

# University of Central Lancashire Tuition Fees Policy

## Introduction and Policy Scope

The University of Central Lancashire ('the University') has a consistent and transparent policy in respect of tuition fees and charges made to students. The Tuition Fee Policy applies to students enrolled in an academic year.

We believe in helping people to seize every opportunity to flourish in education, at work and for life, supporting people from all walks of life to achieve their potential. As such, our fees are complemented with financial awards – scholarships, bursaries and discounts – designed to support access to an affordable higher education.

The University believes that it is in the interests of both the student (or student's sponsor) that applicants and students should be notified as early as possible of the fees due for their courses, including any additional costs, along with the arrangements for payment.

This Tuition Fees Policy applies to all University of Central Lancashire provision at its UK campuses, together with all sub-contracted out provision delivered by University approved partners. However, due to the nature of Degree Apprenticeship funding, this policy only applies to Higher and Degree Apprenticeship provision when employers have to re-purchase modules for students.

## Setting Tuition Fees

Tuition fees are published by the University in advance of the academic cycle and are subject to annual review.

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 (subject to any fee increases made in accordance with this Policy). Where it is not possible to confirm the total costs of a modular course, the University will provide as much information as possible, such as the likely number of credits and the cost of individual credits that are available.

In determining fee levels, the University will consider nationally-published guidelines where these exist. For Homes status students, fees for undergraduate full-time, part-time, accelerated, level 3 and Postgraduate Initial Teaching Training programmes (including fees for our sub-contracted partners) are set in accordance with the levels permitted by the Government. Fees for the Channel Island and Isle of Man students are matched to those of Home students.

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 Vice Chancellor's Group. No additional discounts may be offered without the approval of the University's Vice Chancellor's Group.

The University may increase fees for enrolled students and offer holders in accordance with the terms set out in the offer letter, or in line with any increase in fee limits set by the Government.

Where it is intended to increase fees, the University will notify current students and offer holders by 30 June in the current academic year of the increased tuition fees payable from the beginning of the next academic year.

The University reserves the right to charge for the Recognition of Prior Experiential Learning at 25% of the current module fee rate where this is used as a contributory element to a programme of study.

The University will ensure that the Tuition Fees Policy is operated fairly and consistently across the institution. This Policy should be considered in conjunction with the University's Refund and Compensation Policy.

## **Tuition Fee Inclusions and Additional Costs**

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.

Students repeating module/s, placement or programme of study will be charged at the relevant rate according to their programme and year of study.

All costs that relate to items that are essential to complete the course of study will be included in the tuition fees. Where there are exceptions to this, the additional fees payable for those courses, in addition to tuition fees, will be made clear to students in the offer letter. 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 and optional costs for each course of study will be published before the start of the admissions cycle. This will include an estimate of each type of optional cost, wherever possible.

## **Financial Awards**

The University operates various scholarships and bursary schemes, which are approved from time to time by the University's Vice Chancellor's Group, and for which separate arrangements and procedures apply.

A full list of the available financial awards will be available on the University website in advance of the admissions cycle each year. Tuition fee reductions and discounts are listed in Appendix 1.

## Tuition Fee Liability

Students who have previously studied at higher education level should be aware that future entitlement to Student Finance is affected by previous study. Previous study includes time spent on a full-time higher education course or any specifically designated publicly funded HE course, undertaken at any time and whether or not in the UK. Students that do not qualify for a tuition fee loan will be required to self-fund. We recommend students seek advice from both the University and Student Finance as soon as possible when planning their studies.

When a student completes the enrolment process as a new or continuing student on an annual basis, they become personally liable for the payment of tuition fees. This includes arrangements where students obtain sponsorship or funding, should the sponsor default or, where funding is refused under the rules operated by Student Finance. 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.

Where the University holds a separate contract with an employing authority, government agency or other officially recognised body for the payment of fees, tuition fee liability resides with the contracted party.

Tuition fee liability remains for the whole of the registration period unless the student formally withdraws from the course.

The University applies a policy of non-completion charges where a student withdraws from their studies. Details of such charges are provided in Appendix 2. Where a student is granted an approved interruption to study, their fee liability will be reduced as set out in Appendix 2.

Should a student's tuition fee liability change during their academic year due to a requested change in mode of study, or additional registration of credits, it is the student's ultimate responsibility to ensure that financial provision is made to cover any additional tuition fee liability.

Where exceptional circumstances force a student to withdraw from their 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 is reasonable to be able to consider such a request. Former students may appeal within a reasonable time period, normally 3 calendar months from leaving the University.

## Collection of Fees

The University will ensure the prompt invoicing and collection of tuition fees.

The University will develop and operate flexible procedures for the collection of fees to the benefit of students and the University. The University has special requirements for the payment of fees and deposits by international students as set out in Appendix 3.

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.

- The University holds students and/or their sponsors responsible for prompt payment of fees. Defaults on payment are treated seriously and will lead to the application of sanctions which could inhibit a student's ability to continue in their studies. Payment terms for Sponsors will be 30 days from invoice. Where payment is not received within that time the University may write to students to make them aware that there is a balance outstanding of their tuition fees.

The University reserves the right to apply one or more of the following sanctions to any student who defaults on payments of tuition fees:

- suspend from study, University library and computing facilities;
- termination of enrolment and withdrawal from the University;
- withholding certified transcript;
- refusal to re-enrol;
- withholding final award certificate;
- denial of attendance at awards ceremonies;
- refusal to issue Confirmation of Acceptance to Study (CAS);
- include relevant details in any reference provided to a third party.

In deciding what steps to take in respect of the payment of tuition fees and course costs, the University will consider withdrawal of all access to learning.

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 debt collection agencies. Should a student be referred to debt collection, any additional charges incurred will be added to the total debt for collection. The third party collection agent used by the University is STA International Limited.

## Appendix 1: Tuition Fee Reductions and Discounts

### Reductions:

- a 50% reduction of tuition fees is made for part-time students in receipt of a state retirement pension.
- 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, is at a main campus site, and which is approved by their line manager.
- a 50% reduction of tuition fees is made to retired University members of staff who are also members of the Alumni Association.
- a 100% reduction of tuition fees is made to members of academic staff who are required to complete the PG Cert in Teaching and Learning in Higher Education and the Teaching Toolkit, as a condition of their contract of employment.

Further reductions may be available where this is agreed by the University's Vice Chancellor's Group.

### Postgraduate Courses Discounts:

- a 20% discount is available to UCLan award holders studying a postgraduate taught course, or a postgraduate research degree (full or part time).
- a 50% discount is available to Mydentist staff studying the MSc in Dental Education.

### Notes

- Note 1: Only one of the reductions specified above may be granted to a student in any given academic year.
- Note 2: Students who are registered on Higher / Degree Apprenticeship / Apprentice provision programmes are not eligible for the 20% discount or any other discounts.
- Note 3: Students enrolled on courses or research degrees in Postgraduate Dental Education will not be eligible for discounted fees.
- Note 4: 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 they are undertaking up to and including 8.0 modules (160 credits) in a standard academic year of that course.
- Note 5: Reductions apply to tuition fees only.
- Note 6: 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, in the UK and overseas with a signed agreement with the University for the delivery of courses, or part courses, contributing towards qualification for University of Central Lancashire awards. For the purpose of this Policy, this includes Cambridge Education Group.

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

When a student completes the enrolment process they become liable for payment of tuition fees. Students who decide to permanently withdraw from their course or who are granted an authorised interruption of studies must follow the formal process to withdraw or interrupt from studies in order to curtail their continued accrual of fee liability for the relevant registration period. Failure to do so will mean that the student continues to accrue fee liability. International students who fail to complete enrolment before their deadline will be offered a refund as detailed in Appendix 3. The University operates the following policy with respect to non-completion charges when a student does not complete the academic session and withdraws permanently from the course or is granted an authorised interruption to studies:

### Undergraduate and Postgraduate Taught Students

Categories: all undergraduate students and postgraduate taught students

Those students who withdraw from 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		Fee Liability
Term 1	Within 14 days of programme start date	No tuition fees due*
Term 1	More than 14 days after programme start date but before the first day of Term 2	25% of total annual tuition fee
Term 2	From first day of Term 2 but before the first day of Term 3	50% of total annual tuition fee
Term 3	From first day of Term 3	100% of total annual tuition fee

\*Any fees paid by the University to a third party on behalf of the student will not be recalculated, and students will be required to pay such fees in full. Examples of these fees include field trips, residential fees, professional registration fees, school and social work placement fees etc.

The University has multiple intakes per academic year and course lengths vary depending on provision. As such, terms can be different and the University will apply the above policy in accordance with the appropriate term structure.

Exceptions:

- For short courses, lasting under 1 term, often known as Continuous Professional Development (CPD), full fees are payable if students withdraw or interrupt more than 14 days after the programme start date.
- Students who engage with a placement year or study abroad exchange for more than 14 days may incur fees if they withdraw or interrupt their studies, even if the

placement/exchange is commenced before the start of the academic year.

- Apprenticeship programmes whereby fees are charged via a commercial contract will be calculated in accordance with the terms of the particular contract. In case of queries, Finance can be contacted in the first instance.
- Student Awards Agency Scotland (SAAS) provide for one fee liability date of the 1 December. The University will therefore recalculate fees for SAAS funded students depending on whether the last engagement date is before or after the 1 December.
- Before 1 December: Students who withdraw or suspend more than 14 days after their programme start date but before 1 December will be liable to pay 25% of their annual tuition fees themselves. No payment will be received from SAAS.
- After 1 December: The University will receive payment of annual tuition fees in full from SAAS. Where students withdraw or suspend after this date, fees will be adjusted in line with the fee liability dates above.

#### Postgraduate Research Students

Withdrawal	Fee Liability
Within 14 days of programme start date	No tuition fees due*
More than 14 days after programme start date but before 4 months after programme start date	25% of total annual tuition fee
More than 4 months after programme start date but before 8 months after programme start date	50% of total annual tuition fee
More than 8 months after programme start date	100% of total annual tuition fee

Where a student is granted an authorised interruption of studies, their fee liability will be reduced pro-rata. On resumption of studies, the tuition fee liability will re-commence. All students remain liable for fees during any unauthorised interruption to study.

Retrospective approvals of interruptions to study are not permitted. Should a student seek approval of a retrospective interruption to study, liability for the payment of fees accrued will be determined by the Executive Director, Academic Registry and Recruitment (or nominee).

Exceptions:

- 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. This policy does not apply to sponsorship students where a formal sponsorship letter from an employer or embassy has been submitted to the University's Admissions Team or the Research Student Registry.

All new international students must pay a deposit of 50% of their tuition fee before a Confirmation of Acceptance for Studies (CAS) will be issued to allow students to apply for the necessary visa to enter the UK to study (does not apply to Distance Learning). The remaining 50% must be paid at the start of the second semester of study, in accordance with the timelines published for each intake during the academic year.

Students studying on certain courses including MBBS, Dentistry and Veterinary must pay a deposit of 30% of their tuition fee before a Confirmation of Acceptance for Studies (CAS) will be issued, and the 70% balance in two instalments in the second semester of study, in accordance with the timelines published for each intake during the academic year.

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:

1. the University's entry requirements are not met;
2. a visa is refused which causes the application to be withdrawn (evidence will need to be provided);
3. delays in the visa process in the student's home country prevent the student arriving in the UK by the last date of enrolment (evidence will need to be provided);
4. In exceptional circumstances where evidence is reasonably provided.

Under each of these circumstances an administrative fee of £250 will be retained by the University out of the deposit. This Policy should be considered in conjunction with the University's Refund and Compensation Policy.

Students applying to the Pre-sessional Programme:

- For those students applying to the Pre-Sessional programme, payment of tuition fees in full is required before a Confirmation of Acceptance for Studies can be issued.

Students progressing from University of Central Lancashire 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 CEG to UG or PG) will be required to pay a tuition fee deposit of £2,500.
- Subject to statutory rights of cancellation, the deposit will only be repayable in the circumstances described at 1 to 4 above.

#### International Early Payment Discount

An early payment discount of £500 will be applied for those who make payment in full in advance of enrolment. A £200 fee will be added for any student paying their deposit and balance payments in separate instalments.



### Returning International Students

Returning international students should refer to the University's Paying Your Fees webpage [Paying your fees - UCLan](#) for details of payment values and dates. This page will provide information on:

- Payments required to complete enrolment;
- Instalment dates;
- Eligibility for the Early Payment Bursary;
- Details of any instalment charges.

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

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

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 master's 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.

Only the following extra costs may be charged as bench fees:

- Laboratory or specialist consumables;
- Specialist technical support which is not available within the University;
- Specialist off-site testing of samples or processing of data which cannot be done at the University;
- Travel to other laboratories or field sites, which is essential to complete the project.

Bench fees for new students will be applied at the following rates:

Band 1	£0
Band 2	£750
Band 3	£1500
Band 4	£2250
Band 5	£3000
Band 6	£5000
Band 7	£8000
Band 8	£10000
Band 9	over £10000

The offer letter will specify the aggregate fee for each year of study (i.e. the total of the tuition fees and bench fees), and this aggregate fee will be the total annual fee due for the programme.

Bench fees will not apply to costs which are included within Tuition Fees.

The Research Degree Tuition Fees include:

- Scheduled course tuition, supervision, academic, technical and administrative support;
- Use of standard equipment and facilities;
- Induction activities;
- Course assessment, annual progress monitoring, viva examination 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.

The Research Degree Tuition Fee does not include the post-viva fee for re-registration if applicable.