

## Undergraduate taught courses: fee regulations 2018/2019

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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. 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. (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](http://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 the course of study; and where relevant
- ii. the fee for resit(s) (that is, the opportunity to retrieve failed assessment component(s)) before the start of the next academic year

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 see your individual course documents for details.

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<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 their fees themselves

2. Undergraduate students (foundation degree courses, degree courses, GDAD courses) home, EU, Island (see note 3) and overseas students

### 2.1 General

2.1.1 If you have successfully applied for the full tuition fee loan from the Student Loan Company (SLC), you will not have to pay your tuition fees yourself. We will collect the tuition fee direct from the SLC. You must apply for the tuition fee loan each year by the SLC's deadline.

2.1.2 Unless we have agreed an instalment plan with you, if you are self-funded (or 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 We do not grant full tuition fee waivers to any students registered for undergraduate courses at UCA.

### 2.2 Students transferring into a course at UCA from another institution

2.2.1 If you are a self-funded or partially self-funded student and you transfer into an undergraduate course at UCA from another institution during the academic year, we will tell you how much your fees will be when you enrol with us. The transfer will normally take place at the start of a term or semester. We will normally calculate your tuition fees for the year you join UCA using the volume of credit for which you will be registered during that year. If your tuition fee will be paid using a loan from the SLC, your tuition fee will be based on SLC liability periods (see note 4).

2.2.2 If you transfer between UCA courses, we will charge you the appropriate fee for the new course according to the periods of liability you will be attending each course.

2.2.3 If 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.

### 2.3 Students interrupting their studies

2.3.1. If you are a self-funded or partially self-funded student and 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 attended your course before interrupting your studies. The last date of attendance we use to calculate your tuition fee will be as recorded in 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.

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

<sup>4</sup> The three SLC liability periods are the three terms of the academic year

2.3.2 If you are an SLC-funded student (see note 5) and you take, or are required to take, an approved period of interruption (that is, we approve a request to interrupt your studies) during the first term (the first SLC 'liability period'), 25% of the tuition fees for that academic year are due. If you interrupt your course during the second term, 50% of the tuition fees are due, and if you interrupt your course during the third term, 100% of the total fees are due. The last date of attendance we use to calculate your tuition fee will be as recorded in the confirmation of interruption letter sent to you by Student Administration.

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

2.3.4 If, after interrupting your studies, you do not return to study and you withdraw from the University, the withdrawal processes will apply (see section 2.6) and your last date of attendance will be backdated to the start of the period of interruption.

#### 2.4 Students returning from interrupting their studies

2.4.1 If you are a self-funded or partially self-funded student and you return to an undergraduate course at UCA from an approved period of interruption, we will tell you how much your tuition fees will be when you return. We will calculate your tuition fees based on the number of weeks you will be attending the course for that academic year. If you are a returning SLC-funded student, we will calculate your tuition fees based on the SLC liability periods that you will be in attendance in that academic year. When you return from interruption the fee will be charged at the rate that is appropriate to the academic year in which you return.

2.4.2 The Student Administration department will tell the SLC when you return from a period of interruption. You should also tell the SLC about the change in your circumstances.

#### 2.5 Students retaking with attendance

2.5.1 If the Board of Examiners agrees you must retake part of your course with attendance (when the relevant unit is next offered), you must pay the tuition fees for retaking the units with attendance at classes or with access to facilities. We will calculate your tuition fee on a credit basis as published in the Tuition Fee Schedule. You must pay the fees for retaking with attendance when you enrol, and the fee will be charged at the fee rate that is appropriate to the academic year in which you retake the unit (or units).

#### 2.6 Students withdrawing from a course or whose studies we have terminated

2.6.1 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), the following will apply. By 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, we will calculate your tuition fees according to the number of weeks you attended the course before you withdraw from the course or we end your studies (terminate your registration). The last date of attendance we use to calculate your tuition fee will be as recorded in the withdrawal or termination letter sent to you by Student Administration.

2.6.2 If you are a fully or partially SLC-funded student and you withdraw from your course (or we terminate your studies) after the cancellation period (see 3.6.1), the following will apply to the SLC-funded part of your tuition fees: by the end of the first term (the first SLC 'liability period'), 25% of the tuition fees for that academic year will be due; after the end of the first term, we will calculate your tuition fees based on SLC liability periods. For example, if you leave during the second liability period, 50% of the total fees will be due, and if you leave during the third liability period, 100% of the total fees will be due. Regulation 2.6.1 will apply to the remaining self-funded part of the tuition

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<sup>5</sup> An 'SLC-funded' student is someone who has taken out a tuition fee loan from SLC to cover their tuition fees

fee. The last date of attendance we use to calculate your tuition fee will be as recorded in the confirmation of withdrawal or termination letter sent to you by Student Administration.

2.6.3 The Student Administration department will tell the SLC if you withdraw from your course of study. You should also tell the SLC about the change in your circumstances.

2.6.4 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 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 end 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 in the confirmation of withdrawal or termination letter sent to you by Student Administration.

2.6.5 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 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 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 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 this 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 UCA 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 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, 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.

3.5.2 If the University triggers an aspect of its [Student Protection Plan](#) (SPP), you may be entitled to a refund of some or all of your fees if triggering the SPP results in a breach of the University's contract with you. The University's [Refund & Compensation Policy](#) sets out what we will do in these circumstances.

### 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](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 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: unless you first registered on a stand-alone pre-sessional English course, 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

- 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.

### 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.

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#### 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.

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