

Terms and Conditions relating to Additional Costs for Undergraduate Courses – Entry 2020/21

'No Hidden Extras' Guarantee

The University of Bolton has a 'No Hidden Extras' Guarantee. This means that we will not charge you any additional fees or ask you to pay any additional costs that are mandatory for the completion of your course in accordance with these terms and conditions. Any optional costs are provided within the course information on the website for you to consider as part of your overall budgeting.

We will cover the cost of the following:

- Technical or laboratory materials required to complete your course e.g. for Art & Design or Creative Technologies courses
- All mandatory site visits or field trips
- Any required safety equipment e.g. lab coats, goggles
- Any specific uniform or clothing required by the course
- Printing for academic studies – an allowance of £20 per academic year (equivalent to printing 500 black and white A4 sheets)

Eligibility

1. These terms and conditions apply to all students commencing course of study from September 2016 or later and paying the full fees as detailed on the University website and in the Course Fees Policy 2019/20.
2. Students commencing their studies prior to September 2016/17 are not eligible.
3. Students studying Continuing Professional Development qualifications are not eligible.
4. Students studying a courses at an off-campus location are not eligible.
5. Students who are Fee Exempt, such as incoming Erasmus students are not eligible.
6. Direct entry students commencing an undergraduate degree in 2018/19 are eligible.
7. Students studying an integrated Masters e.g. MEng are eligible for the full duration of their course including the Masters element.
8. Students studying a postgraduate course are eligible.
9. Part-time students commencing an undergraduate degree from September 2018/19 and paying full fees (pro-rata) are eligible.

Terms

1. Mandatory costs are defined as essential items that must be incurred in order for students to meet the learning outcomes of the module/course.
2. All items provided to students under the No Hidden Extras Guarantee will be provided directly by the University. Students are not entitled to any cash alternative.
3. Optional costs associated with each course and not covered under this guarantee are detailed under the 'Fees' information published on the University website for each course.
4. Under the guarantee we will cover the cost of all basic items required to complete your course. This does not include the cost of optional purchases which are not a requirement for your course or for replacing items during the course.

Items covered by the 'No Hidden Extras Guarantee'

1. Photocopying and printing charges for academic studies only and up to the value of £20 per academic year (equivalent to 500 black and white A4 sheets. £20 is allocated to each student and must be used within the given academic year – you cannot carry over your allocation to subsequent years.
2. Site visits, field trips, residential field trips considered to be mandatory for the completion of your course. This is defined as a trip which without undertaking the student would not be able to meet the learning objectives of the module or complete the assessment in that module. The University will cover travel, accommodation and insurance costs which are organised by the University itself. Students will not be reimbursed should they decide to make their own arrangements and pay themselves.
3. Hard hats, hi-vis vests, safety boots, safety goggles, lab coats or other safety equipment.
4. Drawing, painting, sculpting and modelling materials deemed to be of a necessary standard mandatory for the completion of the course. The cost of premium materials will not be covered.
5. Any software necessary for the completion of your course will be provided on University equipment made available to you.
6. Unless otherwise stated on the course information on our website, uniform required by the course will be provided by the University. We will provide you with your first set of items but will not cover the cost of replacements. We will not cover the cost of suitable footwear e.g. for clinical practice or placements.
7. Specialist field equipment required as part of your studies will be made available to you as necessary.
8. Reasonable costs associated with your major project, dissertation or other research activity. The nature and extent of these costs will depend on the project you choose to develop and must be discussed and agreed with your personal tutor, programme leader or director of studies in advance. Any additional costs for this activity must be paid by you.

Items not considered mandatory for the completion of your course and not covered by the 'No Hidden Extras' Guarantee

1. Satisfactory completion of a DBS (Disclosure and Barring Service) is a requirement for entry and continuation on some courses. The cost of this is £44.
2. Accommodation and living costs while studying at the University.
3. Travel to and from the University campus to undertake your studies.
4. Travel costs associated with attending a placement which is part of your course.
5. Additional printing costs over and above the allowance provided by the University of £20 per annum.
6. Purchasing of recommended texts and suggested reading material. All recommended texts are available to loan in the library.
7. Meals and subsistence or any specialist clothing or equipment necessary for site visits, field trips or residential field trips
8. Communications costs (such as mobile phone or data costs) while on any trip.
9. Costs of any external or professional examinations.
10. Storage devices such as memory sticks, DVDs and CDs unless specified as a mandatory requirement of your course.
11. Fees or subscriptions for membership of professional bodies.
12. Cost of premium art materials over and above the standard deemed necessary to complete the course.

13. Cost of your own camera, auxillary equipment or video recording or editing equipment.
14. Binding of assessment work or thesis
15. Suitable footwear e.g clinical practice or placements, dance footwear
16. IT equipment and software for private use.

Please direct any enquiries regarding mandatory or optional additional costs to your programme leader or personal tutor.

<u>For Administrative Purposes:</u>	
Document Title: Terms and Conditions relating to additional costs for UG students	
Version Number	1
Version Date	June 2019
Name of Developer/Reviewer	Director of Student Recruitment and Admissions
Policy Owner (School/Centre/Unit)	Student Recruitment and Admissions
Person responsible for implementation (postholder)	Deputy Vice Chancellor and Academic Schools
Effective from	1 August 2019
Dissemination method (e.g. website)	www.bolton.ac.uk/fees
Review Frequency	As required
Reviewing Committee	CMA Task Group
Consultation History (individuals/groups consulted with dates)	
Document History (e.g. rationale for and dates of previous amendments)	New in 2016