

## Postgraduate taught courses: fee regulations 2018/2019

1. Annual Fees
  2. Fee Arrangements for taught postgraduate students
  3. Further information for all students
  4. Special fee arrangements for overseas students (see note<sup>1</sup>)
- 

### 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 fully supported by an education funding agency such as a research council you will not be expected to pay tuition fees yourself. UCA will collect your tuition fees directly from the funding agency. 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 a UK education funding agency will be considered as 'self-funded'<sup>2</sup> for the purposes of these fee regulations. Please note, if you are funding your studies through a loan from the Student Loan Company (SLC), the SLC will pay those funds to you and the University will invoice you for the relevant amount.

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 Students (OfS).

1.3 There is more information about our tuition fees in the [Study at UCA](http://www.uca.ac.uk) 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. tuition fee for the course of study

1.8 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 refer to your individual course documents for details.

---

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

<sup>2</sup> A 'self-funded' student pays your fees themselves

## 2.1 General

2.1.1 Funding is not provided to English Higher Education Institutions for Island taught postgraduate students<sup>3</sup>. Therefore, if you are an Island student you will have to pay fees at the overseas tuition fee rate (see Tuition Fee Schedule for further details).

2.1.2 Unless we have agreed an instalment plan with you, if you are self-funded you must pay 50% of your tuition fees during the published enrolment period for your course and the remaining 50% by the following 31 January if your course starts in September (or equivalent date for non-September starters).

## 2.2 Students transferring into course

2.2.1 If you transfer into a postgraduate taught course at UCA from another institution during the academic year you will be notified of your tuition fees at enrolment. The tuition fee will normally be calculated on the basis of the amount of credit for which you will be assessed during the year of entry. Transfer will normally take place at the start of a semester.

2.2.2 If you transfer into a postgraduate taught course at UCA from another postgraduate taught course at UCA during the academic year you will be charged tuition fees calculated on a pro rata basis according to the number of weeks you will be in attendance on each course for that academic year.

2.2.3 If you are a Home/EU or Islands students and you change your mode of attendance from full-time to part-time/flexible mode (or vice versa) then you will be charged the appropriate tuition fee from the new mode of study from the start of the semester in which the change of mode takes effect.

## 2.3 Students Interrupting Studies

2.3.1 If you take, or are required to take, an approved period of interruption (that is, we approve a request to interrupt your studies) we will calculate your tuition fee according to the number of weeks you were in attendance on course prior to interrupting your studies. The last date of attendance we use to calculate your tuition will be as recorded on the confirmation of interruption letter sent to you by Student Administration. We will calculate your tuition fee based on whole weeks. If there is a difference between the fee you have paid and the fee we calculate is due, we will hold this as a credit against your account and will not repay it to you.

2.3.2 During a period of interruption, you do not have access to University systems and/or services.

2.3.3 If, after interrupting your studies, you do not return to study and withdraw from the University, withdrawal procedures will apply (see Section 2.5). The last date of attendance will be backdated to the start of the period of interruption.

## 2.4 Students returning from interrupting studies

2.4.1 When you return to a postgraduate taught course at UCA following an approved period of interruption we will tell you how much your tuition fees will be when you return. We will calculate your fee based on the number of weeks you will be attending the course for that academic year. We calculate tuition fees based on whole weeks.

## 2.5 Students withdrawing from course/studies being terminated

---

<sup>3</sup> Island students are those from the Channel Islands and Isle of Man

2.5.1 If you are a self-funded Home/EU student and you withdraw from your course (or we terminate your studies) after the cancellation period (see 3.6.1) but before the end of the twelfth week of teaching of your first semester you must pay 25% of the tuition fees for that academic year. If you withdraw from your course AFTER the end of the twelfth week of teaching we will calculate your fees according to the number of weeks you attended the course prior to the date you withdrew from your course or we ended your studies (terminated your registration). The last date of attendance used to calculate your tuition fee will be as recorded in the withdrawal/termination letter sent to you by Student Administration. If there is a difference between the fee you have paid and the fee we calculate is due, we will repay it to you.

2.5.2 If you are a Home/EU or Island student either fully- or partially-funded by an education funding agency 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 fees due based on the number of full months you attended the course in that academic year. We will count any part of a month that you attended as a full month. The Student Administration department will notify the funding agency when you withdraw from your course. You should also notify the funding agency of the change in your circumstances.

2.5.3 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 terminate 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 amount to be returned to you if you have paid more than the calculated fee) will be as recorded in the confirmation of withdrawal or termination letter sent to you by Student Administration.

2.5.4 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 terminate 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 If you are returning from a period of interruption to your studies, you must pay the relevant fees during the published enrolment period for that course or no later than 10 days after you return to your studies.

3.1.5 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.

3.1.6 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.

3.1.7 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 Student Debtor Regulations. The action may include suspending you from your course or ending your studies. If you still do not pay, we will refer the debt to an external debt-collection agency.

3.1.8 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.

3.1.9 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.

3.1.10 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.

3.1.11 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 our letter telling you about an outstanding balance, you must pay the balance or agree an instalment plan with Finance.

3.1.12 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 University for the Creative Arts Debtor Regulations.

3.4.1 Depending on the amount you owe, we may suspend you from 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 University for the Creative Arts 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, interrupt 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 was because of 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 fees. (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](mailto: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 [see note 1 on page 7]

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 an undergraduate course, or from an undergraduate course (including GDAD) to a taught postgraduate 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.

- You cannot take more than a one-year break between each level of study (you can take a two-year break if you are progressing from BA (Hons) Architecture to the Master of Architecture).
- 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 the MBA and/or 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 through no fault of your own, 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.

Approved  
Fees Working Group, 04.05.2017  
Leadership Team, 19.06.2017  
Employment & Finance Committee, 22.06.2017