part-time student. You are liable for payment of the appropriate fee.

- Applications for a change in study mode must be approved by the appropriate designated committee and the student record amended accordingly.

## Fees, caps, and increases

Fees for postgraduate research students will remain variable to reflect the potential duration of study and will therefore increase over the duration of your course of study.

## Registration and allocation of director of study

As a research student, you may register as a student of the University, be allocated a Director of Studies, and be eligible to use University facilities. You will become liable for payment of the fees due.

## Extension of research registration period

Where you have applied for and been granted an extension of your registration period, you may re-register upon payment of the appropriate fee. You may not re-register after your expected completion date unless this has been agreed by the designated committee or equivalent.

## Project fees

Some research projects will require an additional financial contribution to cover resources that are not typically included in your tuition fees. These costs are usually incurred annually. You will be informed before you begin your studies whether this applies to you.

## Period of grace

Following successful completion of a Stage 3 Progress Review which has been approved by an Independent Reviewer, postgraduate research students are eligible for a fee free 'period of grace'. If you are a full-time student this will be 3 months, and if you are a part-time student this will be 6 months.

If you submit your thesis for examination within this period of grace, then no further tuition fees will be due. This does not include re-examination fees. If you do not submit your final thesis for examination within this period of grace, you will become eligible for a completion fee.

## Completion fees

At stage 3 Progress Review it will be agreed what level of supervision is still required for you to complete your research ready for submission of your thesis for the final examination;

As a registered student, you are still entitled to access general UWE facilities. A member of the supervisory team must provide feedback on a full draft of the thesis prior to submission for examination (Regulation E5). This is a set annual fee and there is no refund available if you submit early.

The level of completion fees available are:

**Completion fee without supervision** - You must have completed all your research and be finalising your thesis, and therefore not in need of supervision.

**Completion fee with supervision** – 40 percent of current tuition fee – entitles you to some supervision, usually just one member of the team. This fee can be paid in instalments by agreement with credit control and is payable until the submission of your thesis for examination.

**Full fee** – continued support from full supervisory team. This fee can be paid in instalments by agreement with credit control and is payable until the submission of your thesis for examination.

Once it has been agreed that you are eligible for a completion fee you will remain on this status until you submit your thesis for examination, or your registration expires.

However, if you or your supervisory team feel that more or less supervision is required an application can be made to the designated committee to reduce or increase the completion fee with/without supervision.

## Fees for members of staff on research degrees

If you are a full-time or part-time member of staff, you may register as a part-time student. In certain cases, the College may be prepared to pay a contribution towards the tuition fee. Tuition fees are payable where a member of staff registers with another College.

## Research examination period

Tuition fees cease to be due from the point of submission of the thesis for the final examination process. The appropriate pro rata monthly refund may be payable.

## Research re-examination fee

You are liable for payment of a re-examination fee set by the University if you are required to resubmit your thesis or required to make 'major amendments' following the viva voce examination. The re-examination fee will either be:

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

The above is dependent on the outcome from the viva voce examination and whether you require further support from your supervisory team. In some cases, you may be required to re-register and pay the relevant annual fee.

## Suspension of registration

You may suspend your registration with the approval of the designated committee or equivalent. Fees paid in advance are suspended for the period of suspension of registration.

If you are in a period of suspended registration, when tuition fees are not payable, you

are not entitled to academic or administrative support. You may not continue on modules or use University facilities.

## Notification of withdrawal

If you are a postgraduate research student, you must apply for withdrawal through the designated committee.

## Fee liability if you withdraw or suspend

Postgraduate Research fee liability reduces pro-rata based on how many months of registration remains. The study period for postgraduate research students is 12 months. For example, if the annual fee is £12,000 and suspension or withdrawal occurs during month 8 then a £3,000 reduction in fees would apply as there will be 3 full months remaining of the academic year.

## Approval

Autor: Student Money Service

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Approved by: Student Funding Group

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## Appendices

1. Terms and conditions
2. Academic Regulations and Procedures
3. Fitness to Study Policy
4. Professional Suitability and Professional Conduct Policy
5. Religion and Belief Policy
6. Student Conduct Policy
7. Student Pregnancy, Maternity, Adoption and Partner Leave Policy and Procedures
8. Complaints Procedure
9. Data Protection Policy
10. Tier 4 Visa Students
11. Terms and Conditions for Apprentices
12. Student Data Privacy Notice
13. Student Protection Plan
14. Engagement and Attendance Policy
15. Scholarships [www.uwe.ac.uk/money](http://www.uwe.ac.uk/money)
16. Term dates and liability periods