Course Fees Policy

For

2014/15

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Introduction

1. This policy applies to students on all University courses (taught and research) except those collaborative provision courses where it is agreed that the collaborative partner will collect the course fees.

2. The University of Bolton reserves the right to review and revise fee levels on an annual basis, including in relation to the course fee for any of its courses in subsequent years.

3. Increases in course fees and other fees may be applied annually to both new and continuing students.

4. The definition of new regime and old regime students (UK and EU students only) for the purpose of determining the rate of course fee which may be charged is set out in Appendix A.

5. Course fees for Island\(^1\) students are agreed annually and the fee rates that the University may charge are published by Universities UK.

6. Cancellation - After a student has completed enrolment, he/she is entitled to a "cooling off" period where they may cancel their enrolment within 14 days without giving any reason. To exercise this right to cancel a student must inform the Data Manager in the Student Data Management Department in writing within 14 days from the date of his/her enrolment including a clear statement setting out his/her decision to cancel. If a student cancels within 14 days of enrolment in accordance with the above, the University will refund any monies paid by the student or his/her sponsor at enrolment. The University will make the refund using the same means of payment as used for the initial transaction and the money will be sent to the same person or organisation who made the initial payment to the University.

In the event that a student does not cancel his/her enrolment within the "cooling off period" then the student will be deemed to have read and accepted these conditions of enrolment. If the student commences attendance on a course of study prior to enrolling or during the cancellation period then the student will be liable to pay the University an amount in accordance with the Course Fees Policy 2014/15 until he/she has communicated cancellation to the University.

7. Course fees may comprise the following elements:

<table>
<thead>
<tr>
<th>Course fees (including research supervision and writing-up fees)</th>
<th>for a year/ semester/ term and/or for a module/ unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration fees</td>
<td>for registration for an award</td>
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<tr>
<td>Examination fees</td>
<td>for external examinations</td>
</tr>
<tr>
<td>Other costs</td>
<td>for residential, field trips, visits, course materials, exemptions (APCL and APEL) and bench fees</td>
</tr>
<tr>
<td>Reassessment fees</td>
<td>where applicable</td>
</tr>
<tr>
<td>Other charges</td>
<td>For administrative services e.g. replacement ID card (see Appendix B for a full list)</td>
</tr>
</tbody>
</table>

\(^1\) Full time undergraduate Island students from Jersey, Guernsey and the Isle of Man are funded by the three Island Authorities.
**Non-EU (International) Students**

8. The University is entitled to charge higher course fees to ‘international students’ (under the Education (Fees and Awards) (England) Regulations 2007 as amended).

9. The course fee charged will depend on whether the student is considered to be a UK/EU or Non EU overseas (international) student and the assessment of the status of students for the purpose of determining whether they should pay fees at the ‘international’ rate rests with Student Data Management.


10. Students who wish to appeal against an assessment may do so in writing to the Data Manager in the Student Data Management Department.

11. **Deposit:** Non-EU Overseas (international) students must provide a deposit of £4,500 (or the full course fee if less than £4,500) prior to the University issuing the unconditional offer.

**Deposit Refunds:**

1. Should a student withdraw his/her application in writing prior to a Confirmation of Acceptance to Study (CAS) being issued then his/her deposit (less a 10% administrative fee) will be refundable upon receipt by the University of a completed refund form (available from Admissions).

**IMPORTANT NOTICE:** Once the University has issued a Confirmation of Acceptance to Study (CAS) no refund of deposit will be made unless in the case of a visa refusal the student can demonstrate that they are not at fault. This refund is subject to a 10% administrative fee deduction.

Further information is available from International Recruitment in the Marketing and Communications Office.

**Liability for Payment of Course Fees**

12. All students are liable to pay course fees and any other related fees associated with a course of study. When a student accepts the University’s Conditions of Enrolment it signifies and forms their acceptance of personal liability for ultimate payment of all fees incurred for each academic year he or she studies at the University, whether invoiced or not, even if it is intended that these will be paid by someone else, e.g. Student Finance England (SFE)2 or a sponsor. Any student who has not enrolled but attends a course of study will be deemed to have accepted the University’s Conditions of Enrolment by way of conduct and be liable to pay course fees and any other related fees associated with that course of study.

13. Course fees for each academic year are due on or before the commencement of the course, whether or not the student or sponsor has been invoiced by the University.

14. The University will, by exception, invoice a student’s sponsor where the student can provide before or at the time of enrolment a valid letter from such a sponsor accepting liability for the student’s fees. Failure to provide evidence of sponsorship will result in the student being invoiced for course and any other related fees.

15. Full time and part-time UK and EU undergraduate and PGCE/CertEd students. It is the responsibility of the student to apply to SFE for financial support. Students can

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2 Or equivalent organisations for students living in Wales, Scotland or Northern Ireland
apply for financial assistance on-line and can access on-line forms at www.gov.uk/student-finance

If the University does not receive a copy of the SFE payment advice, the student will be invoiced for the full course fees due for payment.

**IMPORTANT NOTICE:** If a student fails to apply, is ineligible to receive a tuition fee loan, or chooses to pay his/her course fees themselves, then the course fees incurred in each academic year of study will need to be promptly paid by the student in full by the dates specified by the University.

16. Currently Students do not incur additional fee liability for assessment decisions of defer, refer or retake.

17. Students required to repeat all or part of a period of study are liable to pay a pro rata course fee normally based on the number of credits being repeated.

**Hardship Funds:**

The University will seek to ensure that students who find themselves in financial difficulties receive appropriate and timely financial support. It is envisaged that the fund will support undergraduate and postgraduate students.

Further information on the fund can be obtained from Student Services: Telephone 01204 903733.

**Methods of Payment of Course Fees**

18. **Full time UK/EU undergraduate and PGCE/CertEd students.** Full time eligible students may apply to SFE for a tuition fee loan up to the amount charged by the University and it is their responsibility to do so. The University is not able to make an application to SFE on a student’s behalf and, to ensure funding arrangements are in place, students are advised to promptly submit their applications to SFE as soon as they know the details of the course they are to study. SFE (via the Student Loan Company) will pay the amount requested by eligible students directly to the University. Students who decide not to take out a full tuition fee loan, only take out a partial tuition fee loan, or are ineligible to receive funding will be responsible for paying the balance of course fees directly to the University.

19. **Part-time UK/EU undergraduate and PGCE/CertEd students.**

   (a) **Continuing students who commenced their course of study before September 2012.** Continuing eligible part-time students may apply to SFE for a full or partial tuition fee grant. The SLC will pay the grant directly to the University. Students eligible for a partial tuition fee grant will be responsible for paying the balance of their course fees directly to the University.

   (b) **Students who commenced their course of study after September 2012.** New fee regime eligible part-time students may apply to SFE for a tuition fee loan up to the amount charged by the University. The SLC will pay the amount requested by the student directly to the University. Students who decide not to take out a full tuition fee loan, only take out a partial tuition fee loan, or are ineligible to receive funding will be responsible for paying the balance of course fees directly to the University.

20. The University accepts the following payment methods:

   - Online Payments – follow the link below http://www.bolton.ac.uk/Payments/
   - Credit card
   - Debit card
   - Cheques – made payable to the ‘University of Bolton’
   - Bank transfer
- Cash
- Direct Debit through a UK bank account

The University may only reimburse any monies paid in accordance with this policy using the same means of payment and to the same person or organisation as per for the initial transaction.

Further details can be found at: [http://www.bolton.ac.uk/Undergraduate/FeesAndFunding/](http://www.bolton.ac.uk/Undergraduate/FeesAndFunding/)

**Non Payment of Course Fees**

21. Students who are unable to pay their course fees or are unable to have them paid on their behalf by the dates specified by the University must contact Financial Services without delay or they may become subject to a range of actions.

22. Students who fail to pay or to make satisfactory arrangements to pay may be subject to any of the following actions by the University pending the type of debt incurred:

- Withdrawal (in whole or part) of library lending facilities;
- Removal of access to the University’s computer network;
- Non arrangement of a viva (for research students);
- The withholding of official letters from the University to third parties, e.g. Academic references, Council Tax Exemption Certificates;
- Withdrawal of sponsorship of an international student under UKBA regulations;
- Withholding final results transcripts and award certificates;
- Ineligibility for the student and/or the student’s guests to attend the University’s Degree Congregations;
- Withdrawal from their course.

23. **IMPORTANT NOTICE:** Students who have an academic debt (e.g. a course fee debt) to the University at the end of the academic year and who have not agreed satisfactory arrangements with Financial Services will not be permitted to re-enrol for the next year of their course, until the debt has been cleared or in exceptional circumstances a repayment plan has been agreed.

24. **IMPORTANT NOTICE:** The University will not issue certificates or official transcripts to students who have an academic debt with the University at the end of their course of study.

25. The University will pursue outstanding debts via debt collection agencies and through the courts.

**Withdrawal from a Course of Study**

26. Students have a right to withdraw from their course of study. Students who withdraw are permanently terminating their registration and enrolment with the University. These students will only be re-admitted through the normal application and admission procedures. Students who withdraw from the University have no automatic right to be re-admitted to the University.

27. Any Student who wishes to withdraw from the University must promptly:

- Notify their department\(^3\) of their intention to withdraw, and
- Complete a University Notification of Withdrawal Form (SDM4 or Form R7 for research students) which must be returned to the Student Centre (or in the case of research students the Research and Postgraduate School Office).

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\(^3\) The term department refers throughout to the organising academic units of the University as may exist from time to time, and includes Faculties, Schools, Institutes, Units and Divisions
28. Students will remain liable for the full year course fee until they submit a Notification of Withdrawal form. Fees charged will be calculated based upon this date in line with the fee liability dates given in appendix C.

29. Students may be withdrawn by their University department in the following circumstances:
   - Failure to maintain satisfactory attendance;
   - Failure to re-enrol by the start of a new academic year;
   - Failure to return following an agreed period of temporary suspension from the University.

30. Whilst the University will inform the SFE (via the Student Loan Company) or other sponsor of students’ withdrawal all students are responsible for informing the SFE and any other sponsor of any changes in their circumstances which may affect their entitlement to student support.

31. If a University-sponsored non-EU overseas (international) student withdraws, the University is required to promptly inform the UK Border Agency that it has withdrawn its sponsorship of the student. The UK Visa and Immigration (‘UKVI’) requires students to return immediately to their home country. The University will not consider any request for a refund of course fees by withdrawn non-EU (international) students.

32. UK/EU students who withdraw during the academic year will be liable to pay fees in accordance with paragraphs 36 to 41 below.

**Temporary Suspension**

33. In exceptional circumstances students may wish to temporarily interrupt their studies; this is referred to as a ‘suspension of studies’. Students do not have the right to suspend their studies; suspension of studies must be approved by the student’s University department and/or by any other internal or external body as dictated by the relevant procedures.

34. If University sponsored non-EU overseas (international) students suspend their studies, the University is required to inform UKVI and it is expected that students will return to their home country during the period of suspension. UKVI will confirm this in writing and include the date by which the student must leave the UK. The University will not consider any request for a refund of course fees by suspended non-EU overseas (international) students.

35. UK/EU students who suspend their studies during the academic year will be liable to pay any outstanding course fees in accordance with paragraphs 36 to 41 below.

**Charges in the event of Withdrawal or Suspension of Studies**

36. There will be three liability periods for UK/EU students as set out in Appendix C.

37. UK/EU students will be liable to pay:
   - 25% of the full year’s course fee for the liability period in which they enrol;
   - A further 25% of the full year’s course fee if they are registered and enrolled with the University at the start of their second liability period;
   - The remaining 50% of the full year’s course fee if they are registered and enrolled with the University at the start of their third liability period.

38. For students studying on courses with non-standard entry dates calculations will be applied as above with the necessary revised dates.

39. Non-EU overseas (International) students become liable for the full year’s course fees on enrolment/re-enrolment. No refunds will be made to Non-EU overseas (International) students who withdraw or suspend during the academic year.
40. Distance learning students who have received access to study materials will be liable to pay their course fees in full.

41. The University will not refund the following charges where payments have been made to third parties on behalf of students:
   - Registration fees;
   - External examination fees;
   - Residential study;
   - Field trips.

Course Fee Transfer

42. Students who transfer to another institution during the academic year will be liable to pay course fees to the University of Bolton in accordance with this policy. The University will not transfer all or part of any course fees to another institution under any circumstances.

Bursaries and scholarships

43. Full details for student bursaries and scholarships can be found at [http://www.bolton.ac.uk/Undergraduate/FeesAndFunding/Scholarships/](http://www.bolton.ac.uk/Undergraduate/FeesAndFunding/Scholarships/)
Appendix A – Definition of new regime and old regime students

UK & EU students only

New Regime Students:

1. Students commencing full time and part time undergraduate and PGCE/CertEd courses after 1 September 2012 will be charged the ‘new regime’ tuition fees in academic year 2014/15

2. The following groups of students referred to in Para 1 will be treated as new regime students:

   - Students who are new entrants to higher education
   - Students progressing from an Art and Design Foundation course or Access to HE course whether studied at the University of Bolton or elsewhere, to an undergraduate course;
   - Students who transfer from a part-time course to a full-time course in 2014/15
   - Students who transfer from a full-time course to a part-time course in 2014/15
   - Students progressing from an undergraduate qualification to a PGCE/CertEd, whether or not there has been a break in studies
   - Students who have previously withdrawn from an undergraduate or PGCE/CertEd course prior to 1 September 2014

Old Regime Students:

3. Old regime students (full and part-time) will remain on the same tuition fee and student support arrangements that applied to them in 2011/12. The following groups of students will be treated as old regime students.

   - Students who transfer from a course which began before 1st September 2012 with no break in study and no change to their mode of study;
   - Students who suspended their studies from a course which began before 1 September 2012 and resume their studies on or after 1 September 2012 with no change of mode of study;
   - Students who commence an end-on course in the same mode of study on or after 1 September 2012 after completing a previous lower level course which started before 1 September 2012. (An end-on course means a first degree with honours taken (disregarding any normal intervening vacation) immediately after completion of one of the following qualifications:
     - Higher National certificate (HNC)
     - Certificate of Higher Education (CertHE)
     - Higher National Diploma (HND)
     - Diploma of Higher Education (DipHE)
     - Foundation Degree
     - First Degree without Honours
Appendix B - Other charges made to students

Charges for 2014/15

Student Services and Student Data Management have a range of charges which it may apply for the services it provides to students who do not meet deadlines, attend scheduled enrolment sessions, lose ID cards or official documentation, request additional copies and certified copies of documents. These charges should be paid in advance and are listed below:

- Replacement ID Card (original free) £10*
- Late enrolment fee (after 31 October for September starters and 31 March for January/February starters) £50
- Duplicate copy of University Award Certificate (original provided free) £35
- Duplicate copy of Edexcel Award Certificate £35
- Certified copies of original documents (charge per original) £5 each*
- To Whom it May Concern (TWIMC) letter to confirm status (three TWIMC letters + one bank letter free – additional copies will be charged per copy – see notes on TWIMC application form) £5 each*

*In order to obtain a replacement ID card, replacement Council Tax Exemption Certificate, certified copies or additional copies of letters, you should make your payment direct to Financial Services in Chancellor’s Mall, where you will be provided with a receipt. You should then take your receipt to the Student Services (in the Student Centre) to obtain your replacement card.

Clarification of the above can be obtained from a Student Advisor in Student Services at:

http://www.bolton.ac.uk/StudentServices/
## Appendix C - Liability Periods: September 2014 Start Courses

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<th>Period</th>
<th>Season</th>
<th>Course start date on or after</th>
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<tr>
<td>1</td>
<td>Autumn</td>
<td>01 September 2014 – 03 January 2015</td>
</tr>
<tr>
<td>2</td>
<td>Winter</td>
<td>05 January 2015 – 12 April 2015</td>
</tr>
<tr>
<td>3</td>
<td>Summer</td>
<td>13 April 2015 – 28 August 2015</td>
</tr>
</tbody>
</table>

## Liability periods - January 2014 Start Courses

<table>
<thead>
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<th>Season</th>
<th>Course start date on or after</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Winter</td>
<td>05 January 2015 – 12 April 2015</td>
</tr>
<tr>
<td>2</td>
<td>Summer</td>
<td>13 April 2015 – 28 August 2015</td>
</tr>
<tr>
<td>3</td>
<td>Autumn</td>
<td>01 September 2015 – 03 January 2016</td>
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**For Administrative Purposes:**

**Policy Title:** Course Fees Policy 2014/15

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<td>Executive Dean, Market &amp; Corporate Intelligence</td>
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<td>Student Data Management</td>
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<td>Person responsible for implementation (postholder)</td>
<td>Data Manager</td>
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<td>Approving Committee/Board</td>
<td>Vice Chancellor’s Group</td>
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<td>Effective from</td>
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</tr>
<tr>
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</tr>
<tr>
<td>Review Frequency</td>
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