



Course Fees Policy

For New and Continuing Students

2018/19

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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 3 –Other charges made to students.

New students should be aware that if you do not cancel your contract with the University within 14 days of online enrolment as outlined in paragraph 5 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 2018/19/

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 days after first enrolling on their course of study. 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 days from the date of his/her online enrolment or the date they first attended classes, whichever is soonest. If a new student cancels within 14 days of online 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. Please also see paragraph 10 which refers to tuition fee deposit refunds for international students.

In the event that a student does not cancel his/her enrolment within 14 days after enrolment 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 37-42.

Students continuing, transferring or resuming study

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.

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.

4. Fees charged may comprise the following elements:

Course 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 or 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 3 for a full list)

Non-EU (International) Students

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/EU or Non EU overseas (international) 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 Student Data Management Department at academic_fees@bolton.ac.uk
8. **Deposit:** Non-EU Overseas (international) students studying for an undergraduate or postgraduate taught course 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. In some circumstances, the University reserves the right to request a deposit equal to the full fees for the first year of study.

Non-EU Overseas (international) 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.

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).
2. **Once a CAS has been issued and in the case of a visa refusal, the University will not normally issue a refund of the deposit paid. In cases where the applicant can demonstrate the visa refusal was not their fault, the University may consider, at its own discretion, to issue a deposit refund less 10% administrative fee upon completion of a refund form (Appendix 2). In cases where the visa refusal was due to submission of fraudulent or misleading information a refund will not be given.**

9. Home/EU FE students

Advanced Learner Loans will be available for students aged 19 or older on the first day of their course. Students aged 19-23 may be eligible for full tuition fee remission if the course is their first full Level 3.– please check:

<https://www.bolton.ac.uk/student-services/student-finance/access-course-funding/> for the latest information.

Liability for Payment of Course Fees

10. 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.
11. 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)¹ 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 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.
12. 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.
13. 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.
14. 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 apply for financial assistance on-line and can access on-line forms at www.gov.uk/student-finance

If the student does not provide the University with a copy of the SFE financial notification letter, the student will be invoiced for the full course fees due for payment.

¹ Or equivalent organisations for students living in Wales, Scotland or Northern Ireland

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.

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

17. 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 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.
18. Part-time UK/EU undergraduate and PGCE/CertEd students (new students) 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.
19. Part-time UK/EU undergraduate and PGCE/CertEd students (continuing students who commenced their course of study before September 2012). Continuing eligible part-time students may apply to SFE for a tuition fee grant towards tuition fees. 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.
20. Full and part-time Postgraduate, Research students. Students are required to pay their fees directly to the University.
21. Full and part-time Postgraduate, Research and all International students. Students are required to pay their fees directly to the University.
22. 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

23. 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.
24. The University will pursue outstanding debts via debt collection agencies and through the courts.
25. **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.**
26. **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

27. 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.
28. Any Student who wishes to withdraw from the University must without delay:
- Notify their department² of their intention to withdraw, and
 - Complete a University Notification of Withdrawal Form (Appendix 4) or Form R7 for research students (Appendix 5) which must be returned to the Student Centre (or in the case of research students the Research and Graduate School Office).
29. **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 be entitled to a refund or reduction of fees paid in accordance with the terms outlined in paragraphs 37-42.
30. 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.
31. If a University-sponsored non-EU overseas (international) student withdraws, the University is required to promptly inform the UK Visa and Immigration (UKVI) that it has

² 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

withdrawn its sponsorship of the student. Sponsored Tier 4 students are required to return immediately to their home country.

32. The University will not consider any request for a refund or reduction of tuition fees from withdrawing non-EU (international) students.

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. 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.
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 or reduction 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 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 37-42.

Refund Arrangements Following Withdrawal or Suspension of Studies

36. Students who withdraw or suspend their studies part way through the academic year may be entitled to a part refund of the tuition fees paid. There are different refund arrangements dependent on the course and level of study.

a) UK/EU Undergraduate 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) 2018

Period		
1	Autumn	1 September 2018 – 06 January 2019 Refund/reduction of 75% of full year's course fees
2	Winter	07 January 2019 – 28 April 2019 Refund/reduction of 50% of full year's course fees
3	Summer	29 April 2019 – 31 August 2019 No refund/reduction applicable

For courses starting in Semester Two (January/February) 2018

Period

1	Winter	07 January 2019 – 28 April 2019 Refund/reduction of 75% of full year's course fees
2	Summer	29 April 2019– 31 August 2019 Refund/reduction of 50% of full year's course fees
3	Autumn	01 September 2019 - 06 January 2020 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 and Part-Time UK/EU Postgraduate Taught 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 – Students are charged for all modules recorded in the semester in which they withdraw or suspend.

c) Full time and Part time UK/EU PGR 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 and Part-Time UK/EU FE 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 not refund/reduction available.

IMPORTANT NOTICE: Where a student elects to pay fees via an Advanced Learner Loan and then withdraws or suspends studies his/her loan payments to the University will cease. 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.

- 37. For students studying on courses with non-standard entry dates calculations will be applied as above with the necessary revised dates.
- 38. Non-EU overseas (International) students become liable for the full year's course fees on enrolment/re-enrolment. No refunds/reductions will be made to Non-EU overseas (International) students who withdraw or suspend during the academic year.
- 39. Distance learning students who have received access to study materials will be liable to pay their course fees in full.
- 40. 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

41. 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

Students starting a NEW course of study only are entitled to cancel their enrolment within a period of 14 days from online enrolment.

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:



APPLICATION FOR RETURNING A DEPOSIT FOR AN INTERNATIONAL STUDENT

Please note the conditions of our course fees policy as stated below:

- 8. **Deposit:** Non-EU Overseas (international) students studying for an undergraduate or postgraduate taught course 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. In some circumstances, the University reserves the right to request a deposit equal to the full fees for the first year of study.

Non-EU Overseas (international) 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.

Deposit Refunds:

- 3. 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).
- 4. **Once a CAS has been issued and in the case of a visa refusal, the University will not normally issue a refund of the deposit paid. In cases where the applicant can demonstrate the visa refusal was not their fault, the University may consider, at its own discretion, to issue a deposit refund less 10% administrative fee upon completion of a refund form (Appendix 2). In cases where the visa refusal was due to submission of fraudulent or misleading information a refund will not be given.**

Please detail below the reason for the refund:

.....

.....

.....

.....

Was the applicant application for a Visa refused?

Please include a photocopy/scan of the original visa refusal notice (please tick box).....

Please state reasons why you feel the visa refusal was not at fault (continue on separate sheet if necessary):

.....

.....
.....
.....

A: Student details

Student Number:

1: Name:.....

2: Correspondence Address (NOT a Post Office Number):

.....
.....

3. Programme of study:.....

4: Passport Number:.....

5: Date of Birth:

B: Concerning the person who originally paid the deposit:

1.Name:.....
(include name if the deposit was paid by the student concerned)

2: Correspondence Address (NOT a Post Office Number):
(ignore if the deposit was paid by the student concerned)

.....
.....

Please note that the most effective method of re-payment is by electronic bank transfer, sometimes referred to as a wire transfer. Please provide the following information so that the funds can be transferred correctly and within a reasonable time scale:

Due to money laundering laws the money cannot be returned to any bank other than the one the money was originally transferred from.

3: Full name and address of the bank the money was transferred from:

.....
.....

4: The bank account number:.....

5: The Swift code of the bank:

6: The IBAN number of the bank account:

7. A contact telephone number:
(ie of the person who had paid the deposit)

Please ensure that the correspondence address provided is the same as that held by the bank for the bank account concerned.

Signed:.....

Date:.....
.....

For Office Use Only:

Signed:.....

Date received:.....

The University of Bolton, Deane Road, Bolton, BL3 5AB, UK. Tel: 01204 900600. Fax: 01204 399074. Email: admissions@bolton.ac.uk

APPENDIX 3

Other charges made to students

Charges for 2018/19

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*
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:

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

APPENDIX 4

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 click [here](#)

Student No	Student Name
Course Code	Course Name
Academic Year	

Accept Regs date	
Cooling Off Date	
Status	
Last Date of Attendance	
End Date	
Form Printed	

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
Student		
Personal Tutor		
AGC (Retention)		
Administrator		

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 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 5

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: Policy Title: Course Fees Policy 2018/19	
Policy Ref	
Version Number	V3
Version Date	July 2018
Name of Developer/Reviewer	Director of Student Recruitment and Admissions
Policy Owner (School/Centre/Unit)	Student Recruitment and Admissions
Person responsible for implementation (postholder)	
Approving Committee/Board	Executive Group
Date approved	6 July 2018
Effective from	1 August 2018
Dissemination method (e.g. website)	Website, Offer Letter, Enrolment Invite
Review Frequency	Annually
Reviewing Committee	University Registrar, AVC (Resources), Director of Student Recruitment and Admissions, , Head of Quality Systems, Contracts and Compliance Officer, Invoicing Manager, Student Finance Advisor
Consultation History (individuals/groups consulted with dates)	
Document History (e.g. rationale for and dates of previous amendments)	Updated to take account of in-year changes during 2017/18