

Fee Regulations 2014/15

1. Annual Fees
2. Further Education Students (pre-degree courses)
3. Undergraduate Students (Foundation Degree, Degree courses)
4. Postgraduate Taught Students (Masters courses)
5. Postgraduate Research Students (MPhil/PhD)
6. Additional Information applicable to all students
7. Special Fee Arrangements: Overseas

1. Annual Fees

1.1 Students are responsible for the payment of all fees and charges associated with their course of study (see Tuition Fee Schedule for details of individual fees).

1.2 The University for the Creative Arts (UCA) charges annual fees for its courses of study. With the exception of Overseas students subject to the fixed-fee policy (see 7.1.2), these fees are reviewed each year and may be subject to an inflationary increase during continued registration; where fees are adjusted for inflation, this adjustment will 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 Fees as published apply only to the stated academic year and, with the exception of Overseas students subject to the fixed-fee policy (see 7.1.2), are subject to increase in future academic years for new registrations; fees published for the current academic year should not be used as a guide to fee levels in future years. Information relating to the University's Tuition Fees can be found in the Fees and Finance section of the Pre-Degree, Undergraduate, Postgraduate and International sections of the University's website (www.ucreative.ac.uk).

1.4 Fees should be paid using the University's online payment facility or at the cashier's office on each campus. Late payment of fees or other charges may incur a late payment fee of £15.

1.5 Fees are payable as per the Regulations relating to the relevant course or level of study. New students sponsored by an individual or body other than the Student Loan Company should bring evidence of sponsorship to their physical enrolment session; continuing sponsored students should present evidence of on-going sponsorship to their Campus Registry during the relevant enrolment period. Failure to do so will result in the student being liable for their fees.

1.6 The annual tuition fee includes:

- i. tuition fee for the course of study, and where relevant
- ii. the fee for re-sit(s)

1.7 The fee payment requirements are explained in sections 2 – 5 below for various categories of students. Section 6 applies to all students and Section 7 applies to Overseas students.

1.8 Students are invited during online enrolment to give permission to relevant University staff to disclose tuition fee or other accounts information to their parents or other authorised parties should they wish.

1.9 In all cases, students sponsored by a third party other than the education funding agencies of the UK governments, shall be considered as 'self-funded' for the purposes of these Fee Regulations.

2. Further Education Students (pre-degree courses, including IFAD) Home/EU Under 19 and 19+, Channel Island and Overseas [1]

2.1 General

2.1.1 Funding arrangements for pre-degree courses vary according to student age and circumstances. Home/EU students on Diploma, Extended Diploma and Foundation Diploma courses aged under 19 on 31 August immediately preceding the start of their course are not liable for tuition fees; students aged 19 or over (19+) but under 24 years of age on 31 August immediately preceding the start of their course are liable for tuition fees unless they meet waiver criteria set out in 2.5.1; students aged over 24 (24+) on 31 August immediately preceding the start of their course are liable for fees and can apply to the Student Loan Company (SLC) for a loan for tuition fees. Where an eligible 24+ student has successfully applied for the full tuition fee loan from the SLC they will not be expected to pay tuition fees. UCA will collect the tuition fee directly from SLC.

Tuition fees and Course Levy are charged for the Access course to all age categories of students.

2.1.2 All under-19 Home/EU Further Education students will be liable to pay an annual Course Levy (for materials and services) in full during their online enrolment. The Course Levy is included in the Tuition Fee for 19+ students.

2.1.3 Home/EU Further Education students who are 19 years of age or over on 31 August immediately preceding the start of their course will be liable to pay at least 50% of their tuition fees during the published enrolment period for their course of study; the remainder of the fee must be paid no later than the following 31 January (or equivalent time frame for non-September starters). This cut-off date for fee payment shall apply to all students unless the student meets one of the exemption categories outlined below in 2.5.1

2.1.4 Unless an instalment plan has been agreed, including any deposit paid, all Overseas students will be liable to pay at least 50% of their tuition fees during the published enrolment period for their course of study; the remainder must be paid no later than the following 31 January (or equivalent time frame for non-September starters).

2.1.5 19+ students Home/EU students who are self-funded (or 24+ students only taking out a partial tuition fee loan from the SLC) must pay the tuition fee (or their personal element of it) as detailed in the Tuition Fee Schedule. Self-funded, or partially self-funded, students must pay at least 50% of their tuition fee liability during the published enrolment period for their course and the remaining 50% by the following 31 January (or equivalent date for non-September starters). New students funded by a sponsor other than the SLC must bring evidence of sponsorship to their physical enrolment session.

2.2 Students transferring into Course

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

2.2.2 If a Home/EU student who was 19 years of age or over on 31 August immediately preceding the start of their course transfers into a Further Education course at UCA during the academic year, either from another course at UCA or externally from another institution, the tuition fee due will be calculated on a pro rata basis according to the number of weeks the student will be in attendance on course for that academic year unless they meet one of the exemption categories referred to in 2.5.1.

2.2.3 If an Overseas student transfers into a Further Education course at UCA during the academic year, either from another course at UCA or externally from another institution, the tuition fee due will be calculated on a pro rata basis according to the number of weeks the student will be in attendance on course for that academic year.

2.2.4 If a student transfers their mode of attendance from full-time to part-time mode (or vice versa) then the appropriate tuition fee for the new mode of study will be charged from the start of the change in mode of study.

2.2.5 If an under-19 Home/EU student transfers into a Further Education course at UCA during the academic year, either from another course at UCA or externally from another institution, the Course Levy due will be calculated on a pro rata basis according to the number of weeks the student will be in attendance on course for that academic year. The calculated pro rata Course Levy fee will be due in full on transfer.

2.3 Students interrupting Studies

2.3.1 Students on an FE course shall not normally interrupt for a period of longer than four continuous weeks (28 days) excluding holidays. In such a case no adjustments to fees shall be made. The dates used to confirm an approved period of interruption shall be those determined by the interruption paperwork completed by the Campus Registry. An interruption of longer than four weeks will result in the student being withdrawn from the course.

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

2.3.3 Where an interrupted student does not return to study and withdraws from the University, withdrawal regulations shall apply and be backdated to the start of the period of interruption. A student who chooses to return to UCA in a future academic year shall be considered a new student for the purposes of fees calculation and relevant Regulations will apply.

2.4 Students withdrawing from course/studies being terminated

2.4.1 If an under 19 Home/EU student withdraws from their course (or has studies terminated) and the student's last date of attendance is prior to 16 October (or equivalent timeframe for students with non-standard start dates) the Course Levy will be refunded in full. If the student's last date of attendance is 16 October (or equivalent timeframe for students with non-standard start dates) or later there will be no return of the Course Levy. The last date of attendance used shall be as confirmed by the withdrawal/termination paperwork completed by the Campus Registry.

2.4.2 If a Home/EU self-funded FE withdraws from their course (or has studies terminated), BEFORE the end of the first term 25% of the tuition fees for that academic year will be due.

2.4.3 If a Home/EU self-funded FE student withdraws from their course (or has studies terminated), AFTER the end of the first term fees payable will be calculated on a pro rata basis according to the number of weeks the student was in attendance on course prior to withdrawal/termination of studies. The last date of attendance used to determine the tuition fee due (and hence any refund due if the student has paid more than the calculated fee) shall be as confirmed on the withdrawal/termination paperwork completed by the Campus Registry.

2.4.4 If a 24+ student in receipt of funding from the LPC withdraws from their course (or has studies terminated), tuition fees due will be pro rata of the fee for the full year, calculated in full months for the period of attendance.

2.4.5 If an Overseas student withdraws from their course (or has studies terminated), BEFORE the end of the first term the £2,500 deposit paid for that academic year will not be refunded.

2.4.6 If an Overseas student withdraws from the course (or has studies terminated) AFTER the end of the first term fees payable will be the higher of the £2,500 deposit paid, or a fee calculated on a pro rata basis according to the number of weeks the student was in attendance on course prior to withdrawal/termination of studies. The last date of attendance used to determine the tuition fee due (and hence any refund due if the student has paid more

than the calculated fee) shall be as confirmed on the withdrawal/termination paperwork completed by the Campus Registry.

2.5 Fee exemption categories (tuition fee)

2.5.1 No tuition fees will be charged to Home/EU Further Education students who are over 19 years of age but under 24 years of age on 31 August immediately preceding the start of their course and who can provide evidence at the start of the academic year that at the start of the course they are in receipt of one of the work-related benefits listed by the Skills Funding Agency [2] as qualifying a student to receive a fee waiver.

If approved for a fee waiver, such students must notify the Department of Student Administration immediately should their circumstances change during the academic year. If a student can provide evidence that they have become entitled to, and are in receipt of, one of the Skills Funding Agency approved benefits they will only be liable to pay tuition fees pro rata from the start of the academic year until the start date of their support entitlement. If a student loses their entitlement to benefit(s) they will be liable to pay tuition fees pro rata from the date their entitlement to support ceases until the end of the academic year.

2.5.2 No tuition fees will be charged to Home/EU Further Education students who are between the ages of 19 and 24 on 31 August immediately preceding the start of their course and who have not successfully achieved a full Level-3 qualification previously[3]. Such students must complete a Self-Declaration form[4] during online enrolment if they wish to apply for this fees waiver.

3. Undergraduate Students (Foundation Degree courses, Degree courses, GDAD courses) Home/EU, Channel Islands and Overseas students [1]

3.1 General

3.1.1 Where an eligible student has successfully applied for the full tuition fee loan from the Student Loan Company they will not be expected to pay tuition fees. UCA will collect the tuition fee directly from the SLC. Students must apply annually by the SLC's deadline for the tuition fee loan.

3.1.2 Home/EU students who are self-funded (or only taking out a partial tuition fee loan from the SLC) must pay the tuition fee (or their personal element of it) as detailed in the Tuition Fee Schedule. Self-funded, or partially self-funded, students must pay at least 50% of their tuition fee liability during the published enrolment period for their course and the remaining 50% by the following 31 January (or equivalent date for non-September starters). New students funded by a sponsor other than the SLC must bring evidence of sponsorship to their physical enrolment session.

3.1.3 Unless an instalment plan has been agreed, Overseas students must pay at least 50% of their tuition fee liability during the published enrolment period for their course and the remaining 50% by the following 31 January (or equivalent date for non-September starters). New students funded by a sponsor must bring evidence of sponsorship to their physical enrolment session.

3.1.4 Full tuition fee waivers are not granted to any students registered for undergraduate courses at UCA.

3.2 Students transferring into course

3.2.1 Self-funded or partially self-funded Home/EU, Channel Island or Overseas students who transfer into an undergraduate course at UCA from another institution during the academic year will be notified of their fee liability at the time of the offer of a place. Such transfer will normally take place at the start of a term or semester. The tuition fee will normally be

calculated on the basis of the number of weeks the student will be in attendance during the year of entry. SLC-funded students are charged on the basis of SLC liability period(s).

3.2.2 Students who transfer between UCA courses will be charged the appropriate fee for the new course on a pro rata basis according to the period(s) of liability the student will be in attendance.

3.2.3 If a student changes their mode of attendance from full-time to part-time (or vice versa) then the appropriate tuition fee from the new mode of study will be charged from the start of the term in which the change of mode is made. The SLC will be notified when a student makes a change of this nature and any consequent amendments to support will be notified directly by the SLC to the student.

3.3 Students Interrupting Studies

Interruption (evidence-based) shall normally be at the end of a term or semester.

3.3.1. If a self-funded, or partially self-funded, student takes an approved period of interruption (i.e. the University approves a request to interrupt studies) the tuition fee due will be calculated on a pro rata basis according to the number of weeks the student was in attendance on course prior to interrupting studies. The last date of attendance used to determine the tuition fee due shall be as confirmed by the interruption paperwork completed by the Campus Registry. Pro rata tuition fee charges will be calculated based on whole weeks. Any balance between the fee paid and the calculated fee due will be held as a credit against the student's account, and will not be re-payable to the student.

3.3.2 If an SLC-funded student takes an approved period of interruption (i.e. the University approves a request to interrupt studies) during the first term (first SLC 'liability period') 25% of the tuition fees for that academic year will be due. If a student interrupts from their course during the second term 50% fees are payable and if interruption takes place during the third term, 100% of the total fees will be due. The last date of attendance used to determine the tuition fee due shall be as confirmed on the interruption paperwork completed by the Campus Registry.

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

3.3.4 Where an interrupted student does not return to study and withdraws from the University, withdrawal regulations shall apply and be backdated to the start of the period of interruption.

3.4 Students returning from interrupting studies

3.4.1 Self-funded or partially self-funded Home/EU, Channel Island or Overseas students who return to an undergraduate course at UCA from an approved period of interruption will be notified of their fee liability on their return, calculated on a pro rata basis based on the number of weeks the student will be in attendance on course for that academic year. Returning SLC-funded students are charged on the basis of SLC liability period(s).

3.4.2 When an Overseas student returns to an undergraduate course at UCA following an approved period of interruption the tuition fee due upon their return will be calculated on a pro rata basis according to the number of weeks the student will be in attendance on course for that academic year using the tuition fee rate that applied to the student when they first joined UCA (providing they meet the criteria as outlined in 7.1.2).

3.4.3 The Department of Student Administration will notify the SLC when a student returns from interruption. The student should also notify the SLC of the change in their circumstances.

3.5 Students Retaking with Attendance

3.5.1 Undergraduate students who are required by the Board of Examiners to retake with attendance (when the relevant unit is next offered) shall be liable to pay fees for retaking unit(s) with attendance at classes/access to facilities. The tuition fee due will be calculated on a credit basis as published in the Tuition Fee Schedule. Fees for retake with attendance shall be payable at enrolment; the fee rate appropriate to the academic year in which the retake occurs will be charged.

3.6 Students withdrawing from Course/studies being terminated

3.6.1 If a Home/EU student who is not fully-funded by the SLC withdraws from their course (or has studies terminated) the following shall apply to the non-SLC funded element of their tuition fees: BEFORE the end of the first term 25% of the tuition fees for that academic year will be due; AFTER the end of the first term fees payable will be calculated on a pro rata basis according to the number of weeks the student was in attendance on course prior to withdrawal/termination of studies. The last date of attendance used to determine the tuition fee due shall be as confirmed on the withdrawal/termination paperwork completed by the Campus Registry.

3.6.2 If a fully or partially SLC-funded student withdraws from their course (or has studies terminated) the following shall apply to the SLC-funded element of their tuition fees: BEFORE the end of the first term (first SLC 'liability period') 25% of the tuition fees for that academic year will be due; AFTER the end of the first term fees payable will be calculated on an SLC liability period basis, for example if a student leaves during the second liability period 50% of the total fees will be due and if they leave during the third liability period, 100% of the total fees will be due. The last date of attendance used to determine the tuition fee due shall be as confirmed on the withdrawal/termination paperwork completed by the Campus Registry.

3.6.3 If an Overseas student withdraws from their course (or has studies terminated), BEFORE the end of the first term the £2,500 deposit paid for that academic year will not be refunded. If an Overseas student withdraws from their course (or has studies terminated) AFTER the end of the first term fees payable will be the higher of the £2,500 deposit paid, or a fee calculated on a pro rata basis according to the number of weeks the student was in attendance on course prior to withdrawal/termination of studies. The last date of attendance used to determine the tuition fee due (and hence any refund due if the student has paid more than the calculated fee) shall be as confirmed on the withdrawal/termination paperwork completed by the Campus Registry.

3.6.4 The Department of Student Administration will notify the SLC when a student withdraws from their course of study. The student should also notify the SLC of the change in their circumstances.

3.6.5 Any student in receipt of a UCA Scholarship or any other bursary or scholarship support who interrupts studies, transfers courses, withdraws or has studies terminated will be subject to the terms and conditions of the relevant bursary or scholarship.

4. Postgraduate Taught Students (Masters courses) Home/EU, Channel Islands and Overseas [1]

4.1 General

4.1.1 Funding is not provided to English Higher Education Institutions for Channel Island or Isle of Man students. Therefore, students from the Channel Islands or the Isle of Man are liable for the overseas tuition fee (see Tuition Fee Schedule for further details).

4.1.2 Full tuition fee waivers are not granted to any students registered for postgraduate taught courses at UCA.

4.1.3 Taught postgraduate students who have not made arrangements to pay by instalments (see 6.1.2), are required to pay 50% of their tuition fee liability during the published enrolment

period for their course and the remaining 50% by the following 31 January (or equivalent date for non-September starters).

4.2 Students transferring into course

4.2.1 Students who transfer into a postgraduate taught course at UCA from another institution during the academic year will be notified of their fee liability at the time of the offer of a place. The tuition fee will normally be calculated on the basis of the amount of credit for which they will be assessed during the year of entry. Transfer will normally take place at the start of a term/semester.

4.2.2 Students who transfer into a postgraduate taught course at UCA from another postgraduate taught course at UCA during the academic year will be liable for tuition fees calculated on a pro rata basis according to the number of weeks the student will be in attendance on each course for that academic year.

4.2.3 If a Home/EU or Channel Islands student changes their mode of attendance from full-time to part-time/flexible mode (or vice versa) then the appropriate tuition fee from the new mode of study will be charged from the start of the semester in which the change of mode takes effect.

4.3 Students Interrupting Studies

4.3.1 Interruption (evidence-based) will normally take place at the end of a term/semester. If a student takes an approved period of interruption (i.e. the University approves a request to interrupt studies) the tuition fee due will be calculated on a pro rata basis according to the number of weeks the student was in attendance on course prior to interrupting studies. The last date of attendance used to determine the tuition fee due shall be as confirmed on the interruption paperwork completed by the Campus Registry. Pro rata tuition fee charges will be calculated based on whole weeks. Any balance between the fee paid and the calculated fee due will be held as a credit against the student's account, and will not be re-payable to the student.

4.3.2 During a period of interruption students do not have access to University systems and/or services.

4.3.3 Where an interrupted student does not return to study and withdraws from the University, withdrawal regulations shall apply and be backdated to the start of the period of interruption.

4.4 Students returning from interrupting studies

4.4.1 When a student returns to a postgraduate taught course at UCA following an approved period of interruption the tuition fee due upon their return will be calculated on a pro rata basis according to the number of weeks the student will be in attendance on course for that academic year.

4.5 Students withdrawing from course/studies being terminated

4.5.1 If a Home/EU student withdraws from their course (or has studies terminated), BEFORE the Christmas break of their first semester 25% of the tuition fees for that academic year will be due; AFTER the end of the Christmas break fees payable will be calculated on a pro rata basis according to the number of weeks the student was in attendance on course prior to withdrawal/termination of studies. The last date of attendance used to determine the tuition fee due (and hence any refund due if the student has paid more than the calculated fee) shall be as confirmed on the withdrawal/termination paperwork completed by the Campus Registry.

4.5.2 If an Overseas student withdraws from their course (or has studies terminated), BEFORE the Christmas break of their first semester the £2,500 deposit paid for that academic year will not be refunded. If an Overseas student withdraws from the course (or has

studies terminated) AFTER the end of the Christmas break of their first semester fees payable will be the higher of the £2,500 deposit paid, or a fee calculated on a pro rata basis according to the number of weeks the student was in attendance on course prior to withdrawal/termination of studies. The last date of attendance used to determine the tuition fee due (and hence any refund due if the student has paid more than the calculated fee) shall be as confirmed on the withdrawal/termination paperwork completed by the Campus Registry.

4.6.3 Any student in receipt of a UCA Scholarship who interrupts studies, transfers courses, withdraws or has studies terminated will be subject to the terms and conditions of that UCA Scholarship.

5. Postgraduate Research Students (MPhil/PhD Courses) Home/EU, Channel Islands and Overseas [1]

5.1 General

5.1.1 Students must pay tuition fees as outlined in the Tuition Fee Schedule. The annual tuition fee is for a 52-week period of registration at UCA.

5.1.2 Home/EU students who already hold an equivalent qualification to the one that they have registered for at UCA will be liable to pay a higher tuition fee. This is because following a UK government directive, institutional funding for Home/EU students studying on a Higher Education course who have already completed an equivalent (or higher) qualification has been withdrawn.

5.1.3 If a student is in receipt of a UCA Research Studentship they will be subject to the terms and conditions of that UCA Research Studentship.

5.1.4 Funding is not provided to English Higher Education Institutions for Channel Island or Isle of Man students. Therefore, students from the Channel Islands or from the Isle of Man are liable for the overseas tuition fee rate.

5.1.5 A student with Continuation Status [5] will be liable to pay the continuation fee as outlined in the Tuition Fee Schedule. Students can retain this status for a maximum of one year (i.e. 52 weeks of registration). Students who are granted the continuation fee and do not complete and submit their thesis within that year will be charged again at the current part-time or full-time rate of tuition fees, and will not be eligible for any further reduction in fees.

5.1.6 Research students who have not made arrangements to pay by instalments (see 6.1.2), are required to pay 50% of their tuition fee liability during the published enrolment period for their course and the remaining 50% by the following 31 January (or equivalent date for non-October starters).

5.2 Students interrupting studies

5.2.1 If a student takes an approved period of interruption (i.e. the Lead Supervisor approves a request to interrupt studies) the tuition fee/continuation fee due will be calculated on a pro rata basis according to the number of weeks the student was registered for that academic year prior to interrupting studies. The last date of registration used to determine the tuition fee/continuation fee due shall be as confirmed by the interruption paperwork completed by the Research Office. Pro rata tuition fee charges will be calculated based on whole weeks. Any balance between the fee paid and the calculated fee due will be held as a credit against the student's account, and will not be re-payable to the student.

5.2.2 During a period of interruption students do not have access to University systems and/or services.

5.2.3 Where an interrupted student does not return to study and withdraws from the University, withdrawal regulations shall apply and be backdated to the start of the period of interruption.

5.3 Students returning from interrupting studies

5.3.1 When a student returns to resume their registration at UCA following an approved period of interruption the tuition fee/continuation fee due will be calculated on a pro rata basis according to the number of weeks the student will be registered for in the remainder of that academic year.

5.4 Students transferring mode of attendance

5.4.1 If a student transfers their mode of attendance from full-time to part-time (or vice versa) then the appropriate tuition fee will be charged pro rata for each mode of attendance in accordance with the number of weeks the student was registered on each mode.

5.5 Students withdrawing/registration being terminated

5.5.1 If a Home/EU student withdraws from their course (or has studies terminated), BEFORE the end of Week 13 25% of the tuition fees for that academic year will be due. If a student withdraws from their course (or has studies terminated), AFTER the end of Week 13 fees payable will be calculated on a pro rata basis according to the number of weeks the student was in attendance on course prior to withdrawal/termination of studies. The last date of attendance used to determine the tuition fee due (and hence any refund due if the student has paid more than the calculated fee) shall be as confirmed on the withdrawal/termination paperwork completed by the Research Office.

5.5.2 If an Overseas student withdraws from their course (or has studies terminated), BEFORE the end of Week 13 the £2,500 deposit paid for that academic year will not be refunded. If an Overseas student withdraws from the course (or has studies terminated) AFTER the end of Week 13 fees payable will be the higher of the £2,500 deposit paid, or a fee calculated on a pro rata basis according to the number of weeks the student was in attendance on course prior to withdrawal/termination of studies. The last date of attendance used to determine the tuition fee due (and hence any refund due if the student has paid more than the calculated fee) shall be as confirmed on the withdrawal/termination paperwork completed by the Campus Registry.

5.5.3 If a student withdraws from their registration (or has their registration terminated) before the end of the academic year whilst on continuation status, no refund will be given.

5.6 Students successfully completing

5.6.1 If a student successfully completes at any point during the academic year no refund of fees will be given. Full fees for that year remain due.

5.6.2 If a student successfully completes at any point during the academic year whilst on continuation status no refund will be given.

5.7 Students with amendments to be made after examination

5.7.1 If, further to examination, a student is only required to make minor amendments then no further fees will be charged; however, if a re-examination is required they will be charged fees at the current part-time or full-time rate of tuition fees [6].

6. Additional Information applicable to all students

6.1 Payment of Fees

6.1.1 Students must enrol and pay the stated minimum instalment of fees for their course, (see individual course sections for details) during the published enrolment period for their course of study.

6.1.2 Self-funded postgraduate students and self-funded Overseas students may elect to pay their 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. For students with non-standard start dates the first instalment will be due during the published enrolment period for their course of study, with the last instalment falling due during the sixth month following.

6.1.3 Eligible students who wish to pay fees by instalments must make arrangements to do so with the finance department prior to the commencement of their course.

6.1.4 Students returning from a period of interruption are required to pay relevant fees during the published enrolment period for that course, or no later than ten days after the start of their return.

6.1.5 Students retain the ultimate liability for the payment of their fees/charges. This applies in the event of payment default by a third party sponsor, such as the Student Loan Company.

6.1.6 Students waiting for confirmation of funding from Student Finance England (or equivalent) will be classified as SELF-funded until confirmation of support is received. If these students are unable to pay their fees in line with agreed payment dates they should request an extension of up to 6 weeks for their first instalment by contacting the Finance Department and providing proof of their funding application.

6.1.7 Students who fail to make payment by the required deadline, including failing to maintain agreed instalment payment arrangements, will be classified as debtors and will be notified to the appropriate Head of School. In any event failure to meet the relevant payment requirements by 31 October (or equivalent timeframe for students with non-standard start dates) will result in immediate sanctions as defined in the Student Debtor Regulations, including suspension and termination of studies. Continued failure to pay will result in referral to an external debt collection agency.

6.1.8 Additionally, in each instance that a student fails to make any payment by a required deadline, including failing to maintain an agreed instalment payment arrangement, an administration charge of £15 will be levied.

6.1.9 Students who take up a place in UCA residential accommodation are subject to UCA's Terms and Conditions of Residence. Details are sent to students at the point that they are made an offer of a place in UCA Halls of Residence.

6.1.10 Credit is extended to students at the University's discretion and may not be available to students in certain circumstances, for example those subject to a bankruptcy order.

6.1.11 Following a student's withdrawal from their course, fees will be recalculated and the student will be notified in writing of any remaining balance on their account. Within 14 days of this letter of notification of an outstanding balance, the balance must be settled or an instalment plan must be agreed with Finance to settle.

6.1.12 Any student in receipt of a UCA Scholarship or any other bursary or scholarship support who is withdrawn or interrupted at the time any cash bursary or scholarship payment is made, or an institutional service is provided, will not be eligible to receive such payment or institutional service. In the event that a payment or service is made to an interrupted or withdrawn student, immediate repayment shall be required.

6.2. Financial Support and advice

6.2.1 Students who are experiencing difficulties with payment of fees should contact a Specialist Advisor through the Gateway in their University Library in the first instance.

6.3. Issue of replacement documentation

6.3.1 A charge is made for the issue of:

- i) a replacement student ID card
- ii) a replacement award certificate
- iii) a replacement official transcript

The charges are detailed in the Tuition Fee Schedule.

6.4. Debts (this section should be read in conjunction with the University for the Creative Arts Debtors Regulations)

6.4.1 Depending on the amount owed, students may be suspended and will not have access to teaching, final assessment, facilities, or other benefits, until their debt is cleared (for details please refer to UCA Student Debtor Regulations).

6.5. Refund of fees

6.5.1 The calculation of fees due when a student transfers, interrupts, withdraws or is terminated from their course of study is detailed for each category of student in sections 2 – 5 of this Fee Regulations document. However, where a student can demonstrate that their transfer/interruption/withdrawal or termination is based upon exceptional and unexpected circumstances beyond the student's control, and is supported by documentary evidence, the Head of Student Administration has power of discretion on a case by case basis to approve an appropriate amendment to the amount of fees owed. Students wishing to apply for consideration should write to the Head of Student Administration explaining their case and providing corroborating documentary evidence.

7. Special Fee Arrangements

7.1 Overseas [1]

7.1.1 Overseas students are required to pay tuition fees to cover the full cost of courses in the UK. Overseas students are defined in accordance with the Education (Fees and Awards) Regulations. Any doubts about status as a student, Home/EU or Overseas, shall be determined by the Head of Admissions. Any challenge to a fee status decision must be made before the end of the stated enrolment period for the student's course of study.

7.1.2 Annual tuition fees paid by an Overseas student (who registered at UCA for the first time in 2005/06 or later) are guaranteed to remain at the same full-year level in force at the time of their first year of study for the entire duration of study within UCA. For example, an Overseas student who initially registers for an FE course, then progresses to a BA (Hons) award at UCA (and possibly to a postgraduate course after completing the BA (Hons)) will pay the initial FE Overseas fee for each year of their studies at UCA. The following conditions apply:

- The student cannot take more than a one-year break between each level of study (a two-year break will be permitted for students progressing from BA (Hons) Architecture to the Master of Architecture).
- If an Overseas student takes a period of interruption during the course of an intended qualification aim they will only retain the initial fee level paid in their first year of study at UCA provided that the entire period of their interruption is academically approved by the Head of School.
- The MBA and stand-alone pre-sessional English courses are exempt from this Regulation.

7.1.3 If a student transfers between courses at UCA in their first year of study at UCA the fee they will be charged will be set as the lower fee of the courses attended during the first year of study for the remainder of the student's time at UCA (conditions in 7.1.2 still apply).

7.1.4 Tuition Fee Deposit: in order to be issued with a Confirmation of Acceptance for Study (CAS), overseas applicants are required to pay a £2,500 deposit. Where applicable, a Confirmation of Acceptance for Study (CAS) will only be issued when this deposit has been paid. The deposit is part payment towards the cost of the tuition fee.

7.1.5 If the student cancels their place at UCA prior to 1 June immediately preceding the start of their course the deposit is refundable (less £50 administration charge).

7.1.6 If the student cancels their place on or after 1 June immediately preceding the start of their course the deposit is non-refundable unless:

- The student provides evidence that their visa has been refused (in which case a refund less £50 administration charge will be given); in cases of visa refusal based on incorrect or invalid information or documentation provided by the student or their agent in support of their visa application no refund is payable;

- The student fails to meet entry conditions for the course and UCA decide to withdraw the offer of a place (in which case a refund less £50 administration charge will be given);

- The student believes they can provide evidence of extenuating circumstances supporting their decision to withdraw from their place at such a late stage (in which case they should write to the Head of Student Administration and their individual case will be considered).

7.1.7 If the student requests to defer their place to the following academic year the deposit is non-refundable. It will be used to reserve their place for the next academic year. Students may only defer their place for one year after which if a student fails to enrol the deposit is not refundable.

7.1.8 Discounted Tuition Fee: UCA offers a discounted annual tuition fee rate to Overseas students who pay the full year's tuition fees in one instalment either prior to, or during the published enrolment period (see Tuition Fee schedule for details). If a student withdraws 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 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] Refer to Skills Funding Agency for details of eligible benefits

[3] 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

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

[5] See paragraph 12.7 of the UCA Research Student Regulations Handbook for details of Continuation Status

[6] See the UCA Research Student Regulations Handbook for further details on re-examination and what constitutes minor amendments.

Approved

Employment & Finance Committee, July 2014