

UNIVERSITY OF BEDFORDSHIRE

2011-12

Tuition Fees – a policy statement for applicants, students and staff – confirmed July 2011 for operation from 1 August 2011

1 The Tuition Fee Schedule

- 1.1 The University's tuition fee schedule is approved annually by the Board of Governors.
- 1.2 The Registrar proposes the tuition fee schedule for approval by the Board of Governors having consulted with the members of the Vice Chancellor's Management Group and the Deans.
- 1.3 Information used in the determination of tuition fee rates in the schedule include:
 - the statutory rates for full-time home/EU students determined by Government
 - the University's commitments made in its Access Agreement with the Office for Fair Access
 - recruitment levels to courses
 - market intelligence
- 1.4 The Tuition Fee Schedule for 2011-12, is set out at Annex A <http://www.beds.ac.uk/howtoapply/money/fees/ug/ug11> and scholarship and support arrangements at Annex B. <http://www.beds.ac.uk/howtoapply/money/funding/scholarships> <http://www.beds.ac.uk/howtoapply/money/fees/offa>

2 The Determination of Fees Due

- 2.1 The fees for an individual student are determined with reference to the Tuition Fee Schedule, the student's course of study and mode of attendance and the student's fee status. These matters are normally set out in any offer for admission to the University and are confirmed when a student completes Registration.
- 2.2 **Modes of Attendance**
 - Full-time
 - Part-time – all other students. Fees are usually charged pro-rata to the full-time equivalent unless there is a discrete fee set in the Tuition Fee Schedule for the course.
- 2.3 **Fee Status**

The Government's regulations on fees permit institutions to recoup the full cost of their provision for 'overseas' students studying part-time as well as for those studying full-time. The University complies with rules applied by the Government which impact on fees and associated contracts.

http://www.ukcisa.org.uk/student/info_sheets/tuition_fees_ewni.php

 - Home/EU

The criteria are largely based on residency as set out in the Education (Fees and Awards) Regulations 1997. Such students may apply for financial support from the Student Loans Company.

- Sponsored

Students (normally on closed programmes of study for specific groups of students) whose fees are being paid by a NHS Trust, commercial, armed forces or other sponsor.

- Residents of the Channel Islands or the Isle of Man
- Overseas/ International
- Students undertaking Equal or Lower Qualifications (ELQ) (this applies to students on a qualification equivalent to, or lower than, their current higher education qualification.
- and all other students

Contact the Admissions Office to clarify details or queries on entry and fee status and see information on the University's website

<http://www.beds.ac.uk/howtoapply/money/fees/ug/ug11>

- 2.4 Fees for short courses and other bespoke and employer supported closed courses are determined separately by the Vice Chancellor under delegated authority from the Board of Governors.

3 The Payment of Tuition Fees

- 3.1 It is the student's personal responsibility to ensure that fees are paid and cleared on time. This is the case irrespective of whether the student believes that the tuition fees are to be paid by a sponsor, such as an Embassy, or on student's behalf such as through the Student Loans Company (SLC).
- 3.2 Full-time Home/EU students who have their tuition fees paid through the Student Loans Company must ensure that their applications for support are made before the deadlines set.
- 3.3 Tuition fees are due and payable either on the first day of the student's course or on registration (whichever is the earlier). With the exception of overseas part-time students who must pay their fees in full, all other students must either pay their tuition fees in full or arrange at Registration to pay by instalments (for further details of the instalment plan, please see para 3.4 below). The preferred methods of payment are by cleared funds through bank transfer, banker's draft, credit/debit card or cash.
- 3.4 Students may request to pay their tuition fees by instalments. Arrangements to pay tuition fees by instalments must be made at or before registration. Where the University agrees an instalment plan with a student, the first payment will be 65% of the tuition fees due for that academic year which must be paid on the first day of the student's course or on registration (whichever is the earlier). Payment by instalments incurs an administrative charge as set out below. This charge will be added to the tuition fees due for the academic year.

Category of Students	Fee Level	Admin Charge
Home/EU FT UG	Any	No charge
Home/EU PT and PG	Up to £1,000	£50
Home/EU PT and PG	£1,000 or more	£100
All Overseas/International Students	Any	£100

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Overseas/International students who pay in full the published fee before or at Registration will be entitled to a University of Bedfordshire Scholarship in the form of a tuition fee discount. Details of fee payment and scholarship arrangements are available from the International Office and the University website <http://www.beds.ac.uk/howtoapply/money/fees/international>

- 3.5 Other external sponsors, such as employers, will be invoiced direct for tuition fees provided an original letter (on headed paper) from the Sponsor accepting responsibility in full for the fees is furnished by the student at registration.
- 3.6 Students who find themselves running into financial difficulties should seek advice from the Student Information Desk (SiD) or from the Student Finance Officers within their Faculty Offices. Advice is also available on the University website
<http://www.beds.ac.uk/howtoapply/money/funding>
<http://www.beds.ac.uk/studentlife/current/finance>
<http://www.beds.ac.uk/howtoapply/money>

4 Sanctions for late or non-payment of fees

- 4.1 If a payment is missed or defaulted upon, the University may apply immediate sanctions. These include removal of access and lending rights in the Learning Resources Centre and access to electronic services such as email and the University's virtual learning environment. The sanctions will also include non-admission to examinations and refusal to receive assessed work. The University will not provide references, degree certificates or transcripts for students who are subject to sanctions.
- 4.2 On applying sanctions, the University will send a letter to the student at their registered address seeking payment in full, including an administration charge of £200, within 12 working days of the date of the letter. Where payment in full is made and cleared within 12 working days, all sanctions will be lifted.
- 4.3 **Where payment is not made and cleared within 12 working days, the Registrar will terminate the student's registration with the University with immediate effect.**
- 4.4 If the student wishes to continue with their course then he/she will need to re-register with the University at the next available registration period.
- 4.5 Any student that has been subject to sanctions will not be able to pay their future tuition fees by instalments.

5 Changes to the student's course or non-registration of an applicant

- 5.1 A student who wishes to change their course should contact their Faculty Registry in the first instance. If the change is agreed the student's registration will be amended accordingly and the student will be advised of any change in the fees due and will be asked to make arrangements with the University to pay the additional sum
- 5.2 If the change involves suspension of study or withdrawal, the Faculty Registry will make arrangements for the student to be interviewed by a member of the Student Support Team to determine the way forward. The Head of Student Support will advise the Faculty Registry of any agreed changes to the student's registration, which will be implemented by the Faculty Registry. Any consequential refund of tuition fees, if claimed by the student, will be determined according to the table below:

Withdrawal prior to registration:

Withdrawal of overseas applicants/students due to refusal of visa at point of entry to the course (original documentary proof of refusal required)	Full refund of tuition fees paid.
Overseas applicants who have accepted an offer, having been issued with a visa using a University of Bedfordshire offer letter, paid a deposit but do not register with the University	No refund of deposit of tuition fees paid.

Withdrawal after registration:

Students sponsored by a Research Council	Refund determined according to Research Council rules.
Students whose fees are paid via the Student Loans Company	Refunds determined according to SLC rules.
All other students: Full-time Courses: withdrawal within 61 days of the course start date. Part-time Courses: withdrawal with less than 21% of course's study days being completed.	65% of the fees due are retained and any balance is refunded. If more than half of the tuition fees are paid, half of the fees will be retained and the remainder will be refunded.
All other students: Full-time Courses: withdrawal on or after 61 st day of course start date. Part-time Courses: withdrawal with 21% or more of the course's study days being completed.	No refund of fees paid and all remaining instalments become due immediately.

5.3 Any refund of tuition fees of a student who is sponsored will be returned to the sponsor not to the student.

5.4 Subject to para 5.2 above, refunds made to overseas students will be returned to their country of origin either through the agent's office that introduced them to the University (provided that the agent collected the fees/deposit from the student/applicant) or to the student/applicant's home address in their country of origin.

6 Members of Staff

Tuition fees for courses taken by members of staff are the same as for all other students. Members of staff may, however, make application for a University Staff Bursary through their line manager.

7 British School of Osteopathy

Separate procedures apply to this partner.

8 Referrals, Re-sits and Re-takes

There are no separate fees for referrals or resits. Re-takes, which require retaking a Unit for a second time with associated attendance and tuition, incur the appropriate tuition fee.

9 Complaints

If a student is unhappy about a decision concerning the operation of this Policy, in particular payment of tuition fees or course changes under sections 4 or 5 above or the accuracy of the fee determined, including the termination of registration with the University, he/she may bring a complaint under the University's Complaints Procedure. For more information about how to raise a complaint please contact the

Student Experience Office and on the University Website
<http://www.beds.ac.uk/aboutus/quality/regulations>