

Tuition Fee Policy: 2013-14 Academic Year

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

This fees policy applies principally to students studying at UWE and a UK Federation partnership institutions. Further information about the practical application of this policy is available in 'Money Matters' 2013/14 at <http://www1.uwe.ac.uk/students/feesandfunding/managingyourmoney.aspx>.

Students studying UWE courses through non-UK partnership institutions and Kaplan UK should refer to the policies in their host institutions. Students at Hartpury College should refer to the Hartpury College fee policy at <http://www.hartpury.ac.uk/Home/>

1. Setting tuition fees

- 1.1 The University of the West of England reviews its fees and its fees policy annually. Tuition fees are likely to be subject to annual inflationary increases and will be available on the university website at: <http://www.uwe.ac.uk/students/feesandfunding>
- 1.2 The maximum amount of tuition fees that an institution may charge full and part-time Home and EU undergraduate and PGCE students is set by The Department for Business and Skills (BIS). All other fees are set by the University.
- 1.3 Tuition Fee charges are determined by a student's fee status, the year that they started their course at UWE and whether they already hold a Higher Education Qualification (see section 2).
- 1.4 Tuition Fee levels may differ from programme to programme. Module fees include all compulsory elements needed for students to meet learning outcomes. In some courses, optional additional costs may be incurred (e.g. field trips, materials, professional body membership). Information about these additional costs can be requested before the start of the course.
- 1.5 The Standard annual tuition fee for undergraduate students on full time and sandwich awards covers a maximum of 120 credits per year. Undergraduate students taking additional modules above the standard 120 credits are required to pay an additional module charge. This is subject to concessions as described in section 10.2.

2. Definitions

- 2.1 Tuition fees and the financial support available are based on whether a student is classed as a UK student, European Union (EU) student, Offshore student or International student. For more information see <http://www.uwe.ac.uk/students/feesandfunding/tuitionfees/determiningyourfeestatus>
- 2.2 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:

New student

- A student who starts a new course at UWE in the current academic year and where the course is at a different level (e.g. postgraduate, not undergraduate) from any course taken during the previous academic year.
- A student who is continuing the same course at UWE following an authorised break from study of more than two years.
- 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 course.
- 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.

Continuing student

- A student who is continuing the same course at UWE as in the previous academic year or following an authorised break from study of less than two years.
- A student transferring course within UWE or transferring in from other HE institutions and not changing their mode of study (e.g. from full-time to part-time).
- A student 'topping up' a higher education qualification (e.g. from Foundation degree to an honours degree) with no break in study.

2.3 Other definitions relating to tuition fees:

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.

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

- The **full-time** fee will apply to students taking 120 credits in one academic year (excluding placement years).
- **Full-time** students registering on less than 120 credits in an academic year will be charged the appropriate per module fee.
- **Part-time** students 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 will apply to students taking between 90 and 120 credits in one academic year (excluding placement years).
 - The **part-time** fee (per module or annual charge, dependent on the course) will apply to students taking less than 90 credits
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Resit

- 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.

Retake

- 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 students may be eligible for a discount – see 10.2

Resubmission (PG Research Students only)

- If the outcome following a final assessment viva voce is 'resubmission' students will be required to pay a resubmission fee.

Equivalent or Lower Qualification (ELQ) Students

- 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. ELQ students who started their course 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 <http://www.uwe.ac.uk/students/feesandfunding/tuitionfees/undergraduatefeeshomeeu/changesforqualifiedstudents>

3. Student fee liability

- 3.1 Students become liable to pay fees from the official start date of their course. As laid out in the policy below, for ease of understanding and parity of treatment, this pattern applies to all students.
- 3.2 Standard term dates are available at: <http://www1.uwe.ac.uk/aboutus/termdates/2013-14termdates.aspx>
- 3.3 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.

- 3.4 The only exception to this is for students on programmes directly commissioned by a third party (e.g. some nursing programmes) and where the course 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 course.
- 3.5 Students not applying for support from funding bodies such as Student Finance are required to make arrangements for the payment of their fees to complete their registration.
- 3.6 Students that have funding applications rejected by Student Finance after they have started their course will be liable to pay their own tuition fees.
- 3.7 Students with tuition fee loans from Student Finance may transfer to another institution following the official start date of their course. In these cases, UWE will retain the tuition fee loan for the period up to and including the transfer, as detailed in section 11.
- 3.8 Similarly, for students with approved tuition fee loans transferring into UWE following registration at a different institution, UWE will expect to receive tuition fee funding from the liability period following the transfer.

4. Fee payment

- 4.1 UK/EU students on a designated undergraduate or PGCE programme may be eligible for a tuition fee loan from Student Finance. Students are responsible for entering the correct course and fee information when applying for support. Applications for support must be made in a timely manner. Where appropriate, students should ensure that they submit their Notification of Entitlement letter at registration.
- 4.2 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 6)
 - By credit / debit card (see section 7)
 - By cheque (make payable to 'UWE, Bristol' and write the student name, student number and course on the reverse)
 - Sterling bankers' draft
 - International Funds Transfer (see section 7)
 - Cash (if no other payment method is available). Cash must not be sent by post
 - By sending us a completed 'Authority to Invoice' form (available at <http://www1.uwe.ac.uk/students/feesandfunding/payingyourfees/employerorothersponsor.aspx>) to enable us to invoice a sponsor. Students will be liable for their fee until this form has been received.
- 4.3 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.
- 4.4 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. See section 12 for further information.
- 4.5 Defaults on payment are treated seriously and will lead to the appropriate sanctions being taken against the student. See section 12 for further information.

5. Deposits

- 5.1 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
- 5.2 All new international students are required to pay a deposit of £3,000 (except in the cases noted in section 5.4). A Confirmation of Acceptance of Studies (CAS) statement will be issued on receipt of this deposit to enable students to apply for a visa provided all other relevant information requested has been provided.
- 5.3 This deposit will be non-refundable except in certain circumstances. For full details see the Refund Policy for International Deposits: <http://www1.uwe.ac.uk/students/feesandfunding/payingyourfees/internationalstudentpayment/depositrefundpolicy.aspx>
- 5.4 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 full tuition fees by UWE

- 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 UWE and received by UWE
 - Applicants to programmes offered at Hartpury College, where a different deposit scheme exists.
- 5.5 The balance of the fees will become due at registration (see Section 6 for information about paying in instalments). International students may be entitled to scholarships/discounts, see section 10 for details.
- 5.6 Students studying Pre-sessional English Courses are required to pay their course fees in full in order to be eligible for a CAS for their pre-sessional programme (please note that this programme does not attract a UWE full payment discount)

6. Payment by Instalment

- 6.1 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)
- 6.2 Students liable for tuition fees in excess of £100 may choose to pay their fees in instalments.
- 6.3 If a deposit is required, payment by instalment is available on the remaining balance after the deposit.
- 6.4 The instalment options are:
- 3 consecutive monthly instalments (due on the first day of each month),
 - 6 consecutive monthly instalments (due on the first day of each month)
- 6.5 Monthly direct debits will start on 1st November for programmes commencing in the autumn term and will finish no later than the 1st April. January start direct debits will start on the 1st March and will finish no later than the 1st August. For courses starting in April, direct debits will start on 1st June and will finish no later than the 1st of November.
- 6.6 In the exceptional event that you are delayed in completing the direct debit mandate, your payment plan will be amalgamated to meet the remaining instalment dates.
- 6.7 All tuition fees must be paid on or before the 1st April 2014 for September start students
All tuition fees must be paid on or before the 1st August 2014 for January start students
All tuition fees must be paid on or before the 1st November 2014 for April start students
- 6.8 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. In the event of serious delays, students may, at the discretion of the University, arrange a 6 monthly direct debit with a delayed start date of 2nd January 2014. This will allow Student Finance time to process applications.
- 6.9 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. Your bank may also charge a fee in the event of a failed direct debit. If a student knows in advance that a direct debit instalment will fail, it is essential that they contact the Cash Office immediately in person (Cash Office room 2D23, Frenchay Campus), by telephone 0117 3282228, or e-mail cash.office@uwe.ac.uk. See also Section 12: Non-Payment of Fees
- 6.10 Students will receive written confirmation from the University of the direct debit instalment dates at least ten days before the first payment is due. Reminders for individual instalments will not be sent.
- 6.11 On an exceptional basis, where extenuating circumstances have been demonstrated, Finance may approve an individual payment plan with a student. If an international student is requesting an individual payment plan, then approval is needed by both the Points Based System Team and Finance.
- 6.12 If the terms of an exceptional payment plan are not met, the payment plan ceases and any outstanding balance of fees is due immediately. Students should discuss any requests for non-standard payment of fees with a student advisor who can submit the relevant information to the Group Financial Accountant. Students in exceptional financial difficulty may also contact Student Advice and Welfare Services for advice.

7. Payments by Debit/Credit Card and International funds transfer

- 7.1 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.ecommercegateway.co.uk/uwe>

- 7.2 International students may pay using the online International funds transfer facility, EDUSTEP, details of which can be found at <http://www.uwe.ac.uk/finance/fserv/payts/banktransfer.shtml>
- 7.3 If you experience difficulty paying by either method outlined in 7.1 and 7.2, you must contact the Cash Office immediately in person (Cash Office room 2D23, Frenchay Campus), by telephone 0117 3282228, or e-mail cash.office@uwe.ac.uk

8. Other charges:

8.1 Accredited Learning (AL) and Accreditation of Experiential Learning (AEL)

There is no charge for the recognition of credit awarded or learning assessed (Accredited Learning) by another UK higher education institution, nor for the transfer of UWE credit between programmes within the University.

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.

AEL modules in some programmes of study (e.g. Shell Award Framework) attract a different module fee

9 Bursaries for New and Continuing Students

- 9.1 Details of eligibility criteria and payment of UWE bursaries for new and continuing students are available on the UWE Bursary Policy pages from <http://www1.uwe.ac.uk/students/feesandfunding/fundingandscholarships/uwebursary.aspx>

10 Scholarships and Discounts

- 10.1 The university offers a variety of scholarships and discounts to its students. Full details of the scholarships and discounts available in 2013/14, including the eligibility criteria, can be found at: <http://www1.uwe.ac.uk/students/feesandfunding/fundingandscholarships.aspx>
- 10.2 The following fee reductions are available for Undergraduate students taking additional modules:
- UK and EU full-time and sandwich students who are paying the full tuition fee on an annual basis will be charged 25% of the standard 'home' module fee for all additional 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) per academic session, for additional modules taken **above the standard 120 credits**.
 - International and offshore 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) per academic session, for additional modules taken above the standard 120 credits.
- 10.3 The university reviews all scholarships and discounts on an annual basis.

11 Withdrawals

Notification

- 11.1 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). 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 advisor or programme leader provided that this date is clearly communicated).
- 11.2 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 advisor. 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.
- 11.3 The University is required to inform the UK Border Agency 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 a Finance and Immigration adviser in these circumstances.
- 11.4 All written notifications of withdrawal sent to the University should be addressed to the relevant [Faculty Student Administration Team](#)

- 11.5 For students who fully withdraw during a period of temporary suspension, their withdrawal date will be the date at which the temporary suspension began.
- 11.6 Separate arrangements are in place for calculating fee liability for students needing to temporarily suspend their studies as maternity leave or due to disability.

Refunds and reduced liability

- 11.7 Cancellation by the University of an award or module generates an automatic full reduction of tuition fees.
- 11.8 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 in accordance with the table below.
- 11.9 Any request for a refund or reduced liability of tuition fees will be calculated from the official withdrawal date.
- 11.10 The following fee liability applies to all students undertaking study that is:
- Full-time or part-time lasting for one or more academic years where fees are charged by academic year
 - Part-time where the fees are charged per module and the module length is between one teaching block (normally 15 weeks or less) and 1 year (or more)

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

- 11.11 Where students have paid a deposit, for example for certain programmes or as a new international student, this is generally non-refundable (see section 5 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.
- 11.12 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.
- 11.13 There is no reduction in fees in respect of:
- module(s) which originally attracted the 'additional module initiative' fee (i.e. 25% of the full fee) (see 10.2 for details of this discount).
 - modules where the credit has been awarded, or recommended, following the completion of the process of assessing a claim for Accredited Experiential Learning (AEL) (see section 8.1 for information on AEL).
- 11.14 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](#).
- 11.15 Where a student who has withdrawn in the first term only, and paid a percentage of their tuition fees as outlined in the table above, wishes to return to UWE within a two year period, the fees already paid may be used towards the fees for the new period of study provided that this is at an equivalent level and duration.
- 11.16 Students that 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.

12. Non-Payment of Fees and other Monies

- 12.1 As set out in Section 3 students retain ultimate responsibility for the payment of their fees and all other monies owing to the University regardless of sponsorship agreements.
- 12.2 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.

- 12.3 Should a student fail to make arrangements to pay tuition fees by the last calendar day of the month following the official course start date, 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 UK Border Agency that UWE will cease to be the immigration sponsor for that student
- 12.4 Please note even if you are withdrawn from the programme and no longer a student, you will still need to pay the outstanding fee liability.
- 12.5 Should a student default on, or miss a payment, the University will view this seriously. If payment remains outstanding despite reminders, the following sanctions may 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 UK Border Agency and UWE will cease to be the immigration sponsor for that student
- 12.6 Additionally students with outstanding debt from the previous academic year will:
- 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 references
- Until all outstanding fees and any other outstanding monies relating to studies have been paid
- 12.7 Should payment be received within a reasonable timescale, and providing that the student has not missed any substantial or critical elements of the programme they may be permitted to resume studies.
- 12.8 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.

13 Fee Appeals

- 13.1 Individual officers of the University are not permitted to vary or waive fees. Students who disagree with the University's fee charging policy or who contest their fee liability should contact the complaints department
- 13.2 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](#)

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