



**BISHOP GROSSETESTE UNIVERSITY**

**Document Administration**

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# BISHOP GROSSETESTE UNIVERSITY

## TUITION FEE REGISTER, CHARGES AND STUDENT DEBT POLICY

### Scope

This policy sets out the University's tuition fees and charges framework and details the sanctions that will be implemented for non-payment of any kind. It encompasses tuition fees and other fees and sums that may become due to the University.

### Tuition Fees

*Basis for setting tuition fees:*

1. 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.
2. For each course of study the University will set, publish and charge tuition fees for the full duration of the course. All tuition fees will usually be subject to annual increases, subject to the maximum fee chargeable according to the tuition fee cap set by OFFA. BGU reserve the right to review its fees for students continuing to study a programme during 2017-18 and beyond. The tuition fee will not remain the same for each year of study unless it is limited by the fee cap, e.g. if the fee cap were to increase by £500, tuition fees may increase by an amount equivalent to or less than £500. Information about fee levels will be clearly communicated to students at the earliest opportunity. With fees below the fees cap we do not anticipate any increase in fees will be above 5% per annum but reserve the right to alter this should exceptional economic, legal or regulatory circumstances require us to do so.
3. Any associated fees for DBS checks and other clearances, course materials, professional examinations, external body registrations etc. will be identified and published at the outset of the course and will be charged at cost.
4. Tuition fees are charged per academic year and cover registration, tuition, initial assessment and original certification.
5. Current practice is that the tuition fee for UK/EU 'Home' Students for Foundation Degree programmes is set at a rate equivalent to 75% of the tuition fee for Honours Degree programmes. International fees are set annually and are not expected to increase by more than 5% per annum.
6. The tuition fee in year 1 of the programme will be used as the basis for tuition fees in subsequent years. This applies where students transfer between programmes, as long as this results in a continuous period of study, and no change in mode of study (e.g. from part-time to full-time). This provision includes transfers between institutions.
7. Where it is intended to increase fees or levy additional costs beyond the amounts previously notified the University will:
  - (a) notify applicants and students as early as possible of the increased fees/additional costs;

- (b) explain why it is necessary to increase fees/additional costs;
  - (c) consider carefully any representations made by affected students either as to the amount of the fee increase and/or additional costs or as to the timing of payment of the increased fee and/or additional cost;
  - (d) consider any evidence of hardship submitted by applicants and/or students and offer assistance where it reasonably can.
8. Part time students and students undertaking non-award bearing study will normally be charged a fee which is pro rata to the relevant full-time fee according to the amount of study they are undertaking.
9. Undergraduate students will be charged a proportion of the relevant full-time fee equivalent to the proportion of 120 credits that they undertake during the year. Taught postgraduate students will be charged a proportion of the relevant fee equivalent to the proportion of 180 credits that they undertake during the year. In some cases the pro-rata fee is based on a different mechanism and if this is applied students will be informed individually.
10. Postgraduate students undertaking a course and who have been granted Accreditation of Prior Certificated or Experiential Learning will be subject to the relevant pro-rata fee.

### **Categories of Tuition Fee**

For fee purposes, students are classified as Home, or International. The definition of fee status is laid down in the *2007 Education (Fees and Awards) (England) Regulations (as amended) and the 2011 Education (Fees) Regulations*. The status of an individual student is determined by the outcome of a fees status questionnaire which forms part of the University's admissions process.

### **Equivalent or Lower Level Qualifications (ELQ) –**

The Government does not provide tuition fee funding for home and European Union students who are aiming for a qualification which is equivalent to, or at a lower level than a qualification which they already hold. There are, however, some exemptions:

- If a student is on a course of initial or in-service teacher training.

The University reserves the right to charge a higher fee if a student is assessed as ELQ, subject to the above exceptions and the fee cap set by government.

## **Tuition Fee Register 2016/17**

The following tables show the tuition fees applicable to students in the 2016/17 academic year, by category of programme, as determined by the year of entry on to the programme:

### *1. Foundation Degrees*

<i>Year of entry</i>	<i>UK/EU 'Home' Students</i>	
	<i>Full-time Tuition Fee in 2016/17</i>	<i>Part-time Tuition Fee per 30 credit module in 2016/17</i>
2016/17	£6,750	£1,687.50

### *2. BA/BSc (Honours) Degrees (including direct progression from FdA to BA/BSc (Hons) 'Progression Routes'\*)*

<i>Year of entry</i>	<i>UK/EU 'Home' Students</i>			<i>International Students</i>
	<i>Full-time Tuition Fee in 2016/17</i>	<i>Part-time Tuition Fee per 20 credit module in 2016/17</i>	<i>Part-time Tuition Fee per 30 credit module in 2016/17</i>	<i>Full-time Tuition Fee in 2016/17</i>
2016/17	£9,000	£1,500	£2,250	£11,500

\*NOTE: UK/EU 'Home' students studying BA /BSc (Hons) 'Progression Routes' are subject to the tuition fees for the year of entry onto their lower qualification (e.g. FdA) where, disregarding any intervening vacation, they progress directly onto a BA/BSc (Hons) programme. In cases where the gap between courses is longer than the vacation, or where the student changes mode of study (e.g. from part-time to full-time) the relevant year of entry will be the year the BA/BSc (Hons) 'Progression Route' commences.

### 3. PGCE Programmes

#### 3.1. PGCE Primary and Secondary Programmes (including Non-salaried School Direct)

Year of entry	UK/EU 'Home' Students			International Students
	Full-time Tuition Fee in 2016/17	Part-time Tuition Fee 2016/17 (Year 1)	Part-time Tuition Fee 2016/17 (Year 2)	Full-time Tuition Fee in 2016/17
2016/17	£9,000	£6,300	£2,700	£12,500

#### 3.2. PGCE EYTS Graduate Entry Route

Year of entry	UK/EU 'Home' Students			International Students
	Full-time Tuition Fee in 2016/17	Part-time Tuition Fee 2016/17 (Year 1)	Part-time Tuition Fee 2016/17 (Year 2)	Full-time Tuition Fee in 2016/17
2016/17	£7,000	-	-	£12,500

#### 3.3. PGCE Assessment Only Programmes

Year of entry	UK/EU 'Home' Students	
	Assessment Only PGCE Primary and Secondary Tuition Fee in 2016/17	Assessment Only PGCE EYTS Tuition Fee in 2016/17
2016/17	Minimum £1,757	Minimum £1,600

#### 4. Postgraduate Taught Programmes

Year of entry	UK/EU 'Home' Students		International Students
	Full-time Tuition Fee in 2016/17	Part-time Tuition Fee per 30 credit module in 2016/17	Full-time Tuition Fee in 2016/17
2016/17	£4,950	£825	£12,500

#### 5. Doctoral Programmes

##### 5.1. EdD Programmes

Year of entry	UK/EU 'Home' Students		International Students
	Part-time Tuition Fee in 2016/17	Part-time Tuition Fee (internal candidate) in 2016/17	Full-time Tuition Fee in 2016/17
2016/17	£2,750	£1,500	£12,500

##### 5.2. PhD Programmes

Year of entry	UK/EU 'Home' Students			International Students
	Full-time Tuition Fee in 2015/16	Part-time Tuition Fee in 2015/16	Part-time Tuition Fee (internal candidate) in 2015/16	Full-time Tuition Fee in 2015/16
2016/17	£4,000	£2,000	£1,500	£12,500

#### Short courses

##### 6.1 Church School Studies Cathedral Group Award

Year of entry	UK/EU 'Home' Students			
	Level 4 (BGU Student) per module	Level 4 (Non-BGU Student) per module	Level 7 (BGU Student) per module	Level 7 (Non-BGU Student) per module
2016/17	TBC	TBC	TBC	TBC

## Payment of Tuition Fees

The regulations governing higher education students' funding allow eligible students to defer payment of their tuition fees until the end of their studies by taking out a Tuition Fee Loan from the Student Loans Company (SLC). It is anticipated that most students will choose to engage with the Tuition Fee Loan scheme.

Students should bring the following documents when they first register at the University and at the start of each subsequent year of their course:

- Home UK/EU students: A copy of the Student Finance England (or equivalent) letter indicating the amount of tuition fee loan applied for. It is a student's responsibility to pass this information immediately to the University;
- All students: Where applicable, payment for the sum of the amount not covered by a tuition fee loan. If a sponsor such as a school or employer intends to pay your fee, you must provide a purchase order/official letter or cheque at enrolment.

In the event that the Student's Tuition fee Loan is revoked or otherwise reduced, the Student shall be liable for payment, direct to the University of that part of the Tuition Fee which is not met by the Loan.

Sponsors will be invoiced if you have provided the University with a letter from your sponsor. All sponsor invoices should be paid in full within 30 days of receipt. In the event that the University does not receive payment of the Student Tuition Fee from the Student Sponsor, the Student shall remain liable for payment of the Tuition Fee and undertakes to pay all such fees upon request.

The liability for each instalment of fees begins at the start of each term once you are a registered student.

If you do not apply for a tuition fee loan or provide evidence of funding being paid by a sponsor, you will be considered to be a self-funding student. Self-funding students will need to make full payment or set up a payment plan before they can fully enrol at University. Students must arrange payment either in full or by recurring card payment for instalment plans via the following online secure website:-

<https://payments.bishopg.ac.uk>

Payments can be made in full or you can schedule to make payment in three instalments payable in October, February and May. The amounts due for each instalment will mirror those payable by the Student Loan Company. For the Autumn Term, 25% of the fee is due, then 25% in the Spring Term and the remaining 50% in the Summer Term.

International Students are required to pay a £3,000 deposit before the allocation of a confirmation of acceptance of study letter and the balance before the start of their programme. The deposit will only be refundable if the University withdraws the offer of a place. All payments to the University in respect of student fees, fines and other charges must be made in £ sterling. Any currency conversion costs or other charges incurred in making payment shall be borne by the student or the third party making the payment and shall not be deductible from the amounts due to the University.

It should be noted that academic tutors are **not** in a position or empowered to vary fees or agree payment schedules with students on behalf of the University. All fee and payment related matters must be referred to the Finance Department or Student Advice.

## **Other Sums Due to the University**

### **Library Charges**

#### **Library Membership Fees**

Membership of the Library is free to students and staff members of BGU, as well as to ordained members of the clergy, ex-permanent members of staff, members of the SCONUL Access scheme and students and staff members who study or teach on programmes offered by other institutions validated by or franchised through the University.

Lifelong library membership is available to BGU alumni for a deposit of £50. Alumni can choose to end their library membership at any time, at which point the deposit will be refunded provided their library account is clear of any outstanding resources or fines.

An annual library membership is available to members of the public for a fee of £50.

Borrowing entitlements vary according to the type of user.

#### **Lost Library Resources**

Library members who lose, irreparably damage or misplace library resources should report the loss to a member of the library staff immediately. The library member can choose to pay the replacement cost of the item or supply a replacement themselves. Fines that accrue up to the point the item is officially reported lost or damaged must also be paid.

If a lost item is subsequently found and the item was paid for then the cost will be reimbursed. If a lost item is subsequently found and the item was replaced by the library member the item will be returned to the library member.

#### **Fines**

Fines are charged for the late return of library loans, the rate of which is dependent on the category of loan. Details of current fine rates can be found on the Library's *Borrowing* LibGuide at:-

<http://libguides.bishopg.ac.uk/c.php?g=151611&p=1443890>.

Library members receive an automated reminder email three days before each loan is due to be returned.

#### **Inter Library Loans**

Library Services provides three resource-request services for which fees are charged:

**An inter-library loan service** is available to BGU students and members of staff. 1st year students may request up to 5 loans per academic year, 2nd year students up to 10 loans, and third year, MA and taught-phase EdD students up to 15 loans, each at a cost of £1 per request. Requests over and above each quota are charged at the un-subsidised rate of £12 per request. Research students may request up to 40 free requests per academic year. Staff members may request unlimited, free requests provided they are work-related.

**A scanning service** is available to BGU students and members of staff at a cost of £1 per request. Use of this service is unlimited.



Any charge accrued as a result of making use of the above resource-request services is applied to the borrower's library account. If the charge pushes the balance of the borrower's library account over £10 the procedures outlined in the section of this document on *Non Payment of Library Charges and/or Overdue Library Resources* will apply.

**A postal loans service** is available to MA, EdD and PhD students. Items are sent out free of charge but the borrower is responsible for any costs associated with their return.

### **Library Lockers**

A limited number of lockers are available in the library for temporary use by students and require a £1 coin for operation which is returned once the locker is opened.

### **Printing and Photocopying**

Printing and photocopying charge are set by the Reprographics Department. Current charges are as follows:

A4 b&w single-sided	4p	A4 b&w double-sided	6p
A4 colour single-sided	20p	A4 colour double-sided	30p
A3 b&w single-sided	6p	A3 b&w double-sided	9p
A3 colour single-sided	35p	A3 colour double-sided	52p

All students are provided with £5 of printer credit at the start of their course.

### **Assessment and Re-assessment Fees**

University tuition fees include fees for initial assessment. If a student fails or fails to submit work for any element of an assessment a resit fee will be due for each failed/non submitted element. The University imposes a higher re-assessment fee for non-submission. Current re-examination fee rates for students who have:-

- Submitted work and failed, the fee will be £25.00 per assessment item
- Failed to submit, the fee will be £50.00 per assessment item.
- The Re-Assessment Fee for PhD is £130.00 and for the EdD is £90.00

Students who have been granted extenuating circumstances and are sitting reassessment for the first time are not liable for these fees.

Students re-sitting examination or resubmitting coursework will be sent details of the arrangements for resubmission by the Quality Office. Students must have completed an application for reassessment to indicate their wish to undertake the reassessment in question. The completed form must be returned to the Quality Office prior to the start of the relevant assessment period.

Students are responsible for ensuring that they have applied to resit all modules required for progression. Students should contact the Quality Office for advice if required.

### **Accreditation of Prior Certificated Learning (APCL)**

Any student applying for Accreditation of Prior Certificated Learning (APCL), whether pre or post admission, will be liable to pay the current fee for this process of £75 per module. This fee is due on application and is non-refundable should the application not be successful. Payment must accompany any application and the University will not process applications without payment of the appropriate fee. If an APCL claim is successful, the tuition fee for the respective year of study will be adjusted to take into account modules against which a student was awarded credit towards a University award.

Please note: Exemption from modules via APCL may affect a student's full-time student status.

### **Accreditation of Prior Experiential Learning (APEL)**

Any student applying for Accreditation of Prior Experiential Learning (APEL), whether pre or post admissions, will be liable to pay the current fee for this process of £125. This fee is due on application and is non-refundable should your application not be successful. Payment must accompany any application and the University will not process applications without payment of the appropriate fee. If an APEL claim is successful, the tuition fee for the respective year of study will be adjusted to take into account modules against which a student was awarded credit towards a University award.

Please note: Exemption from modules via APEL may affect a student's full-time student status.

### **Accommodation**

Accommodation offered by the University is dependent on the student signing a Licence/Tenancy Agreement for the period of accommodation and the payment of a £200 refundable deposit is required once an offer of a room in our Halls of Residence has been made. The University reserves the right to offset any accommodation arrears or other sums due to the University for damages etc. against the deposit.

Accommodation charges are due at the start of each year and the student must arrange payment either in full or by recurring card payment for instalment plans via the following online secure website:-

<https://payments.bishopg.ac.uk>

Students can make payment in three instalments due at the beginning of each term (October, January and April). Prices for accommodation are revised annually and include bills, internet and cost for portable appliance testing. Fees for 2015/16 are currently:-

#### **On Campus Accommodation**

<i>Room Type</i>	<i>Weeks</i>	<i>1st Payment</i>	<i>2nd Payment</i>	<i>3rd Payment</i>	<i>Total</i>
En-Suite	34	£1,410	£1,410	£1,410	£4,410
Shared Facilities	34	£1,105	£1,105	£1,105	£3,315

#### **On Campus Accommodation**

<i>Room Type</i>	<i>Weeks</i>	<i>1st Payment</i>	<i>2nd Payment</i>	<i>3rd Payment</i>	<i>Total</i>
Shared Facilities	44	£1,486	£1,486	£1,486	£4,458
Single Studio Room	44	£1,633	£1,633	£1,633	£4,899
Standard Studio Room	44	£1,706	£1,706	£1,706	£5,118
Double Studio Room	44	£1,853	£1,853	£1,853	£5,559

We do not anticipate the annual fee to rise by more than 5% per year. Private accommodation in the local area is typically between £87 and £126 per week.

## **Sports & Fitness Centre**

The on-campus Sport and Fitness Centre, is open to all BGU students, staff and members of the public. Current membership packages for Students are available as follows:-

BGU Students: £125 for 1 year or £12.50 per month

Alternatively, it is possible to access the facilities on a pay per session basis of £4.00 at peak times and £3.50 for off-peak times.

Membership payments can be paid by monthly Direct Debit or in one payment. Students wishing to join the Sports and Fitness Centre will be required to complete an application and set up a monthly direct debit or pay in advance. Application forms are available from the Sports and Fitness Centre

## **Non Payment of Fees and Charges**

In applying this policy, the University Finance Department will at all times seek to be sympathetic to, and understanding of, individual student's circumstances. However, for the University to do so, students must engage in dialogue with the Finance Department or Student Advice if they are experiencing difficulties.

## **Academic Debt**

### **Non-Payment of Tuition Fees**

Any student owing tuition fees and other course-related costs to the University after 3 months of embarking on a course in any academic year, who has not provided a copy of their SLC payment Schedule letter (as applicable), or who has not agreed payment terms with the University Finance Office, may face one or all of the following sanctions:

- Removal of student's access to ICT facilities;
- Suspended from a programme of study until a debt is cleared (resumption of studies would be subject to length of period suspended);
- Prohibited from re-enrolling the following year;
- Terminated from a programme of study;
- Award/graduation privileges withheld;
- References withheld.
- Relevant details of debt included in any reference provided to a third party

In deciding what steps to take in respect of the payment of tuition fees and course-related costs, the University will consider all the circumstances of each affected student's case and will reach a proportionate decision.

In addition to those steps referred to 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.

A student's Academic Co-ordinator and (if appropriate) Head of School will be advised of any sanctions to be applied.

Support systems are in place to assist students facing financial difficulties. Students in this situation are advised to seek advice from the Student Advice Team. Student Advice services are confidential.

Students in their final year must make full settlement of tuition fees to the University by 31<sup>st</sup> May. Students who fail to do so will not be eligible to attend for presentation of their award, nor will they be eligible to receive their degree certificate or a transcript of studies.

Please note, withdrawal or suspension of studies may affect your entitlement to University Financial Support including bursary payments.

Reminder letters/emails will be sent where the fees are overdue.

### **Non Payment of Library Fines and/or Overdue Library Resources**

The following processes and procedures apply to library members with library charges and/or overdue library resources:

- Library Services charges fines for the late return of books and other resources. Rates can be found online at <http://libguides.bishopg.ac.uk/c.php?g=151611&p=1443890>.
- A series of reminders are emailed to library members with overdue loans.
- Borrowing rights are suspended if a library member's fine reaches or exceeds £10 and may only be reinstated if the amount is paid in full.
- The maximum amount charged by Library Services to one library member for one instance of a cumulative fine is £50.
- In cases where a suspended library account is no longer in use but charges remain outstanding, e.g. if a student with a suspended library account graduates, the matter will be passed to the Finance Department for action.
- In cases where, two weeks after a final reminder has been sent by Library Services, a library member has failed to return library loans the matter will be passed to the Finance Department for further action.
- In extenuating circumstances such as illness or bereavement library charges will be waived. In the case of extenuating circumstances affecting a student, a course tutor must confirm the circumstances and dates of absence with a member of the library staff.

### **Non-payment of Re-assessment Fee**

Students who fail to pay by the due date will be refused permission to take the assessment and a mark of zero will be recorded against the assessment attempt. Support systems are in place to assist students facing financial difficulties. Students in this situation are advised to seek advice from the Student Advice Team. Student Advice services are confidential.

## **Non Academic Debt**

### **Non-payment of Accommodation Fees**

Students are responsible for ensuring they have sufficient funds in their bank account when instalments are due to be collected. Where payment has not been collected at the first attempt, a second attempt to collect funds will automatically be attempted 5 days later. In addition, students will receive 3 email reminders from the Accommodation Office that payment is now overdue.

If payment is not received after a 30 day period has expired, the University may pursue eviction action against the student. A student will remain liable for any arrears due under the Residence Agreement once they have been evicted.

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.

#### **Non Payment of Monthly Sport and Fitness Centre fees**

If a direct debit is cancelled, then the membership will be suspended immediately. To reinstate a membership the remaining annual fee must be paid in full. All additional payments must be made at the Sport and Fitness Centre.

#### **Debt Recovery**

**The University reserves the right to pass any debt to debt collectors which may lead to legal action being taken against them. Such action may lead to a County Court Judgment being registered and Bailiff's being asked to seize property. This may also affect a student's credit rating and the student may find it difficult to gain credit for six years. The student will be liable for any other associated costs over and above the debt including any administration costs incurred by the University and any third party costs including commission, interest and court costs.**