

Tuition Fee Policy 2009-10

1 Introduction

- 1.1 The University's tuition fees for programmes of study are contained in the tuition fee schedule and can be viewed on the University's website at www.chiuni.ac.uk.
- 1.2 The Department for Innovation, Universities and Skills (DIUS) sets the maximum fee chargeable for full-time home and EU students. Tuition fees for full-time Channel Island and Isle of Man students are set by each of the three island authorities. All other tuition fees are set by the University.
- 1.3 Students retain the ultimate liability for payment of their fees, whether invoiced or not, including where a sponsor has agreed to pay the fee, in the event of the sponsor defaulting.
- 1.4 The University reserves the right to exclude any students who do not pay their fees, or make satisfactory arrangements to pay during the course of their studies. Students in debt to the University are not permitted to re-register for the following academic year until all debts have been paid in full.
- 1.5 The University reserves the right to claim any late payment charges, interest, legal or other debt collection costs from students who fail to pay in accordance with any agreements made with the University.
- 1.6 Home and EU students undertaking undergraduate or Post Graduate Certificate in Education (PGCE) programmes may be eligible to a tuition fee loan. For further information on tuition fee loans please visit the student finance England website at www.direct.gov.uk and click on the link to student loans.

2 Deposits

- 2.1 All overseas students are required to pay a deposit of £1,000 to secure their place on a course.
- 2.2 Deposit refunds will only be made where a prospective student can provide documentary evidence that their visa application has been declined.

3 Payments

- 3.1 Tuition fees are due for payment on or before the start of each academic year, or at the start of each registration period for non-standard start dates.

- 3.2 Self financing students have the option to pay fees by instalment as detailed below:

For courses commencing in September and running over a full academic year

Instalment One: 1st October

Instalment Two: 1st February

- 3.3 Instalment agreements can be downloaded from the University's website or can be obtained by contacting the cash office on the Bishop Otter Campus.
- 3.4 Students who have applied for Student Loan Company (SLC) for a tuition fee loan to meet the cost of their tuition fees will receive written confirmation of their entitlement from the SLC. Students may be required to provide evidence of this funding during the registration process.

- 3.5 Students in receipt of funding, either in full or part, from a third party sponsor, such as a commercial or charitable organisation, must complete an official University sponsorship form either prior to, or at registration in each academic year. The University will then invoice the sponsor directly. The sponsorship form can be downloaded from the University's website.
- 3.6 Parents, family members or friends are not classed as sponsors.
- 3.7 Where a sponsor fails to pay the student is liable for outstanding amounts (See 1.3)

4 Non- Payment of Tuition Fees

- 4.1 Students who fail to pay their tuition and other academic related fees will have access to University facilities suspended until full payment of the outstanding debt is received, or satisfactory arrangements to clear the debt have been agreed by the Head of Finance and Management Information.
- 4.2 Where fees remain outstanding the University reserves the right to engage a third party, such as a debt collection agency, to collect these fees.
- 4.3 Failure to pay University fees will normally result in exclusion from the University.
- 4.4 Students who remain in debt to the University will not be permitted to attend a graduation ceremony, or receive their award certificate, until all debts to the University have been paid.

5 Withdrawal or Intermission from the University, Refunds and Writing up fees

- 5.1 Prior to any consideration for a refund, all necessary withdrawal or intermission procedures must have been completed by the student and the details recorded in the student records system (SITS).
- 5.2 Full time students who withdraw or intermit from a course during the year will be liable to pay fees on a pro-rata basis equivalent to the number of weeks in attendance until formal withdrawal/intermission took place. For the purpose of calculation 30 weeks will be assumed to represent an academic year.
- 5.3 SLC regulations state that only those full time students in attendance on 1st December are eligible to a tuition fee loan. Students should therefore be aware that should they withdraw/ intermit before this date they will be personally liable for the tuition fee.
- 5.4 Where a student has taken a tuition fee loan and their date of withdrawal/ Intermission results in the University receiving an overpayment from SLC we will return funds to the SLC who should then adjust the students liability accordingly.
- 5.5 Part time students who withdraw or intermit from their course during the year will be liable to pay the full module fee for each module commenced in the academic year if they attend more than two sessions.
- 5.6 A 'writing up' fee will be levied where a postgraduate taught student has carried out the required minimum period of registration and has met all requirements for taught elements of the programme, with the exception of submission of the dissertation. In these circumstances the student will be considered to be no longer using the Faculty specialist facilities e.g. laboratories although can continue to make use of the University's general facilities including IT and the Learning Resources Centre, and have access to their Supervisor. The writing up fee will be charged from the academic year following the initial dissertation phase invoice and will be charged annually thereafter in accordance with the University's Academic Regulations.

6 Discounts

Early Payments Discount

- 6.1 Students who pay the personal element of the annual fee prior to the start of the academic year will be entitled to a 5 per cent discount.

Alumni Discount

- 6.2 Students undertaking a first postgraduate course (excluding PGCE) within 5 years of completing their undergraduate programme at the University will be entitled to a 10 per cent reduction in fees for each year of study.

Accreditation of Prior Experiential Learning (APEL)

- 6.3 Full time students (who are receiving full University module credit, a University of Chichester award and full access to University facilities) will be charged the annual full- time fee unless study is restricted to one semester, in which case 50 per cent of the full-time annual fee will be charged.

Approved by Governors' Strategy & Resources Committee
May 2009