

COURSE FEES POLICY

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Course Fee Policy

2007/8

1. Introduction

1.1 The University of Bolton reviews its tuition and other fees annually. Changes to the fees charged and associated policies are approved by the Board of Governors.

1.2 In determining its tuition fees the University will have regard to relevant legislation (principally the Higher Education Act 2004), Department for Education and Skills (DfES) and Research Councils' agreements, and nationally agreed guidelines¹.

1.3 Increases in tuition and other fees may be applied annually to both new and existing (continuing) students.

1.4 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 residentials, field trips, visits, course materials, exemptions (APL and APEL) and bench fees
Reassessment fees	where applicable

2. Student Status

2.1 The University is entitled to charge higher tuition fees to 'overseas students' under the Education (Fees and Awards) Regulations 1997 as amended.

2.2 The assessment of the status of students for the purpose of determining whether they should pay fees at the 'overseas' rate rests with the staff in Student Data Management.

2.3 Students who wish to appeal against an assessment may do so in writing to the Head of Student Data Management.

¹ E.g. UUK/SCOP Guidance on tuition fees for students who transfer or withdraw

3. Liability for Payment

3.1 All students are liable to pay tuition and course-related fees. When students complete and submit the University Enrolment form it signifies their acceptance of personal liability for ultimate payment of the course fees, even if it is intended that these will be paid by someone else, e.g. a sponsor.

3.2 Tuition fees are due on or before the commencement of the course. Students must either pay their tuition fees in full at enrolment or make arrangements to pay by instalments and/or by direct debit. The University makes every effort to remind students of fees due by means of invoices. However, these are reminders only and students are responsible for paying fees on time whether or not invoices are received.

3.3 Sponsored students are required to provide written evidence of their sponsorship before or at the time of enrolment. Failure to provide this information or of a sponsor to pay will result in the student becoming liable to pay the fees.

3.4 Full time and part-time UK and EU undergraduate and PGCE students. It is the responsibility of the student to apply for financial support. Students can apply for financial assistance on-line and can access on-line forms at <http://www.studentsupportdirect.co.uk/>; alternatively students normally resident in England and Wales can obtain forms from their Local Education Authority. Non-UK EU students can apply to the Department for Education and Skills (DfES) for an assessment. If the University does not receive a copy of the financial assessment, the student will be responsible for paying the full fee.

3.5 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 tuition fee normally based on the number of credits being repeated.

4. Methods of Payment

4.1 Full time UK and EU undergraduate students. Full time students may apply for a fee loan up to the amount charged by the University. The Student Loan Company 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.

4.2 Part-time UK and EU undergraduate students. Eligible part-time students may receive a full or partial fee grant. The Student Loan Company 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.

4.3 The University accepts the following payment methods:

- Credit card
- Debit card
- Cheques – made payable to the ‘University of Bolton’
- Bank transfer
- Cash
- Direct Debit through a UK bank account (usually monthly over the available months e.g. 8 months for students enrolling in September)

4.4 Students may pay by termly instalments due as follows in 2007/8

Autumn Term	19 October 2007
Spring Term	18 January 2008
Summer Term	2 May 2008

4.5 Deposits. Overseas students must provide a non-refundable deposit to secure an unconditional offer of a place at the University. For entry in 2007/8 the deposit is £3,500. Refunds are only made in the event of visa refusal and may be subject to an administration charge of £350. Further information is available on the International Office homepage at <http://www.bolton.ac.uk/ProspectiveStudents/International/InternationalFees/DepositsPolicy.aspx>

5. Non Payment of Course Fees

5.1 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. If there are unexpected extenuating circumstances these may be taken into account and an arrangement may be made with the Head of Student Services to allow an extension of the deadline for payment.

5.2 Students who fail to pay or to make satisfactory arrangements to pay may be subject to the following action by the University:

- Withdrawal of library lending facilities
- Removal of access to the University’s computer network
- The withholding of official letters from the University to third parties, e.g. Council Tax Exemption certificates, visa renewal letters
- The withholding of final results transcripts and award certificates
- Ineligibility to attend the University’s Degree Congregations
- Exclusion from the University

5.3 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 programme, until the debt has been cleared or in exceptional circumstances a repayment plan has been agreed with the Head of Student Services.

5.4 The University will not issue certificates to students who are in debt to the University at the end of their programme of study.

5.5 The University will pursue outstanding debts via a debt collection agency and through the courts.

6. Withdrawal from a course

6.1 Students have a right to withdraw from their programme 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.

6.2 Students who wish to withdraw from the University must

- Notify their School/Centre of their intention to withdraw, and
- Complete a University Withdrawal Form (SDM4 or Form R7 for research students) which must be returned promptly to Student Services (or in the case of research students the Academic Quality and Standards Unit)

6.3 Students may be withdrawn by their Schools/Centres in the following circumstances:

- Failure to attend for four consecutive weeks without written explanation and/or approval of their Director of School or nominee;
- 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

6.4 The University will inform students' Local Authority, the SLC or other sponsor of students' withdrawal. Students have a responsibility to inform their Local Authority and the SLC and any other sponsor of any changes in their circumstances which may affect their entitlement to student support.

6.5 An application for a refund of tuition fees will only be considered if the University has received written notification of withdrawal from the student. The date of receipt of the University Withdrawal Form in Student Services (or for research students, in the Academic Quality and Standards Unit) will be deemed the effective date of withdrawal for the purposes of calculating fee liability and eligibility for a refund.

7 Temporary Suspension

7.1 In exceptional circumstances students may wish to temporarily withdraw from 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 School/Centre and by any other internal or external body as dictated by the relevant procedures.

7.2 Students wishing to suspend their studies must make a request in writing, with reasons to support the request, (Form SDM8 or Form R3 for research students) addressed to the Director of School/Centre or designated nominee.

7.3 The following considerations will be applied by Schools/Centres when approving a suspension:

- Whether suspension is unavoidable due to injury, illness or other family commitments;
- The reasons cited by the student indicate that it would genuinely be in his/her best academic interests to suspend studies;
- Significant syllabus changes are not likely to occur during the period of suspension such as to make it difficult for the student to resume studies;

7.4 The suspension of students from taught courses must normally begin from the end of a semester/term (i.e. after the final assessment attached to that period of study) so that there is a clearly identifiable point at which a return to study can be made. In exceptional circumstances a suspension may begin immediately in situations where the student's absence from the University is unavoidable or urgently required.

7.5 Suspension will normally be for a definite period. If students are unable to return on the agreed date, they should obtain further approval to extend their period of suspension. Students who fail to resume their studies within 2 weeks of an agreed return date, and who have not made contact with their School/Centre, will be deemed to have withdrawn from the University.

8. Refunds

8.1 The following refunds policy applies in relation to tuition fees of students on taught courses who withdraw/suspend during the academic year.

UK and EU students who commence their studies between 1 August and 31 December

Date of withdrawal/suspension	Refund
Before 1 November	100% of fees paid in the current academic year
1 st November to start of semester 2	50% of fees payable in the current academic year ² (No refund if only registering for 1 semester or less)
After commencing semester 2	No refund

² The Student Loan Company will not settle tuition fee liability of full time students who decide to defer payment of tuition fees by a taking a Student Loan and who withdraw before the 1 December (for September starters) and 1 April (January/February starters). In these circumstances the University reserves the right to recover outstanding fees for tuition received directly from the student in accordance with the University's refund policy

UK and EU students who commence their studies between 1 January and 31 July

Date of withdrawal/suspension	Refund
Before 1 March	100% of fees paid in the current academic year
1 st March to the end of semester 2	No refund of semester 2 tuition fees Full refund of semester 1 (following year) tuition fees

Overseas students who commence their studies between 1 August and 31 December

Date of withdrawal	Refund
Before 1 November	Any tuition fees paid in excess of the deposit which is retained
1 st November to start of semester 2	50% of fees paid in the current academic year i.e. any fees paid for semester 2
After commencing semester 2	No refund of the balance of tuition fees

Overseas students who commence their studies between 1 January and 31 July

Date of withdrawal/suspension	Refund
Before 1 March	No refund of deposit
1 st March to start of semester 2	No refund of the balance of tuition fees

8.2 No refunds will be made to distance learning students who have received access to study materials.

8.3 The University will not give refunds for the following additional charges where payments have been made to third parties on behalf of students:

- Registration fees
- External examination fees
- Residential study
- Field trips

8.4 Research students who withdraw/suspend during the academic year will receive a refund of tuition fees for any term not yet commenced, i.e. a student

withdrawing during the Autumn Term will receive a refund of tuition fees paid for the Spring and Summer Terms.

8.5 The University's policy on the refund of deposits to International Students is set out in Appendix 4.

9. Tuition Fee Transfer (Home and EU Full time undergraduate students)

9.1 Students who transfer to another HEI will have their liability to tuition fees adjusted in accordance with UUK/SCOP National Guidance³.

9.2 Students who withdraw from the University of Bolton and transfer to another HEI before the 1 December (September starters) or 1 April (January/February starters) may be liable personally to pay a proportion of the fee in accordance with the University's refund policy set out in 8 above.

9.3 Students who withdraw from the University of Bolton and transfer to another HEI on or after 1 December (September starters) or on or after the 1 April (January/February starters) the student will be liable to pay pro rata fees based on the number of weeks studied at the University of Bolton. On receipt of written confirmation of registration at the receiving HEI, any balance of fees paid in excess of the pro rata fee (either by the student or the Student Loan Company) will be paid to the receiving HEI.

9.4 Students who transfer to the University of Bolton from another HEI before the 1 December (September starters) or 1 April (January/February starters) will be charged tuition fees based on the date of first attendance. The Student Loan Company will pay the Tuition Fee Loan to the University of Bolton.

9.5 Students who transfer to the University of Bolton from another HEI on or after the 1 December (September starters) or on or after 1 April (January/February starters) will be charged tuition fees based on the date of first attendance. The University will send confirmation of enrolment to the transferring HEI and will seek a pro rata contribution of the tuition fee loan.

³ UUK/SCOP Guidance on tuition fees for students who transfer or withdraw, March 2006, I/06/28

APPENDIX 1

Definition of New and Existing Students

1 New Students

Students commencing full time undergraduate and PGCE/CertEd students after 1 September 2006 may be charged the 'new student' tuition fees up to a maximum of £3070 in the 2007/8 academic year. The University has decided to charge 'new students' £3,070 for its undergraduate programmes and £2040 for its PGCE/CertEd programme.

The following groups of students may be treated as **new students**

- Students who are new entrants to the University at undergraduate level
- Students progressing from an Art and Design Foundation course, whether studied at the University of Bolton or elsewhere, to an undergraduate course
- Students who first enrolled on a part-time course but will be studying for the first time on a full time course in 2007/8
- Students progressing from an undergraduate qualification to a PGCE/CertEd⁴, whether or not there has been a break in studies

Eligible new students may take out a loan to cover the tuition fees charged.

The loan is repayable once students have completed their course and are earning more than £15,000 p.a.

2. Existing students

Existing students cannot be charged more than £1225 in 2007/8. The following groups of students will be treated as **existing students**.

- Students progressing on a full time undergraduate course started before September 2006
- Students returning to the same course after suspending their studies in 2006/7
- Students who first enrolled before 2006/7 and are repeating a period of study
- Students topping up (without a break) from a full time Dip HE, HND/C to a first degree or from a foundation degree to an Honours degree
- Gap year students (those with a deferred place for 2006/7 agreed on or before 1 August 2005)
- Students transferring from a course starting before 2006/7 (the transfer may be within the University of Bolton or from another HEI)
- University of Bolton undergraduate students who have previously received a decision of Fail and Finish but who have been admitted onto

⁴ Retitled Professional Graduate Diploma in Education and Professional Diploma in Education for 2007/8

a new degree programme with no break in their period of enrolment with the University

- University of Bolton students who first enrolled on a full time course prior to 2006/7, who have since studied part-time but will be resuming full time study in 2007/8

Existing students will continue to be eligible for a means tested grant for fees of £1225 but they may take out a loan to cover any fee contribution they are assessed to make.

3 Assessment of liability

Assessment of students' fee liability will be made by staff in Student Data Management. Students who wish to appeal against an assessment may do so in writing to the Head of Student Data Management.

APPENDIX 2

The Bolton Bursary Terms and Conditions (September 2007)

1. Eligibility

1.1 The Bursary will provide support for course related costs to Full Time Undergraduate UK students who will be in receipt of a full or partial Higher Education Maintenance Grant and paying £3070 per annum towards Tuition Fees (whether self funded or through the Tuition Fee Loan). PGCE/Cert Ed⁵ Students will not be eligible for the Bursary despite having eligibility for the Maintenance Grant.

1.2 The value of the Bursary will be a maximum of £310 p.a. for students receiving a full Maintenance Grant.

1.3 Students in receipt of a partial HE Grant will receive a partial Bursary payable on a sliding scale.

1.4 There will be a minimum payment of £50 for eligible students.

1.5 Calculation of Bursary

The Bolton Bursary will be awarded based on thresholds related to the Maintenance Grant eligibility. The Bursary will be assessed on the student's household income and an eligible student (being a student with a household income less than £38,330 and in receipt of the Maintenance Grant) will fall into one of six categories as detailed below

Household Income	Amount of Bolton Bursary Student is to receive during Academic Year
£0 – £17,910	£310
£17,911 - £21,995	£260
£21,996 - £26,085	£210
£26,085 - £30,165	£160
£30,165 - £34,250	£105
£34,250 - £38,330	£50

1.6 The Bolton Bursary will only be payable to students who are still in attendance on or after 1 December (September starters) and an equivalent date for February starters.

1.7 Students who commence their studies in January/February and attend for one semester, will receive 50% of the normal Bursary entitlement for the year

1.8 Payment of Bursary

We will make payments by two instalments in January and May. These dates are

- Monday 28th January
- Tuesday 27th May

⁵ See Footnote 4 above

Each Instalment will be 50% (fifty percent) of the student's full awarded allocation (e.g. a student who is eligible to receive a £310 Bursary will receive 50% payment in January (£155) and the remaining 50% in May (£155)

Semester Two Starters

In line with the SLC's payment structure Semester Two starts will be paid according to the following guidelines.

In the Standard Academic Year 2007/8 Semester Two starts will be entitled to 50% of the total bursary that is allocated to them (e.g. £155 of the full £310)

This will be paid in one instalment on Tuesday 27th May.

Further payment of the remaining award will be awarded in Academic Year 2008/9 on Monday 26th January 2008.

APPENDIX 3

The Bolton Scholarship Terms and Conditions (September 2007)

What is the Bolton Scholarship?

The Bolton Scholarship, worth £720 a year is designed to provide strong and well-supported progression routes onto full time undergraduate courses at the University of Bolton. The Scholarship has been created to help students with course related costs whilst they are at the University.

General Information and eligibility

1. Scholarships are offered by the University of Bolton to students who fulfil the following eligibility criteria

- They are a UK student enrolled on a full time undergraduate course of the University of Bolton
- They are classed as a “New Student“under DFES Student Support Regulations and begin their course no earlier than September 2006.
- They have successfully completed a Level 3 qualification at a partner institution or an approved course of study at the University of Bolton (see 5 below)
- That study has been completed at a partner institution that has signed a progression accord with the University or from an approved course with the University of Bolton.
- They have firmly accepted either a conditional or unconditional offer of a place on a full time undergraduate course of the University of Bolton by the **1st August** for September entry or by **1st January** for February entry. Eligible students that fail to do this will be placed onto the Second Semester scholarship
- Students enrolled on PGCE/Cert Ed⁶ courses or Department of Health funded courses are not eligible for the Scholarship.

2. Any student awarded a scholarship will continue to receive their scholarship provided they maintain their enrolment as a current student of the University of Bolton.

3. Applications for admission to the University will be considered in the usual way and all students who may be eligible for a Scholarship will be informed automatically by way of letter at the admissions stage.

4. Confirmation of an award will be made as soon as possible after a student has firmly accepted either an unconditional or conditional offer of a place by the relevant deadlines.

⁶ See Footnote 4 above

5. Approved programmes of study at the University of Bolton include Access and Foundation level courses, credit bearing short courses and modules completed as an Associate student.

Partner Institutions with Progression Accord (as of August 06)

Accrington and Rossendale College
Alliance Learning
Bolton Community College
Bolton Sixth Form College
Bury College
Craven College
Eccles College
Coleg Harlech/Harlech College
Holy Cross College
Hopwood Hall College
Loreto Sixth Form College
Manchester College of Arts and Technology (MANCAT)
Oldham Sixth Form College
Pendleton College
Rivington and Blackrod High School
Salford College
South Trafford College
Thornleigh Salesian College
Turton Sixth Form
University of Bolton
Westhoughton High School
Xaverian College

Payment Conditions

The following terms and conditions apply:

1. The value of the Scholarship is £720 per academic year (in 2007/8) and will be awarded for the duration of the student's course subject to satisfactory attendance and achievement.
2. The Scholarship will be paid in two instalments during the academic year and will be made by BACS payment directly into the student's bank account. Each instalment is only deemed payable if the student has remained in attendance for the full semester. Payments are scheduled for
 - a) Monday 28th January 2008
 - b) Tuesday 27th May 2008

There will be no pro rata payments if a student only attends part of the semester.

3. Scholarship payments will be terminated if the student withdraws, transfers to another institution or fails their programme of study.
4. Scholarship payments will be suspended if a student interrupts their studies
5. Scholarships will not be paid to students undertaking industrial or work experience on a full time “sandwich” basis. Students studying abroad also will not be eligible to receive the Scholarship.
6. The Scholarship will only be payable to students who are still in attendance on or after December 1st (September starters) and 1st April for February starters. To receive the second instalment students must successfully complete the academic year.

Second Semester Scholarship

The Second Semester Scholarship has been created for those students who fulfil all the eligibility criteria of the Bolton Scholarship but were unable to confirm their place before the 1st August. These students in their first year only will receive the Second Semester Scholarship of £360 which will be paid in full upon completion of the year (27th May). After the students first year of study they will be switched onto the “Bolton Scholarship” scheme and thereafter will be eligible for the full £720 for subsequent years.

These rules apply to all

- Clearing Students
- Students who currently hold the University as an Insurance Offer
- Late eligible applicants who only confirm after the 1st August

February Scholarship

For February starters the scholarship will still be available. The eligibility criteria remains the same.

Payment Dates will be 27th May 2008 and the 26th January 2009

HEBBS Role

- A) The University will take responsibility for identifying eligible students for the Scholarship as the award is not based on financial assessment.

B) Through use of the Portal System employees at the University will “flag” eligible students who fit the criteria above. These flags must be at least one week before payment to the student

C) We will make payments by two instalments in January and May. These dates are

- a. Monday 28th January 2008
- b. Tuesday 27th May 2008

Each Instalment will be 50% of the student’s full awarded allocation and is fixed for the academic year 2007/8 at £360 (being half of the total award of £720).

D) Although it is scheduled that every eligible student is paid upon those dates it is anticipated that there will be individual payments outside these dates at later periods. These awards will be made at the University’s discretion.

E) Semester Two Starters

In line with the SLC’s payment structure Semester Two starters will be paid according to the following guidelines.

In the Standard Academic Year 2007/8 Semester Two starts will be entitled to 50% of the total scholarship that is allocated to them (e.g. £360 of the full £720)

This will be paid in one instalment on Tuesday 27th May.

Further payment of the remaining award will be awarded in Academic Year 2008/9 on Monday 26th January 2009

APPENDIX 4

Policy on Refunds for International Students

In response to request from the Visa Sections in many countries, the University of Bolton requires students to pay a deposit once they have been made an offer of a place at the University based on academic grounds. The letter making the original offer cannot therefore be used to obtain a visa. Once the deposit has been paid, the University will offer an unconditional offer letter which can be used for "Visa Purposes". The payment of a deposit significantly enhances the chances of a genuine student obtaining a visa **providing** the University has in place procedures that prevent students from abusing the deposit scheme. Accordingly, the following procedures are in place which have been discussed with a number of Visa Sections in different countries:

- A deposit of £3,500 applies for entry to the University of Bolton from September 2006 onwards.
- A refund of the deposit is **only** made if a student has been refused a visa. The University requires proof of rejection. The student should forward copies to the University of official documentation received from the High Commission **and** details of their passport number. The University will verify with the High Commission and return monies if satisfied.
- All requests for a deposit to be sent to the Centre for International Relations using the form available on the university's website (insert URL).
- No refunds will be made to students who do gain a visa and travel to the UK and choose not to study at the University.
- The University will not transfer monies to other Universities/Institutions if a student decides to enrol, on arrival in the UK, to a University/Institution other than the University of Bolton.
- Students who defer their entry and who do not travel to the UK will be allowed to transfer their deposit payment at the original price to the following year.
- Students who gain a visa, travel and request a deferral to the next available intake, will forfeit the deposit unless satisfactory verifiable evidence is provided on the extenuating and unforeseen circumstances for the deferral.
- Students will be allowed one deferral only under conditions stated. If Students fail to enrol on a deferred admission, the deposit will be retained by the University and there will be no refund under any circumstances.

- The deposits will be refunded in Sterling **to the person who originally made the payment.**
- The University will make an administration charge of 10% of the deposit before issuing a full refund to students entitled to receive it.
- The University will make its best endeavours to transfer the deposit in the most cost effective way but will not be liable for any bank charges involved in the money transfer.
- The University of Bolton reserves the right to inform the Home Office where there is evidence that a student has paid the deposit, travelled to the UK but not enrolled on a course of study.

Centre for International Relations, The University of Bolton, Deane Road, Bolton, BL3 5AB, UK. Tel: 01204 903110. Fax: 01204 903116. Email: international@bolton.ac.uk

Appendix 5

CHARGES TO STUDENTS

Charges for 2007/8

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) £5*
- Late enrolment fee (after 31 October for September starters and 31 March for January/February starters) £25
- Duplicate copy of Award Certificate (original provided free) £25
- Certified copies of original documents (charge per original) £5 each*
- To Whom it May Concern (TWIMC) letter to confirm status (one 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 Eagle House, 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 Adviser in Student Services.

June 2007