



**Course Fees Policy**  
**For New and Continuing Students**  
**2023/24**

**Contents:**

Introduction .....	2
International Students including students from the European Union/European Economic Area .....	3
Liability for Payment of Course Fees.....	4
Methods of Payment of Course Fees .....	5
Non Payment of Course Fees .....	6
Withdrawal from a Course of Study.....	6
Temporary Suspension .....	7
Refund Arrangements Following Withdrawal or Suspension of Studies .....	7
Course Fee Transfer .....	9
APPENDIX 1.....	10
APPENDIX 2.....	11
APPENDIX 3.....	12
APPENDIX 4.....	13

## **IMPORTANT INFORMATION**

### **Apprenticeships**

Tuition fees for apprenticeship courses are paid by the student's sponsor/employer via the Digital Apprenticeship Service (DAS) in accordance with the contract between the sponsor/employer and the University. It is the responsibility of the student to notify the University and their employer should they wish to either withdraw or suspend studies. Students should be aware of other charges detailed in appendix 2 –Other charges made to students.

**New students should be aware that if you do not cancel your contract with the University within 14 calendar days of online enrolment or 14 days after the published start of the course as outlined in paragraph 3 below, then you will be deemed to have read and accepted the Conditions of Enrolment and will be in a contract with the University and you will be liable to pay the University full tuition fees for your course for the current academic year.**

### **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. Course fees are reviewed annually by the University and published in advance of the course start date. The fees for a student's course of study will be set for the normal duration of that course subject only to inflationary increases – measured by the Consumer Price Index (CPI) recorded in March each year to take effect for subsequent start dates. Undergraduate fees are subject to a maximum regulated fee set by the government - currently £9,250 for 2022/23. The University is able to charge this fee subject to receiving approval from the Office for Students for its Access and Participation Plan for the relevant academic year.
3. **Cooling-Off Period**

### ***New Students***

At enrolment, a student is liable to pay tuition fees and the University agrees to provide educational services. New students are entitled to cancel this contract, without reason, any time up to 14 calendar days after completing online enrolment on their course of study or up to 14 calendar days after the published start of the course whichever is the latest. To exercise this right to cancel a student must inform the Student Data Management Department by completing and submitting the Enrolment Cancellation Form ('Cooling Off Request to Cancel') (Appendix 1) within 14 calendar days from the day after his/her online enrolment or within 14 calendar days from the day after the published start date of the course. If a new student cancels within 14 calendar days of online enrolment or within 14 calendar days after the published start date of the course in accordance with the above, the University will refund any monies paid by the student or his/her sponsor at enrolment except for International students where deposit refund rules apply (see point 8). 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. Please also see paragraph 8, which refers to tuition fee deposit refunds for international students.

In the event that a student does not cancel his/her enrolment within 14 calendar days after online enrolment or within 14 days of the published start date of the course then the student will be deemed to have read and accepted the Conditions of Enrolment and will be liable to pay the University full tuition fees for their course for the academic year. If a student

communicates their withdrawal to the University they may be entitled to a refund of fees paid in accordance with the refund terms outlined in paragraphs 36-41.

### ***Students continuing, transferring or resuming study***

There is no right to cancel within 14 days for continuing students re-enrolling for subsequent years of study, for students transferring to a new course or for students resuming studies after a period of suspension. If having re-enrolled online, you fail to notify the University of your intention not to continue your studies by the first day of the semester you are due to re-start your studies then you will remain liable for the full course fees.

**IMPORTANT NOTICE: Where a student elects to pay fees via a Tuition Fee Loan and then withdraws or suspends studies, if the payments received by the University do not fully cover the student's full fee liability the student will be required to pay the balance.**

4. Fees charged may comprise of the following elements:

<b>Course fees (including research supervision and writing-up fees)</b>	<b>for a year/ semester/ term and/ or for a module/ unit</b>
<b>Registration fees</b>	<b>for registration for an award</b>
<b>Examination fees</b>	<b>for external examinations</b>
<b>Other costs</b>	<b>for residential or field trips, visits, course materials, exemptions (APCL and APEL) and bench fees</b>
<b>Reassessment fees</b>	<b>where applicable</b>
<b>Other charges</b>	<b>For administrative services e.g. replacement ID card (see Appendix 2 for a full list)</b>

### **International Students including students from the European Union/European Economic Area**

5. The University is entitled to charge higher course fees to 'international students' (under the Education (Fees and Awards) (England) Regulations 2007 as amended).
6. The course fee charged will depend on whether the student is considered to be a UK/Home or overseas (international and EU/EEA) student. The assessment of the status of students for the purpose of determining whether they should pay fees at the 'international' rate rests with the Invoicing Team.

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/>.

7. Students who wish to appeal against an assessment may do so in writing to the Academic Fees and Invoicing Manager at [academicfees@bolton.ac.uk](mailto:academicfees@bolton.ac.uk).
8. **Deposits for New International Students**
  - a. Overseas (international and EU/EEA) students studying for an undergraduate or postgraduate taught programme must provide a study deposit. Normally this will be equal to the full tuition fee for the first year of study, less any scholarship amount awarded by the University of Bolton. In some

circumstances, and at their discretion, the university may accept a study deposit of £4,500. Applicants will be advised of the exact amount of deposit required in their offer documentation provided by the International Admissions Team which must be paid prior to the issuance of a CAS.

- b. Overseas (international and EU/EEA) students studying for a postgraduate research degree at the University of Bolton must provide a deposit equal to the full fees for the first year of study. Applicants will be advised of the level of deposit they must pay by the International Admissions Team.

#### **Deposit Refunds:**

- c. Should an applicant withdraw his/her application in writing prior to a CAS being issued then his/her full deposit will be refundable minus any consideration fee paid. The International Admissions Team will provide advice and guidance on the Refund Process to applicants.
- d. Once a CAS has been issued and in the case of a visa refusal, applicants will need to provide a copy of their visa refusal letter. If an applicant can demonstrate the visa refusal was not their fault, the University may consider, at its own discretion, to issue a full or partial deposit refund. In cases where the visa refusal was due to submission of fraudulent or misleading information, or missing documents a refund will not be given. Information on the Refund Process will be provided to applicants by the International Admissions Team.

#### **9. Continuing International Students**

Continuing international students will be required to pay each subsequent year's fees prior to progressing to the next level or academic year of study before they are permitted to re-enrol or continue. Invoices will be issued approximately two months prior to your next year of study and only once fees for the full year ahead have been paid will you be permitted to re-enrol or progress to your next year of study.

#### **Tuition Fee Deposits for Home Postgraduate Research Students**

10. In some circumstances, the University reserves the right to request a deposit equal to the full fees for the first year of study for Home postgraduate research students. Applicants will be advised of the level of deposit they must pay by the Research and Graduate School's Admissions Team.

#### **Liability for Payment of Course Fees**

11. All students are reminded to ensure that they have the means to pay their tuition fees and other costs associated with their course before enrolling. It is the responsibility of the student to ensure that they are eligible for funding via a tuition fee loan or other means before enrolling and accepting the University's Conditions of Enrolment.
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 Terms and 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)<sup>1</sup> or a sponsor. Any student who has not enrolled but attends a course of study will be deemed to have accepted the University's Terms and Conditions of Enrolment by way of conduct from the date on which they first attended and be liable to pay course fees and any other related fees associated with that course of study.

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<sup>1</sup> Or equivalent organisations for students living in Wales, Scotland or Northern Ireland

13. Course fees for each academic year are due on or before the commencement of the course or subsequent year of study 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 Continuing EU undergraduate and PGCE/CertEd students. **It is the responsibility of the student to apply to SFE for financial support.** Students can apply for financial assistance on-line and can access on-line forms at [www.gov.uk/student-finance](http://www.gov.uk/student-finance).

If requested the student must provide the University with a copy of their SFE financial notification letter.

**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 on the invoice.**

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

#### **Methods of Payment of Course Fees**

18. Full time UK and EU students eligible to pay home fees on undergraduate and PGCE/CertEd courses. 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 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 and EU students eligible to pay home fees on undergraduate and PGCE/CertEd courses. 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 direct 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. Full and part-time Postgraduate, Research students and all international students. Students are required to pay their fees directly to the University.
21. The University accepts the following payment methods:
  - Online Payments – follow the link below
  - <https://epayments.bolton.ac.uk/open>
  - Credit card
  - Debit card
  - Cheques – made payable to the 'University of Bolton'
  - Bank transfer
  - Cash

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.

### **Non Payment of Course Fees**

22. 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. 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 UKVI 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. The University will pursue outstanding debts via debt collection agencies and through the courts.
24. **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.**
25. **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.**

### **Withdrawal from a Course of Study**

26. Students have a right to withdraw from their course of study including in circumstances when the University makes a change to the course of study which adversely affects them. Students who withdraw are permanently terminating their registration and enrolment with the University and their contract with the University will cease. 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 without delay:
- Notify their department<sup>2</sup> of their intention to withdraw, **and**
  - Complete a University Notification of Withdrawal Form (Appendix 3) or Form R7 for research students (Appendix 4) which must be returned to the Student Centre (or in the case of research students the Research and Graduate School Office).
28. **Students will remain liable for the full year's course fee until the University has received from the student and acknowledged in writing a Notification of Withdrawal form (or Form R7 for research students). The University will not accept Notification of Withdrawal Forms that have been backdated.** Students may

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<sup>2</sup> 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

be entitled to a refund or reduction of fees paid in accordance with the terms outlined in paragraphs 36-41.

29. Whilst the University will inform SFE (via the Student Loan Company) or other sponsor of students' withdrawal, all students are responsible for informing SFE and any other sponsor of any changes in their circumstances which may affect their entitlement to student support.
30. If a University Student Route sponsored international/EU student withdraws, the University is required to promptly inform the UK Visa and Immigration (UKVI) that it has withdrawn its sponsorship of the student. UKVI sponsored students are required to return immediately to their home country.
31. The University will not consider any request for a refund or reduction of tuition fees from withdrawing International or EU students paying overseas fees.

### **Temporary Suspension**

32. 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. Students must, however, complete their course within a period of twice the normal duration of the course including any time suspended from studies. E.g. for a three year course, the course must be completed within six years including any time suspended from studies. Students who return to their course of study will be required to agree to the Conditions of Enrolment for the year in which they return which will be an update to their continuing contract with the University.
33. If University Student Route sponsored overseas (international and EU/EEA) 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 or reduction of course fees by suspended students paying overseas fees (international and EU/EEA).
34. UK and EU/EEA students eligible to pay 'Home' fees who suspend their studies during the academic year will be liable to pay the full course fees for that current year, but any such student may be entitled to a refund or reduction of fees in accordance with the terms outlined in paragraphs 36-41.

### **Refund Arrangements Following Withdrawal or Suspension of Studies**

35. **International and EU/EEA Students required to pay 'overseas' fees**  
International and EU/EEA students paying 'overseas' fees become liable for the full year's course fees on enrolment/re-enrolment and no refunds/reductions will be made to these students should they withdraw or suspend during the academic year.
36. **UK and EU/EEA students eligible to pay 'Home' fees**

UK and EU/EEA students eligible to pay 'Home' fees may be entitled to a part refund of the tuition fees paid if they are required to withdraw or suspend their studies part way through the academic year. There are different refund arrangements dependent on the course and level of study.

#### **a) Undergraduate UK/EEA 'Home' fee paying students**

Refunds/reductions for course fees are calculated in line with the Student Loan Company liability periods as set out below:

### For courses starting in Semester One (September/October) 2023

Period		
1	Autumn	1 September 2023 – 03 January 2024 Refund/reduction of 75% of full year's course fees
2	Winter	04 January 2024 – 07 April 2024 Refund/reduction of 50% of full year's course fees
3	Summer	8 April 2024– 31 August 2024 No refund/reduction applicable

### For courses starting in Semester Two (January/February) 2024

Period		
1	Winter	04 January 2024 - 07 April 2024 Refund/reduction of 75% of full year's course fees
2	Summer	08 April 2024 - 31 August 2024 Refund/reduction of 50% of full year's course fees
3	Autumn	01 September 2024 – 05 January 2025 No refund/reduction applicable

**IMPORTANT NOTICE: Where a student elects to pay fees via a Tuition Fee Loan and then withdraws or suspends studies, if the payments received by the University do not fully cover the student's full fee liability the student will be required to pay the balance.**

#### **b) Full-time and part-time Postgraduate Taught UK and EU/EEA 'Home' fee paying students**

- i) Full time – If a student withdraws or suspends within Semester One they may be entitled to a 50% refund/reduction of the course fees for the full year. If a student withdraws or suspends in Semester Two there is no refund or reduction available.
- ii) Part time – If a student withdraws or suspends within Semester One they may be entitled to a refund/reduction charged for modules in Semester Two. If a student withdraws or suspends in Semester Two there is no refund or reduction available.

#### **c) Full-time and part-time Postgraduate Research UK and EU/EEA 'Home' fee paying students – study period over 12 months**

- i) If a student withdraws or suspends studies between month 1 and 6 of the programme they may be entitled to a 50% refund/reduction of the full years' fees.
- ii) If a student withdraws or suspends studies between month 7 and 12 of the programme then no refund of fees will be offered.

#### **d) Full-time and part-time FE UK/EEA 'Home' fee paying students**

If a student withdraws or suspends within Semester One then they may be entitled to 50% refund/reduction of course fees for the full year.

If a student withdraws or suspends in Semester Two there is no refund/reduction available.

37. For students studying on courses with non-standard entry dates calculations will be applied as above with the necessary revised dates.
38. Distance learning students who have received access to study materials will be liable to pay their course 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.

#### **Course Fee Transfer**

40. 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.

**APPENDIX 1**



**ENROLMENT CANCELLATION FORM  
(Request to cancel within 14 days)**

**To :** Student Data Manager  
Student Data Management  
The University of Bolton  
Deane Road  
Bolton  
BL3 5AB

email: [sdm@bolton.ac.uk](mailto:sdm@bolton.ac.uk)

Students starting a NEW course of study only are entitled to cancel their enrolment within a period of 14 calendar days from online enrolment or within 14 days of the published start date of the course.

I hereby confirm that I am a new student and I give notice to cancel my enrolment.

Name: ..... Student Number:.....

Course/Programme:.....

Address: .....  
.....  
.....  
.....

Tel: .....

Email: .....

Signature:.....

Date: .....

## APPENDIX 2

### Other charges made to students

#### Charges for 2023/24

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 in the table below:-

Replacement ID Card (original free)	£10*
Replacement Student Lanyard	£5*
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 – <b>see notes on TWIMC application form.</b>	£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:

<https://www.bolton.ac.uk/student-hub/>

**APPENDIX 3**

# Notification of Withdrawal Form



This form should be used by students and academic departments to notify withdrawal from a course.

For confirmation of the process please visit <https://www.bolton.ac.uk/student-policy-zone/>

<b>Student No</b>	<b>Student Name</b>
<b>Course Code</b>	<b>Course Name</b>
<b>Academic Year</b>	

<b>Accept Regs date</b>	
<b>Cooling Off Date</b>	
<b>Status</b>	
<b>Last Date of Attendance</b>	
<b>End Date</b>	
<b>Form Printed</b>	

Code	Reason for withdrawal

Other reason - please specify.....

**Withdrawal is to be notified to Academic Support Services within 5 working days of becoming known.**

	Signature	Date
<b>Student</b>		
<b>Personal Tutor</b>		
<b>AGC (Retention)</b>		
<b>Administrator</b>		

The student must make any request for a refund/reduction of fees in writing to Student Data Management.

Please refer to the University Course Fees policies at [www.bolton.ac.uk/students](http://www.bolton.ac.uk/students) under Policies and Procedures.

This form should be returned to Academic Support Services, S1 - Academic Office.

**For file use only:** Date received: \_\_\_\_\_ SWD: \_\_\_\_\_ Load: \_\_\_\_\_

Awards: \_\_\_\_\_ LEA/SLC: \_\_\_\_\_ Fees: \_\_\_\_\_

## APPENDIX 4

### Form R7

*(This form should be typewritten and completed by the Director of Studies)*

#### Notification of Withdrawal of Registration

Submitted by  
Position

#### 1. The Candidate

Name:

Title of research programme:

#### 2. Registration

Registered for:                      \*MPhil  
   \*MPhil/PhD                      with effect from:  
   \*PhD

Mode of study (*full-time or part-time*):

#### 3. Reasons for Withdrawal of Registration (*Please tick as appropriate*)

- |     |                                       |                          |
|-----|---------------------------------------|--------------------------|
| (a) | Academically unsatisfactory           | <input type="checkbox"/> |
| (b) | Transferred to another institution    | <input type="checkbox"/> |
| (c) | Medical problems                      | <input type="checkbox"/> |
| (d) | Financial reasons                     | <input type="checkbox"/> |
| (e) | Change of employment                  | <input type="checkbox"/> |
| (f) | Domestic difficulties                 | <input type="checkbox"/> |
| (g) | Pressure of other commitments         | <input type="checkbox"/> |
| (h) | Other ( <i>Please specify below</i> ) | <input type="checkbox"/> |

Signature of Candidate \_\_\_\_\_ Date

Signature of Director of Studies \_\_\_\_\_ Date

Name

*\*delete as appropriate*

For Administrative Purposes: <b>Policy Title:</b> Course Fees Policy 2023/24	
Policy Ref	
Version Number	V8
Version Date	December 2023
Name of Developer/Reviewer	Director of Division of Marketing, Recruitment & Admissions
Policy Owner (School/Centre/Unit)	
Person responsible for implementation (postholder)	
Approving Committee/Board	Executive Board
Date approved	TBA
Effective from	1 August 2023
Dissemination method (e.g. website)	Website, Offer Letter, Enrolment Invite
Review Frequency	Annually
Reviewing Committee	AVC (Resources), Director of Marketing, Recruitment & Admissions, Provost, Assistant Registrar, Invoicing Manager
Consultation History (individuals/groups consulted with dates)	AVC (Resources), Director of Marketing, Recruitment & Admissions, Provost, Assistant Registrar, Invoicing Manager
Document History (e.g. rationale for and dates of previous amendments)	