

Further Education and pre-sessional courses: Fee Regulations 2017/18

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1. Annual fees

1.1 You are responsible for paying all fees and charges associated with your course of study (see the Tuition Fee Schedule for details of individual course fees). If you are a new student sponsored by an individual or body other than an education funding agency, you should bring evidence of your sponsorship to your enrolment session. If you are a sponsored student and are continuing your studies, you should provide evidence of your ongoing sponsorship to your Campus Registry during the relevant enrolment period. If you fail to do this, you will be liable for paying your fees yourself. In all cases, students sponsored by someone other than the education funding agencies of the UK Government will be considered as 'self-funded' (see note ²) for the purposes of these fee regulations.

1.2 We charge annual fees for our courses of study. We review these fees each year and they may increase in line with inflation during your registration. (The fees will not increase for overseas students subject to the Fixed Fee Policy (see 4.1.3)). If we adjust our fees in line with inflation, this adjustment will usually be at or below the RPI-X forecast rate as advised by the independent Office for Budget Responsibility (OBR) and the Office for Fair Access (OFFA).

1.3 There is more information about our tuition fees in the [Study at UCA](#) pages of our website (www.uca.ac.uk). Our published fees apply only to the stated academic year and may increase in future academic years for new registrations. You should not use fees published for the current academic year as a guide to fee levels in future years.

1.4 You should pay your fees using our online payment facility or at the cashier's office on your campus. You may have to pay a late payment fee of £15 if you are late paying your fees.

1.5 The fee-payment requirements are explained in section 2 below. Section 3 applies to all students and section 4 sets out the regulations for overseas students.

1.6 During the online enrolment process we will ask you for permission for relevant University staff to give information about tuition fees or other accounts information to your parents or other authorised people.

1.7 The annual tuition fee includes:

- i. the tuition fee for your course of study

1.8 If you are a Home/EU or Island Further Education student aged under-19 on 31 August immediately preceding the start of your course you must pay an annual Materials Charge in full during online enrolment. The Materials Charge is included in the Tuition Fee for Home/EU 19+ and Overseas students.

¹ Overseas students are those from outside the EU countries listed at [1] on page 7

² A 'self-funded' student pays their fees themselves

1.9 You may have to pay other fees and costs. Some courses offer, or require you to take part in, visits and field trips and there may be extra charges for these. Please see your individual course documents for details.

2. Further Education Students (pre-degree courses, including IFADM) Home/EU Under 19 and 19+ and Overseas (including 19+ Island³ students) [See 3 below]

2.1 General

2.1.1 Funding arrangements for pre-degree students vary according to your age and circumstances. If you are a Home/EU or Island student on a Diploma, Extended Diploma or Foundation Diploma course and you are aged under 19 on 31 August immediately preceding the start of your course you are not expected to pay your tuition fees yourself; if you are a Home/EU or Island student aged 19 or over (19+) but under 24 years of age on 31 August immediately preceding the start of your course you will have to pay your tuition fees yourself unless you are studying for your first full level-three qualification [See note 2 on page 7]; you must complete a Self-Declaration form [See note 3 on page 7] during online enrolment if you are in this age group and wish to apply for a fees waiver. If you already have a level-three qualification and you are aged over 19 on 31 August immediately preceding the start of your course you will have to pay fees and may apply to the Student Loan Company (SLC) for an Advanced Learner Loan for tuition fees support. If you apply and get the full tuition fee loan from the Student Loan Company you will not be expected to pay tuition fees yourself. UCA will collect your tuition fee directly from the SLC.

2.1.2 Unless we have agreed an instalment plan with you, if you are self-funded (or are aged over 19 and you are only taking out a partial tuition fee loan from the SLC), you must pay the tuition fee (or your personal part of it) as set out in the Tuition Fee Schedule. If you are self-funded, or partially self-funded, with a start date in September you must pay at least 50% of your tuition fee liability during the published enrolment period for your course and the remaining 50% by the following 31 January (or equivalent date for non-September starters). If you are a new student funded by a sponsor other than the SLC, you must provide evidence of your sponsorship to Student Records at our Farnham campus before the end of the published enrolment period for your course (or within 14 days of your start date if you have a non-standard start date).

2.1.3 Island students aged 19 or over on 31 August immediately preceding the start of their course must pay tuition fees at the Overseas rate.

2.2 Students transferring into Course

2.2.1 If you are a Home/EU student and you transfer into a Further Education course at UCA during the academic year, either from another course at UCA or externally from another institution, you will not be charged a tuition fee if you were under 19 years of age on 31 August immediately preceding the start of your previous course.

2.2.2 If you are a Home/EU student who was 19 years of age or over on 31 August immediately preceding the start of your previous course and you transfer into a Further Education course at UCA during the academic year, either from another course at UCA or externally from another institution, we will calculate your tuition fee due based on the number of weeks you will be in attendance on the course for that academic year, unless you are aged between 19 and 24 and studying for your first full level-3 qualification. In this circumstance to avoid paying the fee yourself you must apply for a fee waiver by completing the Self Declaration Form (see note [3] on page 7).

³ Island students are those from the Channel Islands and the Isle of Man

2.2.3 If you are eligible to change mode of study and you change from full-time to part-time (or vice versa), we will charge the appropriate tuition fee for your new study pattern from the start of the term in which you make the change. We will tell the SLC about the change, and the SLC will tell you about any amendments to the support you are entitled to. You should also tell the SLC about the change in your circumstances.

2.2.4 If you are a Home/EU student and you were aged under-19 at the start of your course and you transfer into a Further Education course at UCA at any time during the academic year from another institution, you must pay the Materials Charge in full when you transfer.

2.3 Students interrupting Studies

2.3.1 If you are studying on an FE course you may not normally interrupt for a period of longer than four continuous weeks (28 days) excluding holidays; the need to interrupt for longer than four weeks will result in you being withdrawn from your course.

2.3.2 If after interrupting your studies you do not return to study and you withdraw from the University, withdrawal processes will apply (Section 2.4). If you choose to return to UCA in a future academic year you will be considered to be a new student when we calculate your fees and the Regulations in place at the time of your new enrolment, including those relating to your age at the start of the course, will apply.

2.4 Students withdrawing from course/studies being terminated

2.4.1 If you are an under-19 Home/EU student and you withdraw from your course (or we terminate your studies) within the first three weeks of the start of the course the Materials Charge will be refunded to you in full. If your last date of attendance is later than three weeks from the start of the course we will not refund any of the Materials Charge to you when you leave. The last date of attendance that we use to determine whether you will receive a refund of your Materials Charge will be as recorded on the confirmation of withdrawal or termination letter issued to you by Student Administration.

2.4.2 If you are a Home/EU self-funded student and you withdraw from your course (or we terminate your studies) after the end of the cancellation period (see 3.6.1), but BEFORE the end of the first term 25% of the tuition fees for that academic year will be due. If you withdraw (or we terminate your studies) AFTER the end of the first term, we will calculate your tuition fee based on the number of weeks you attended the course before you withdrew or we terminated your studies. The last date of attendance we use to calculate your tuition fee due will be as recorded on the confirmation of withdrawal or termination letter issued to you by Student Administration.

2.4.3 If you are a 19+ student who is funded by the SLC and you withdraw from your course (or we terminate your studies) after the end of the cancellation period (see 3.6.1), we will calculate your tuition fee based on the number of months you attended the course before you withdrew or we terminated your studies. We will calculate your fees in full months. We will notify the SLC when you withdraw from your course. You should also notify the SLC of the change in your circumstances.

2.4.4 If you are an overseas student and you withdraw from your course (or we terminate your studies) after the cancellation period but before the end of your first term, we will not refund the £2,500 deposit you paid for that course in that academic year. If you withdraw from your course (or we end your studies) after the end of the first term, your fees will be either the £2,500 deposit you paid for that course or a fee calculated according to the number of weeks you attended the course before you withdrew from the course or we ended your studies, whichever is higher. The last date of attendance we use to calculate your tuition fees (and any refund due if you have paid more than the calculated fee) will be as recorded on the confirmation of withdrawal or termination letter sent to you by Student Administration.

2.4.5 If you are receiving a UCA Scholarship or any other bursary or scholarship support and you interrupt your studies, transfer courses or withdraw from your course, or we end your studies, the terms and conditions of the relevant bursary or scholarship will apply.

3. Extra information which applies to all students

3.1 Paying fees

3.1.1 You must enrol and pay the stated minimum instalment of fees for your course during the published enrolment period for your course of study.

3.1.2 If you are a self-funded student, you may apply to pay your tuition fees in up to six equal monthly instalments. The first instalment will normally be due in September, with the last instalment falling due in February. If you have a non-standard start date, the first instalment will be due during the published enrolment period for your course of study, with the last instalment falling due during the sixth month following that.

3.1.3 If you want to pay your fees by instalments, you must arrange this with our Finance department before your course starts.

3.1.4 You have final responsibility for paying your fees and charges. This applies if your sponsor, for example the Student Loan Company, fails to pay your fees.

3.1.5 If you are waiting for confirmation of funding from an education funding agency, you will be classified as self-funded until we receive confirmation of the support you will receive. If you are unable to pay your fees on time, you should ask the Finance department for an extension of up to six weeks for your first instalment. You will need to provide proof of your funding application.

3.1.6 If you fail to make a payment when it is due, including failing to keep to agreed instalment arrangements, we will tell the appropriate Head of School about the debt. If you fail to make a payment by 31 October (or within an equivalent timeframe if you have a non-standard start date), we will take immediate action as defined in the UCA Debtor Regulations. The action may include ending your studies. If you still do not pay, we may refer the debt to an external debt-collection agency.

3.1.7 Also, each time you fail to make a payment by the deadline, including failing to keep to an agreed instalment payment arrangement, you will have to pay an administration charge of £15.

3.1.8 If you take up a place in our residential accommodation, you must keep to our Terms and Conditions of Residence. We will send you details of these when we offer you a place in our halls of residence.

3.1.9 In some situations we may offer credit to students. We will decide whether to offer credit, and it may not be available to students in certain circumstances, for example if a bankruptcy order has been made against you.

3.1.10 If you withdraw from your course (or we end your studies), we will recalculate your fees and tell you in writing of any remaining balance on your account. Within 14 days of the date of this letter telling you about an outstanding balance, you must pay the balance or agree an instalment plan with Finance.

3.1.11 If you are receiving a scholarship from us or any other bursary or scholarship support, but you have withdrawn from your course or interrupted your studies at the time any cash bursary or scholarship payment is made, you will not be eligible to receive the payment. If you do receive a payment after interrupting or withdrawing from your studies, you must repay it immediately.

3.2. Financial support and advice

3.2.1 If you are experiencing difficulties with paying your fees, you should contact a Specialist Advisor through the Gateway in your University Library.

3.3. Charges for issuing replacement documents

3.3.1 We charge a fee for issuing:

- a replacement student ID card;
- a replacement award certificate; or
- a replacement official transcript.

Details of the charges are set out in the Tuition Fee Schedule.

3.4. Debts

You should read this section along with the UCA Debtor Regulations.

3.4.1 Depending on the amount you owe, we may end your studies. If this happens, you will not have access to teaching, final assessment, facilities, or other benefits until you have cleared your debt (for details please see the UCA Debtor Regulations).

3.5. Refunding fees

3.5.1 Section 2 of this document explains how we will calculate your fees if you transfer to a different course or withdraw from your studies or we terminate your studies. However, if you have documents which prove that the transfer, interruption or withdrawal, or our decision to end your studies after the end of the cancellation period is based on exceptional and unexpected circumstances beyond your control, the Registrar can consider and approve an amendment to the amount you owe in fees. They will look at each case individually when making their decision. If you want to apply for consideration under this clause, you should write to the Registrar explaining your case and providing corroborating documentary evidence.

3.6 Cancellation

3.6.1 When you enrol on a course you have a 14-day 'right to cancel' period. If you start a course of study but change your mind within 14 calendar days of the start of the scheduled physical enrolment period for your level of study, you will not have to pay any tuition fee (you will have to pay an administration fee of £50.) If you want to use your right to cancel, you must email studentrecords@uca.ac.uk giving your student ID number, or fill in a cancellation form and take it to your Campus Registry. If you do not tell us you want to cancel within the cancellation period, we will charge the fees set out in the relevant section above.

4. *Special fee arrangements*

4.1 Overseas students

4.1.1 You must pay tuition fees to cover the full cost of courses in the UK. Overseas students are defined in line with the Government's Education (Fees and Awards) Regulations. If there is any doubt as to whether you are a home or EU student or an overseas student, the Head of Admissions

will decide. If you want to challenge the Head of Admissions' decision, you must do this before the end of the stated enrolment period for your course of study.

4.1.2 For overseas students first registering in or after 2015/2016: if you are progressing from a further education course (including International Foundation in Art, Design & Media (IFADM)) to an undergraduate course you will be eligible for a 10% discount on the standard listed tuition fee for the first academic year of the course you are progressing to. If you pay the discounted progression fee in full before you enrol, you will also be entitled to a 4% discount on the discounted progression fee. See section 4.1.8 for details.

4.1.3 For overseas students first registering before 2015/2016: you will pay, for the whole period of uninterrupted studies, the fee rate that is in force in the year of first registration (the fixed fee). You can find these fee rates on our website.

- If you interrupt your studies during the course, you will only keep the initial fee level paid in your first year of study at UCA as long as the Head of School approves the entire period of interruption to your studies on academic grounds.

- This regulation does not apply to stand-alone pre-sessional English courses.

4.1.4 Tuition fee deposit

So that we can issue you with a Confirmation of Acceptance for Study (CAS), you must pay a £2,500 deposit if you are an overseas student. We will not issue your Confirmation of Acceptance for Study (CAS) until you have paid the deposit. The deposit is part payment towards the cost of the tuition fee.

4.1.5 We will refund your deposit (less a £50 administration charge) if you cancel your place at UCA before 1 June (for courses starting in September) or before 1 October (for courses starting in January), or within 14 days of the date of accepting the offer (whichever is later).

4.1.6 If you cancel your place after 1 June (for courses starting in September) or after 1 October (for courses starting in January), or more than 14 days after accepting the offer (whichever is later), we will not refund your deposit unless:

- you provide evidence that your visa has been refused, in which case we will refund your deposit less a £50 administration charge;

- you fail to meet the entry conditions for the course and we decide to withdraw the offer of a place, in which case we will refund your deposit less a £50 administration charge; or

- you believe you can provide evidence of circumstances which support your decision to cancel your place at such a late stage, in which case you should write to the Registrar who will consider your case. When you write to us you must include any corroborating evidence you have to support your case.

4.1.7 If you ask if you can delay starting your studies until the following academic year, we will not refund your deposit. We will use it to reserve your place for the next academic year. You can only delay starting your studies for one year. If you cancel your place after you have asked to defer, refund arrangements detailed at 4.1.5 above will apply.

4.1.8 Discounted tuition fee

We offer a discounted annual tuition fee rate to overseas students who pay the full year's tuition fees in one instalment (see the Tuition Fee Schedule for details) before the published start date of

the course (see term dates for details). If you are entitled to the discount, but withdraw from your course before the end of an academic year, this discount no longer applies.

Notes

[1] The 27 EU countries are: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, The Netherlands, United Kingdom. For the purposes of some funding Channel Islands and Isle of Man students are not classified as Home/EU and hence pay a higher prescribed fee as outlined in the 'Tuition Fee schedule'.

[2] The following are examples of Level 3 Qualifications: 4+ x AS levels (1 - 3 AS levels does not qualify as a level 3 qualification); Any A level pass (grade A – E General or Vocational A level); Scottish Highers; International Baccalaureate; Foundation Diploma; National Diploma; Level 3 Access course; Level 3 GNVQ

[3] Self Declaration Form is obtainable from Student Administration at, or prior to, enrolment

Approved

Academic Planning Committee, 04.05.2016
Leadership Team, 09.05.2016
Employment & Finance Committee, 23.06.2016