Course fees policy

2013/14

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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 reviews its tuition and other fees annually.

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

4. Increases in tuition and other fees may be applied annually to both new and continuing students.

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

6. Course fees may comprise the following elements:

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

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

7. The University is entitled to charge higher tuition fees to ‘international students’ (under the Education (Fees and Awards) (England) Regulations 2007 as amended).
8. The tuition 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. Further guidance on the criteria for determining a student’s status is available on the UKCISA website at: http://www.ukcisa.org.uk/International-Students/Fees--finance/Home-or-Overseas-fees/England-Higher-Education/
9. Students who wish to appeal against an assessment may do so in writing to the Student Data Management.

Liability for Payment of course fees

10. All students are liable to pay tuition and course-related fees. When students accept the University’s conditions of enrolment it signifies and forms their acceptance of personal liability for ultimate payment of the tuition and other course related fees for the relevant academic year, whether invoiced or not, even if it is intended that these will be paid by someone else, e.g. the Student Loans Company (SLC) or a sponsor.
11. Course fees for each academic year are due on or before the commencement of the course, whether or not the student or sponsor is invoiced.
12. Sponsored students are required to provide written evidence of their sponsorship, e.g. in the form of a letter from the sponsor, before or at the time of enrolment. Failure to provide evidence of sponsorship will result in the student being invoiced for course fees.
13. Full time and part-time UK and EU undergraduate and PGDE/PDE students. It is the responsibility of the student to apply to Student Finance England (SFE)\(^2\) for financial support. Students can apply for financial assistance on-line and can access on-line forms at www.direct.gov.uk/studentfinance. If the University does not receive a copy of the SFE payment advice, the student will be invoiced for the full tuition fees.
14. Students do not currently incur additional fee liability for assessment decisions of defer, refer or retake. Students required to repeat all or part of a period of study are liable to pay a pro rata tuition fee normally based on the number of credits being repeated.

\(^2\) Or equivalent organisations for students living in Wales, Scotland or Northern Ireland
Methods of Payment of course fees

15. **Full time UK/EU undergraduate and PGDE/PDE students.** Full time students may apply to SFE for a tuition fee loan up to the amount charged by the University. The Student Loans Company (SLC) will pay the amount requested by the student directly to the University. Students who decide not to take out a fee loan or only take out a partial fee loan will be responsible for paying the balance of fees directly to the University.

16. **Part-time UK/EU undergraduate and PGDE/PDE students.**

   (a) **Continuing students.** Continuing eligible part-time students may apply to SFE for a full or partial fee grant. The SLC will pay the grant directly to the University. Students eligible for a partial fee grant will be responsible for paying the balance of fees directly to the University. Students in receipt of a partial fee grant may be eligible for Additional Fee Support from the University at

   [http://www.bolton.ac.uk/students/adviceandsupport/studentfinance/access toilearningfunds/home.aspx](http://www.bolton.ac.uk/students/adviceandsupport/studentfinance/access toilearningfunds/home.aspx).

   (b) **New students.** New 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 fee loan or only take out a partial fee loan will be responsible for paying the balance of fees directly to the University.

17. The University accepts the following payment methods:

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

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

18. **Deposits.** Non-EU Overseas (International) students must provide a non-refundable deposit of is £4,500 (or the full course fee if less than £4,500) to secure an unconditional offer of a place at the University. Once the University has issued a Confirmation of Acceptance to Study (CAS) **no refund** will be made even if the student is refused a visa. Further information is available from International Recruitment in the Marketing and Communications Office.
Non Payment of course fees

19. Students who are unable to pay their tuition fees or are unable to have them paid on their behalf should inform Financial Services without delay.

20. Students who fail to pay or to make satisfactory arrangements to pay may be subject to any of the following actions by the University:

- Withdrawal 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. Council Tax Exemption Certificates;
- Withdrawal of sponsorship of an international student under UKBA regulations;
- Withholding final results transcripts and award certificates;
- Ineligibility to attend the University’s Degree Congregations;
- Withdrawal from their course.

21. Students who have a debt to the University at the end of the academic year 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 with Financial Services.

22. The University will not issue certificates or official transcripts to students who are in debt to the University at the end of their course of study.

23. The University will pursue outstanding debts via debt collection agencies and through the courts.
Withdrawal from a course

24. Students have a right to withdraw from their course of study. Students who withdraw are permanently terminating their registration 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.

25. 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).

26. Students will remain liable for the full year tuition 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.

27. 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.

28. Whilst the University will inform the SLC or other sponsor of students’ withdrawal all students are responsible for informing the SLC/SFE and any other sponsor of any changes in their circumstances which may affect their entitlement to student support.

29. If a University-sponsored non-EU overseas (international) student withdraws, the University must promptly inform the UK Border Agency that it has withdrawn its sponsorship of the student. The UK Border Agency 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.

30. UK/EU students who withdraw during the academic year will be liable to pay fees in accordance with paragraphs 33 to 37 below

[^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.
Temporary Suspension

31. 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.

32. If University sponsored non-EU overseas (international) students suspend their studies, the University must inform the UK Border Agency. The UK Border Agency may require students to return to their home country during the period of suspension. The University will not consider any request for a refund of course fees by suspended non-EU overseas (international) students.

33. UK/EU students who suspend their studies during the academic year will be liable to pay fees in accordance with paragraphs 33 to 37 below.
Charges in the event of withdrawal or suspension of studies

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

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

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

37. Non-EU overseas (International) students become liable for the full year’s tuition fees on enrolment/re-enrolment. No refunds will be made to Non-EU overseas (International) students who withdraw or suspend during the academic year.

38. Distance learning students who have received access to study materials will be liable to pay tuition fees in full.

39. 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.

Tuition Fee Transfer

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

Bursaries and scholarships

41. Full details for student bursaries and scholarships can be found at www.bolton.ac.uk/Undergraduate/FeesAndFunding/Scholarships/Home.aspx
Appendix A – Definition of new regime and old regime students

UK & EU students only

New Students

1. Students commencing full time and part time undergraduate and PGDE/PDE courses after 1 September 2012 will be charged the ‘new regime’ tuition fees in academic year 2013/14

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 2013/14
- Students who transfer from a full-time course to a part-time course in 2013/14
- Students progressing from an undergraduate qualification to a PGDE/PDE, whether or not there has been a break in studies
- Students who have previously withdrawn from an undergraduate or PGDE/PDE course prior to 1 September 2013

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 courses with no change to their mode of study after 1 September 2012
- 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 2012/13

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 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/Students/AdviceAndSupport/Home.aspx
## Appendix C - Liability periods : September 2013 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>1 September 2013 – 05 January 2014</td>
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<td>2</td>
<td>Winter</td>
<td>06 January 2014 – 27 April 2014</td>
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<td>3</td>
<td>Summer</td>
<td>28 April 2014 – 29 August 2014</td>
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## Liability periods - January 2014 Start Courses

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<th>Season</th>
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<td>Winter</td>
<td>06 January 2014 – 27 April 2014</td>
</tr>
<tr>
<td>2</td>
<td>Summer</td>
<td>28 April 2014 – 29 August 2014</td>
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<tr>
<td>3</td>
<td>Autumn</td>
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<td><strong>Person responsible for implementation (postholder)</strong></td>
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