

Student Fees Policy: 2011-12 Academic Year

1. Introduction

- 1.1 The University of the West of England is committed to a fair and transparent policy in respect of charges made to students.
- 1.2 The University of the West of England reviews its fees and its fees policy annually. Tuition fees are liable to change year on year and will be available on the university website at: <http://www.uwe.ac.uk/students/feesandfunding>
- 1.3 Tuition Fee levels may differ from programme to programme. Fee levels will normally reflect the nature of the resources required to deliver the programme.
- 1.4 Tuition Fee charges are based on a student's fee status and whether the student already has a Higher Education Qualification. See sections 5 and 6 for further information.
- 1.5 The upper limit an institution may charge an undergraduate full-time Home/EU students for their tuition fees is currently set by the Government. This limit applies only to students who do not hold an HE qualification that is equivalent to or higher than the qualification they intend to study. Fees for undergraduate full-time Offshore students are set by UniversitiesUK. All other fees are set by the University.
- 1.6 Students retain ultimate responsibility for the payment of their fees, even where they have a sponsorship agreement. The only exception is for students on programmes which have been directly commissioned by a third party (eg some nursing programmes).
- 1.7 Some students are required to pay a deposit. See section 3 for further information.
- 1.8 Fees can be paid by cheque, credit / debit card (See Section 4), bank transfer, or sterling bankers draft. Instalment payments can be made by direct debit only (See Section 2 Payment by Instalment).

Fees may be paid online, by post, telephone or in person. Cheques should be made payable to 'UWE, Bristol' and should clearly state the student's name, reference number and programme of study. Fees can be paid by cash but only if no other method of payment is available. **Cash must not be sent by post.**

- 1.9 Eligible students may pay fees as part of the online registration process via MyUWE. Further information relating to online registration is available at: <http://info.uwe.ac.uk/myuwe/guidance/registration/eligibility.asp>
- 1.10 If arrangements to pay tuition fees are not made by the student at the point of registration, the University will subsequently make every effort to remind students that fees are due by e-mail. However these are reminders only and students are contractually responsible for paying fees on time whether e-mails are received or not. If a student fails to make arrangements to pay fees they will ultimately be withdrawn from their programme of study. See section 12 for further information.
- 1.11 Defaults on payment are treated seriously and will lead to the appropriate sanctions being taken against the student. See section 12 for further information.
- 1.12 UK/EU students on a designated full-time undergraduate programme may be eligible for a tuition fee loan from Student Finance in accordance with published guidelines. Students may also choose to make a full or partial contribution to their fees. Students are responsible for entering the correct course and fee information when applying for support. Applications for support must be made in a timely manner. Where appropriate students should ensure that they submit their Notification of Entitlement letter at registration.
- 1.13 Students waiting for, not eligible for, or not applying for support from funding bodies such as Student Finance England are required to make arrangements for the payment of their fees to complete their registration. See Section 2 for information about paying by instalments.
- 1.14 The information within this policy may vary for students studying at Hartpury College. Hartpury College students may pay by cheque, bank transfer or draft, credit or debit card. Further details can be found in the Hartpury College joining instructions or by telephoning the Hartpury Finance Department (01452 702185)

2. Payment by Instalment

- 2.1** In order to pay by instalment, a student must have a UK bank account capable of processing direct debits (usually a current account, not a deposit account)
- 2.2** Students liable for tuition fees in excess of £100 may choose to pay their fees in instalments. The instalment options are:
- 3 termly instalments (available only to students commencing that year of study between 1st August and mid October),
 - 3 consecutive monthly instalments (each due on the first day of each month),
 - 6 consecutive monthly instalments (each due on the first day of each month)

The three termly payment dates for 2011/12 are:

- 01 November 2011
- 19 January 2012
- 03 May 2012

Monthly direct debits will normally start on 1st November for programmes commencing in the autumn term.

- 2.3** As noted in section 1.13: students waiting for support from Student Finance are required to make arrangements for the payment of their fees to complete their registration. Students in this position only may arrange a 6 monthly direct debit with a delayed start date of 2nd January 2012. This will allow Student Finance time to process applications. Students must complete a specific direct debit mandate selecting this option to delay the fee instalments. This delayed start date is offered at the discretion of the University and students may be required to provide evidence that they have applied for funding from Student Finance.
- 2.4** If a deposit is required, payment by instalment is available on the remaining balance after the deposit.
- 2.5** Returning international students are required to pay one third of their tuition fee liability at or before registration by cheque, bankers draft or credit/debit card. The balance can be paid by instalment.
- 2.6** In the event of a failed or stopped direct debit, an administrative fee of £50 will be charged. In addition, the availability of payment by instalment will cease and all outstanding fees will be due immediately. Your bank may also charge a fee in the event of a failed direct debit. If a student knows in advance that a direct debit instalment will fail, it is essential that they contact the Finance Office immediately in person (Finance Office room 2D23, Frenchay Campus), by telephone 0117 3282228, or e-mail cash.office@uwe.ac.uk. See also Section 12: Non-Payment of Fees
- 2.7** Students will receive written confirmation from the University of the direct debit instalment dates at least ten days before the first payment is due. Reminders for individual instalments will not be sent.
- 2.8** On an exceptional basis, where extenuating circumstances have been demonstrated, Finance may approve an individual payment plan with a student. If the terms of an exceptional payment plan are not met, the payment plan ceases and any outstanding balance of fees is due immediately. Students should discuss any requests for non-standard payment of fees with a student advisor who can submit the relevant information to Shaila Shastry, Group Financial Accountant. Students in exceptional financial difficulty may also contact Student Advice and Welfare Services for advice.

3. Deposits

- 3.1** All Bristol Institute of Legal Practice (BILP) students are required to pay a non-refundable deposit on acceptance of their offer. For further information on Bristol Institute of Legal Practice deposits, please contact the department: bilpinfo@uwe.c.uk
- 3.2** All new international students are required to pay a deposit of £3,000 (except in the cases noted in section 3.3). A Confirmation of Acceptance of Studies (CAS) statement will be issued on receipt of this deposit to enable students to apply for a visa.

This deposit will be non-refundable except in certain circumstances. For full details see the Refund Policy for International Deposits: <http://www.uwe.ac.uk/students/feesandfunding/payingyourfees/internationalstudentpayment/depositrefundpolicy>

Returning international students are required to pay one third of their tuition fee liability prior to or at registration.

- 3.3** International applicants in the following categories of students are NOT required to pay the £3,000 deposit (other payments may be required in advance eg accommodation):
- Pre-sessional English Course Term 1,2,3 and 4 (please note that this programme does not attract a loyalty scholarship). Applicants will have to pay for at least one term in order to register on the course.
 - Government sponsored students Applicants sponsored for full tuition fees by UWE
 - Applicants sponsored by another Educational institution
 - Students sponsored by an International Scholarship Agency eg Chevening Scholarship
 - Students in receipt of US Federal loans of any other Government Financial Aid which is certified by UWE and received by UWE
 - Applicants to programmes offered at Hartpury College, where a different deposit scheme exists.
- 3.4** The balance of the fees will become due at registration (see Section 2 for information about paying in instalments). International students may be entitled to scholarships/discounts, see section 9 for details.

4. Payments by Debit/Credit Card

- 4.1** No transaction charge will be levied for debit/credit card payment of fees
- 4.2** Eligible students can pay by debit / credit card as part of the online registration process. Students not eligible to register fully online may still pay online by debit / credit card by going to <https://www.ecommercegateway.co.uk/uwe>.


5. Determining Tuition Fee Status

- 5.1** Tuition fees and the financial support available is based on whether a student is classed as a UK student, European Union (EU) student, Offshore student or International student. For more information see <http://www.uwe.ac.uk/students/feesandfunding/tuitionfees/determiningyourfeestatus>

6. Equivalent or Lower Qualification (ELQ) Students

- 6.1** Due to changes in Government policy, higher education institutions in England will not receive government funding for teaching UK and EU undergraduate students who are studying for an equivalent or lower qualification than they have already gained (regardless of the awarding institution). Students who fall into this category will be charged a higher fee. Exemptions to this policy exist and further details can be found at <http://www.uwe.ac.uk/students/feesandfunding/tuitionfees/undergraduatefeeshomeeu/changesforqualifiedstudents>

7. Charge for Resits

- 7.1** There is a charge of £50 per module for re-sitting failed assessments. The charge must be paid, via myUWE, *before a student can register for the next academic year or, in the case of a final year student, before they can graduate.*
- 7.2** The charge will not be levied if a claim for Extenuating Circumstances against the module has been accepted by a University Examining Board.
- 7.3** Different arrangements may apply for UWE programmes at one of our Partner institutions. Students should seek advice from the Programme Director at the home institution for further details.
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8. Bursaries

- 8.1** The statutory minimum bursary available for students in receipt of a full Higher Education Maintenance Grant or Special Support Grant is **£338**. The University offers a bursary above the minimum level required.
- 8.2** The UWE Bursary scheme aims to assist students with course related costs. For 2011/12 the bursary available to new students is:

Criteria	2011/12 UWE Bursary
Students who enter UWE on the basis of a QAA recognised Access to HE Certificate OR*	£1,000
Students with an annual household income of £25,000 or less	£1,000

* Students are eligible for either the income assessed bursary or the access bursary

- 8.3** The income assessed bursary will be provided to students who meet the above criteria plus the following criteria:
- Are classified as a UK student and in receipt of income assessed support from Student Finance
 - Have provided consent for Student Finance to share information with the University
 - Are liable for tuition fees of £3,375
 - Are in a full time mode of attendance (studying 90 credits or more)
- 8.4** The Access bursary will be provided to students who meet the following criteria:
- Are liable for tuition fees of £3,375
 - Have a QAA recognised Access Certificate which is the highest qualification on entry and/or is being used to meet the specific entry requirements for the programme of study
 - Are classified as a UK student
 - Are in a full time mode of attendance (studying 90 credits or more)
- 8.5** Permanent or temporary withdrawal from a programme of study will affect bursary entitlement, as illustrated in the table below:

Bursary entitlement in the event of withdrawal

Official Course Start Date	Withdrawal date/s	Bursary Entitlement
September 2010	On/Before 31st October 2011	No Entitlement
	After 31st October 2010 but before the start of Term 2	1/3 of Entitlement
	After the start of Term 2 but before the start of Term 3	2/3 of Entitlement
	After the start of Term 3	Full Entitlement
January 2011	On/Before 28th February 2012	No Entitlement
	After 28th February 2011 but before the start of Term 2	1/3 of Entitlement
	After the start of Term 2 but before the start of Term 3	2/3 of Entitlement
	After the start of Term 3	Full Entitlement
April 2011	On/Before 31st May 2012	No Entitlement
	After 31st May 2011 but before the start of Term 2	1/3 of Entitlement
	After the start of Term 2 but before the start of Term 3	2/3 of Entitlement
	After the start of Term 3	Full Entitlement

- 8.6 The level of bursary available and the criteria used for continuing students may differ to that shown in 8.2. Further information can be found at: <http://www.uwe.ac.uk/students/feesandfunding/fundingandscholarships/uwebursary>
- 8.7 In addition to the UWE Bursary, UWE offers a care leaver bursary of £1000 per year to full time undergraduate UK students who have been in care for 3 months or more since the age of 14 and who are under 25 when they commence full time studies at UWE.
- 8.8 Additional guidance for students can be found at:
<http://www.uwe.ac.uk/students/feesandfunding/fundingandscholarships/uwebursary>

9. Scholarships and Discounts

- 9.1 Various scholarships and discounts are available to international students. Full details of these can be found at: <http://www.uwe.ac.uk/students/feesandfunding/fundingandscholarships/internationalstudentfunding/uwescholarshipprogramme>
- 9.2 Various scholarships and discounts are available to UK and EU post graduate students. Full details of these can be found at: <http://www.uwe.ac.uk/students/feesandfunding/fundingandscholarships/postgraduatefunding>
- 9.3 The following fee reductions are available for Undergraduate students taking additional modules:
- UK and EU full-time and sandwich students who are paying the full tuition fee will be charged 25% of the standard 'home' module fee for all additional modules taken above the standard 120 credits. This concession applies only to modules which are valid for the award for which the student is registered and for a maximum of 30 credits (modules cannot be subdivided for this purpose) per academic session, for additional modules taken above the standard 120 credits.

International and offshore full-time and sandwich students who are liable for the full tuition fee will be charged 25% of the standard 'home' module fee, for a maximum of 30 credits (modules cannot be subdivided for this purpose) per academic session, for additional modules taken above the standard 120 credits.

10 Accreditation of Experiential Learning (AEL)

- 10.1 The assessment of experiential learning against the learning outcomes of specified modules is charged at the appropriate module fee or pro-rata for parts of non-modular programmes. These fees do not cover events such as workshops or portfolio presentations which may be charged additionally. There is no charge for the recognition of credit awarded or learning assessed (Accredited Learning) by another UK higher education institution, nor for the transfer of UWE credit between programmes within the University.

11 Withdrawal

- 11.1 Students wishing to temporarily suspend or withdraw from their studies before completion must inform the University in writing (unless they have been withdrawn by an Award Board for reasons of academic failure). Only once this official notification has been received will the withdrawal be processed and University records amended. The official withdrawal date will be recorded as **the date the University receives the notification of withdrawal** (or the date on which the Award Board reached its decision).
- 11.2 Where a student wishes to withdraw from their programme part way through the academic year for whatever reason, subject to a student observing the procedure for withdrawal, the University will adjust the liability for tuition fees, or refund tuition fees already paid in accordance with the table in section 11.5.

Please note that any request for a refund or reduced liability of tuition fees will be calculated on the terms set out in table (below) and from the official withdrawal date.

- 11.3 To avoid disputes on withdrawal dates, it is recommended that a student submits written notification of withdrawal in person to their department following a discussion with a student advisor. It is essential that students obtain written confirmation of their date of withdrawal from their department when submitting this notification. If the notification is being sent by post it is essential that the student keeps proof of postage and a copy of the letter sent.

- 11.4** Students who elect to pay their fees by a tuition fee loan and then withdraw on/before 1st Dec 2011 must pay their reduced fee liability direct to the University of the West of England by cheque, cash, credit or debit card, as the loan from Student Finance under their terms and conditions becomes null and void.
- 11.5** The following fee liability applies to students undertaking study (full-time or part-time) lasting for one or more academic years where fees are charge by academic year or by module (year long modules):

Withdrawal, Liability and refund cut off dates (or days)

Official Course Start Date	Withdrawal date/s for refund or reduced liability (if any)	Fee Liability
September 2011	On/Before 31st October 2011 After 31st October 2011 but before the start of Term 2 After the start of Term 2 but before the start of Term 3 After the start of Term 3	No fee liability 1/3 of full fees 2/3 of full fees Full fees
October 2011	On/Before 30th November 2011 After 30th November 2011 but before the start of Term 2 After the start of Term 2 but before the start of Term 3 After the start of Term 3	No fee liability 1/3 of full fees 2/3 of full fees Full fees
January 2012	On/Before 28th February 2012 After 28th February 2012 but before the start of Term 2 After the start of Term 2 but before the start of Term 3 After the start of Term 3	No fee liability 1/3 of full fees 2/3 of full fees Full fees
April 2012	On/Before 31st May 2012 After 31st May 2012 but before the start of Term 2 After the start of Term 2 but before the start of Term 3 After the start of Term 3	No fee liability 1/3 of full fees 2/3 of full fees Full fees

- 11.6** The principles in the above table apply to all other non standard intakes.
- 11.7** There is no fee reduction if the duration of a module is one teaching block (normally 15 weeks or less) and withdrawal takes place after the official start date of the module.
- 11.8** For programmes where students have to pay a deposit, this is generally non refundable (see section 3 for further information on deposits).
- 11.9** There is no reduction in fees in respect of module(s) which originally attracted the 'additional module initiative' fee (i.e. 25% of the full fee) (see 9.3 for details of this discount).
- 11.10** Where the credit for a module has been awarded, or recommended, following the completion of the process of assessing a claim for Accredited Experiential Learning (AEL), no fee reduction is made (see section 10 for information on AEL).
- 11.11** Cancellation by the University of an award or module generates an automatic full reduction of tuition fees.
- 11.12** A refund in excess of the prescribed levels will be considered only if a withdrawal is due to serious and unforeseen exceptional circumstances. Students in such circumstances should contact their department for advice.

11.13 The University is required to inform the UK Border Agency of the withdrawal of UWE students in the UK under a Tier 4 visa. A decision to withdraw will have an impact on UWE's sponsorship of a student and students are therefore recommended to seek advice from Student Advice and Welfare Services in these circumstances.

12 Non-Payment of Fees and other Monies

12.1 As set out in Section 1.6 students retain ultimate responsibility for the payment of their fees and all other monies owing to the University regardless of sponsorship agreements.

12.2 The University will try to accommodate the needs of its students wherever reasonable. If a student is having problems paying tuition fees, or any other monies owing, it is essential that the student contacts their department as soon as possible to discuss any alternatives.

12.3 Should a student fail to make arrangements to pay tuition fees by the last calendar day of the month following the official course start date, the following sanctions will be applied:

- Withdrawal of library borrowing rights
- Withdrawal of student IT rights
- Disablement of student ID card and any controlled access privileges
- Withdrawal of the student from their programme of study – in the case of students in the UK under a tier 4 visa, this will result in confirmation to the UK Border Agency and UWE will cease to be the immigration sponsor for that student

12.4 Should a student default on, or miss a payment the University will view this seriously. If payment remains outstanding despite reminders, the following sanctions may be applied:

- Withdrawal of library borrowing rights
- Withdrawal of student IT rights
- Disablement of student ID card and any controlled access privileges
- Withdrawal of the student from their programme of study – in the case of students in the UK under a tier 4 visa, this will result in confirmation to the UK Border Agency and UWE will cease to be the immigration sponsor for that student

Additionally students with outstanding debt from the previous academic year will:

- not be permitted to re-register;
- not be issued with a final award certificate;
- not be permitted to attend the Awards Ceremony;

Until all outstanding fees and any other outstanding monies relating to studies have been paid.

12.5 Should payment be received within a reasonable timescale, and providing that the student has not missed any substantial or critical elements of the programme they may be permitted to resume studies.

12.6 Withdrawal from a programme, even for a short period, may lead to a student missing essential parts of the programme requiring additional time, possibly as much as an additional year, to complete studies. This may affect any funding a student receives and a students' Visa (if required).

12.7 The University will refer unpaid accounts to external agencies to pursue payment. In addition, the University may exclude debtors from its premises and seek recovery through the courts.

13 Information on Financial Support

13.1 Information on fees and funding, including financial support that may be available for students, can be found at <http://www.uwe.ac.uk/money/index.shtml>

13.2 Information on fee payment can be found at <http://acreg.uwe.ac.uk/feepayment.asp>