

## **UNIVERSITY OF CENTRAL LANCASHIRE**

### **TUITION FEES POLICY**

This Tuition Fees Policy applies to all UCLan provision except for the Bachelor of Medicine and Bachelor of Surgery (MB BS) courses which have their own, separate policy which can be found at: [https://www.uclan.ac.uk/students/life/rules\\_regs.php](https://www.uclan.ac.uk/students/life/rules_regs.php).

In those areas where the University has discretion to determine fee levels, fees will be set with due regard for financial viability and market forces. Conscious of its mission however, the University makes provision through the operation of its Tuition Fees Policy to encourage access to its courses amongst all sections of the population with ability to benefit.

The University believes that it is in the interests of both the student (or student's sponsor), and the University, that applicants and students should be notified as early as possible of the total fees due for their courses, including any additional costs, along with the arrangements for payment. Where, for reasons outside the control of the University, there is exceptionally a need to increase fees previously notified to applicants and students, or to impose additional costs, the University will apply the principles below to minimise the impact on students.

Equally, the University believes that students and/or their sponsors are responsible for prompt payment. Defaults on payment are treated seriously and will lead to the application of sanctions.

#### **General Principles**

1. For each course of study the University will set, publish and charge tuition fees for the full duration of the course, including sandwich placement years. The level of tuition fees for the full duration of each course of study will be set and published before the start of the application process. Where it is not possible to confirm the total costs of a modular course, the University will provide as much information as possible for example the likely number of modules and the cost of individual modules that is available. The only increase in fees for second and subsequent years of a course will be limited to increases in inflation based on the Retail Price Index.
2. All costs that relate to items that are essential to complete the course of study will be included in the tuition fees. (Please note there are some limited exceptions to this such as for courses which involve a mandatory period of study abroad. Where exceptions do apply, the additional fees payable for those courses on top of tuition fees will be made clear to students prior to application. Some postgraduate Research, Doctoral and Masters students must pay bench fees in addition to tuition fees – see appendix 4). Costs that relate to items that are not essential to complete the course of study and hence are optional for students are not included in the tuition fees. A list of the essential costs and the optional costs for each course of study will be published before the start of the application process moving forward. This will include confirmation or an estimate of each type of optional cost wherever possible.
3. Tuition fees include:
  - Scheduled course tuition, academic, technical and administrative support, use of course equipment and facilities.
  - Course related induction activities.

- Course assessment and awards.
  - Access to the university's library and online resources, including on-campus wifi, networked and remote access to the university's virtual learning environment,
  - Use of the university's estate and resources for scheduled activities and learning support
  - Dissertation, project and/or thesis printing and binding where the submission of printed and bound documents is a requirement for assessment of the module.
  - Use of the university's technical equipment and materials identified by the course teaching team as essential for the completion of the course.
4. In determining fee levels, the University will consider nationally published guidelines where these exist.
  5. The University operates a common fee structure for all its courses, which incorporates provision in Partner institutions, unless published as an exception as approved by the University's Directorate.
  6. Any proposed increase in fees beyond the published amounts will require the approval of the Vice -Chancellor. Increases will only be permitted in exceptional circumstances to applicants where offers of a place have not yet been made by the University. For the avoidance of doubt, increases in tuition fees will not be made for applicants who have received offers regardless of whether the offers have been accepted. There will be no increases in tuition fees for enrolled students save as in respect of inflation as set out at 1 above.
  7. Where it is intended to increase fees beyond the amounts previously notified pursuant to point 6 above, the University will:
    - a. notify applicants as early as possible of the increased fees;
    - b. explain why it is necessary to increase fees;
    - c. consider carefully any representations made by affected applicants either as to the amount of the fee increase and or as to the timing of payment of the increased fee;
    - d. consider any evidence of hardship submitted by applicants and offer assistance where it reasonably can.
  7. The University will ensure that the Tuition Fees Policy is operated fairly and consistently across the institution.
  8. The University will ensure the prompt collection of tuition fees.
  9. The University operates various scholarship, bursary and fee remission schemes, which are approved from time to time by the University's Directorate, and for which separate arrangements and procedures apply.
  10. The University may reduce the tuition fee for a student subject to receiving such documentary evidence as it requires. Reductions and discounts are given in Appendix 1.
  11. When a student completes the enrolment process they become liable for the payment of tuition fees. The University applies a policy of calculating non-completion charges where students are unable to complete the academic session and withdraw from or suspend their studies. Full details are given in Appendix 2.

12. Where exceptional circumstances force a student to withdraw from a course, which were unknown to the student at the point of enrolment, that student may request a review of the tuition fee charged, and the University may request such documentary or any other evidence as it shall reasonably require.
13. The University will develop and operate flexible procedures for the payment of fees to the benefit of students and the University.
14. The University has special requirements for the payment of fees and deposits by international students as set out Appendix 3.
15. The University adopts a supportive approach to its students with regards to the collection of tuition fees. The University will take steps to obtain the payment of tuition fees and course costs and in doing so will provide assistance to students where reasonable to help them meet their financial obligations. (For the avoidance of doubt, this does not include financial assistance unless otherwise specifically agreed.) Where necessary and proportionate, the University reserves the right to apply one or more of the following sanctions to any student who defaults:
  - a. withdrawal of University library and computing facilities;
  - b. termination of enrolment and withdrawal from the University;
  - c. withholding certified transcript;
  - d. refusal to re-enrol;
  - e. withholding final award certificate;
  - f. denial of attendance at awards ceremonies;
  - g. withholding of Confirmation of Acceptance to Study (CAS);
  - h. include relevant details in any reference provided to a third party
16. In deciding what steps to take in respect of the payment of tuition fees and course costs, the University will consider all the circumstances of each affected student's case.
17. In addition to those steps referred to in point 15 above, the University reserves the right to pursue and /or seek recovery of any outstanding tuition fees through the courts. The University also reserves the right to refer students' unpaid accounts to external agencies.
18. If a sponsor or third party fails to pay some or all of the tuition fee on behalf of a student, the student will become personally liable for payment of the outstanding amount on the date which it was due from their sponsor or the third party.

Date approved: August 2015

## **Appendix 1: Reductions and Discounts**

Reductions and discounts are set out below:

### **(i) Reductions:**

- (a) a 50% reduction of tuition fees is made for part-time students in receipt of a state retirement pension.
- (b) a 50% reduction of tuition fees is made to staff of the University, or a Partner institution\* who are registered on a course which forms part of their personal and professional development plan and which is approved by their line manager.
- (c) a 50% reduction of tuition fees is made to retired University members of staff who are also members of the Alumni Association.

### **(ii) Postgraduate Courses Discounts:**

- (a) £1000 discount is available to UCLan award holders paying standard or higher full-time fees (from 2015/16 onwards) and are studying a postgraduate taught course
- (b) a 20% discount is available to UCLan award holders studying a postgraduate taught part-time course, or a postgraduate research degree (full or part time)

Note 1: Only one of the reductions specified in (ii) above may be granted to a student in any given academic year.

Note 2: Students in receipt of any form of funding or support are not entitled to discounted fees.

Note 3: The only exception to note 2 is where disabled students progressing from a UCLan undergraduate degree to a UCLan postgraduate course receive support from a registered charity specialising in helping the disabled. In such cases the appropriate continuing student discount will still apply. For the exception to apply, the charitable support must be specifically towards the tuition fees and living costs attributable to the UCLan postgraduate course. Documentary evidence of the charitable support must be provided.

Note 4: The University reserves the right to amend the amount of any reduction and/or the qualifying criteria at any time.

Note 5: Students enrolled on courses or research degrees in Postgraduate Dental Education will not be eligible for discounted fees.

Note 6: A part-time undergraduate student is defined as anyone undertaking up to and including 4.5 modules (90 credits) in a standard academic year for that course. Postgraduate students will be deemed to be part-time if the course the individual is following is running in part-time mode.

Note 7: Reductions apply to tuition fees only.

Note 8: For Cert Ed / PGCE students discounts will be at the discretion of the Partner institution.

\*A Partner institution in this instance is defined as an institution with a signed agreement with the University for the delivery of courses, or part courses, contributing towards qualification for University awards.

## **Appendix 2: Tuition Fee Liability for Withdrawal and Interruption of Studies**

When a student completes the enrolment process they become liable for payment of tuition fees. The University operates the following policy with respect to non-completion charges whereby students are unable to complete the academic session:

### Undergraduate students & Postgraduate Taught students

Categories: all undergraduate students (excluding MB BS students) & postgraduate taught students

Those students who withdraw or have an interruption to their studies will be charged a tuition fee based on their attendance on the course in accordance with the following scale:

Withdrawal/Interruption in term 1: 25% of the total annual tuition fee is charged

Withdrawal/Interruption in term 2: 50% of the total annual tuition fee is charged

Withdrawal/Interruption in term 3: 100% of the total annual tuition fee is charged

### Postgraduate Research students

Categories: full and part-time postgraduate research\*\*

Full quarter fees charged for each full quarter or part thereof at the point of withdrawal or Interruption to studies

\*\*except for full time students in the writing up year for whom there is no fee reduction for non-completion

## **Appendix 3 Tuition Fee Deposit Policy**

### **For International Applicants**

The following policy applies to international applicants for entry to full-time programmes in 2015/16 and beyond. The following policy excludes sponsorship students where a formal sponsorship letter from an employer or embassy has been submitted to the International Office.

All new international students must pay a deposit of £3,500 before an unconditional offer letter and Confirmation of Acceptance for Studies (CAS) will be issued. The requirement for the payment of a deposit will be detailed on all conditional offer letters. Subject to statutory cancellation rights, the deposit will only be repayable in one or more of the following circumstances:-

- i) the University's entry requirements are not met;
- ii) a visa is refused (evidence will need to be provided);
- iii) the University target number for international students across all courses has been met by the last date of enrolment for the academic year (an administrative fee of £100 will be retained by the University out of the deposit);
- iv) In exceptional circumstances where evidence is reasonably provided.

Students on UCLan franchise courses will be subject to separate arrangements that will be communicated via their institution.

### **Students applying to the Pre-sessional Programme**

For those students applying to the Pre-Sessional programme, payment in full is required before an un-conditional offer letter would be produced and a CAS requested via UK Border Agency.

### **Students progressing from UCLan or Cambridge Education Group programmes**

Students who are wishing to progress onto a further course of study at UCLan (i.e. UG to PG or IFP to UG; or CEG to UG or PG) will be required to pay a tuition fee deposit of £1,000. Subject to statutory rights of cancellation, the deposit will only be repayable in the circumstances described at i) to iv) above.

### **International Tuition Fee Payment policy**

The deposit (£3,500 or £1,000) must be paid prior to the issue of an unconditional offer letter and CAS.

There are two payment options for the balance of the fees:

1. students who pay in full by the 1 October will receive an additional £300 bursary (except franchise and Jiangnan articulation students)
2. students can choose to pay in two instalments (for which there is an administration fee of £150 payable on enrolment).

Prior to enrolment students must pay the additional funds required to ensure 50% of their tuition fees have been paid. (Instalment 1) Balance to be paid by the 7 January (Instalment 2).

## **Appendix 4 Postgraduate Research Doctoral and Masters students only**

**ONLY APPLICABLE TO NEW STUDENTS IE THOSE STARTING THEIR COURSE IN SEPTEMBER 2015 OR LATER**

### **Policy on charging bench fees leading to a Postgraduate Research Degree award.**

1. A bench fee is defined as a fee charged, in addition to Tuition Fees, to cover specific extra costs associated with laboratory or field work, which is part of an individual's doctoral or masters thesis proposal. Bench fees are an annual charge which will apply in addition to the tuition element of fees in each year of the programme, except the writing up year or period.
2. Only the following extra costs may be charged as bench fees:
  - a. Laboratory or specialist consumables;
  - b. Specialist technical support which is not available within the University;
  - c. Specialist off-site testing of samples or processing of data which cannot be done at the University;
  - d. Travel to other laboratories or field sites, which is essential to complete the project.
3. Bench fees will be applied at one of the following band levels for full time students (pro rata for part time students):

a. Band 1	£0
b. Band 2	£1000
c. Band 3.	£2000
d. Band 4.	£3000
e. Band 5.	£5000
f. Band 6.	£8000
4. Where bench fees are applied these must be clearly set out in the programme documentation, in the prospectus, on the website or wherever else the programme is advertised. The offer letter should specify the aggregate fee for each year of study (i.e. the total of the tuition fees and bench fees), and this aggregate fee should be the total annual fee due for the programme.
5. Bench fees will not apply to costs which are included within Tuition Fees.
6. Your Research Degree Tuition Fees include:
  - Scheduled course tuition, supervision, academic, technical and administrative support,
  - Use of standard equipment and facilities.
  - Course related induction activities.
  - Course assessment and awards.
  - Access to the university's library and online resources, including on-campus wifi, networked and remote access to the university's virtual learning environment,
  - Use of the university's estate and resources for scheduled activities and learning support
  - Final dissertation and/or thesis printing and binding where the submission of printed and bound documents is a requirement for assessment.
  - Use of the university's standard technical equipment and materials.