

# 06: ADDITIONAL CHARGES

Academic Year 2018/19

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<b>Academic Session:</b>	<b>2018/19</b>
<b>Document Reference</b>	<b>Annex 06</b>
<b>Period of registration commencing:</b>	Between 01 August 2018 and 31 July 2019
<b>Duration of enforcement:</b>	2018/19 academic session
<b>Teaching Level(s):</b>	Undergraduate Taught Postgraduate Taught Postgraduate Research
<b>Student Groups:</b>	All new and returning students studying at UWE and registering solely as UWE students
<b>Income Group(s):</b>	Home and European Union Offshore International
<b>Related Documents:</b>	<b>TFP1819</b> – Tuition Fee Policy <b>SDP1819</b> – Student Debt Policy <b>FWP1819</b> – Fee Waiver Policy <b>ANNEX 01</b> – Deposits, Scholarships, Discounts And Bursaries <b>ANNEX 02</b> – Payment Of Fees <b>ANNEX 03</b> – Student Finance Funded Students <b>ANNEX 03a</b> – Postgraduate loans <b>ANNEX 04</b> – International Students <b>ANNEX 05</b> – Studying Away From The University <b>ANNEX 07</b> – Additional Modules And Retake Charges <b>ANNEX 08</b> –Withdrawal from the University
<b>Further Information</b>	<a href="http://www.uwe.ac.uk/money">www.uwe.ac.uk/money</a>

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<b>Date of Publication:</b>	21/03/2018
<b>Current Version:</b>	V1.0
<b>Previous Version:</b>	V0.0
<b>Last updated:</b>	01/09/2017
<b>Document Owner</b>	Student and Academic Services

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# Contents

<b>Introduction</b>	<b>4</b>
What this policy covers	4
What is not covered by this policy	4
<b>Additional costs to students</b>	<b>4</b>
The university	4
University partners	5
Definiton of low cost	5
Maximum cap for additional costs	5
Exceptions to the maximum cap	5
Publication of additional costs information	5
Published prices	5
Associated information	5
Determining the costs	6
Printing	6
Books, research materials and access to reference works	6
Field trips and study away from the university (other than placement)	6
Placements	6
Memberships	7
It equipment	7
Postgraduate research project fees	7
Retakes and resits	7
Outline of included and excluded costs	7

# INTRODUCTION

The University is committed to ensuring that a student is able to complete their course of study without incurring any significant additional study costs over and above the tuition fee for that course. Where additional costs are incurred, the University will work to ensure that these costs are kept to a minimum,

The University expects students to bear in mind that the academic provision of the University does include certain elements of study that will inevitably incur additional costs. Costs will vary by course and will be influenced by the location of teaching and method of delivery of your course of study as well as its duration. Where there are additional costs that students are expected to, bear above the overall University fee students should note they need to budget for these.

## WHAT THIS POLICY COVERS

This policy sets out the principles applied by the University in determining the additional costs.

This policy sets out how these costs will be communicated to students.

## WHAT IS NOT COVERED BY THIS POLICY

This policy does not cover living and other personal maintenance costs; information including guidance on budgeting, managing bills and other household expenditure can be found on the University website at

<http://www1.uwe.ac.uk/students/feesandfunding/managingyourmoney.aspx>

This policy does not cover costs related to placements other than where the study element associated with the placement of a particular course would incur additional costs. Further details are published in the Placements Fees Policy.

# ADDITIONAL COSTS TO STUDENTS

## THE UNIVERSITY

There are a number of extra costs arising from University studies that you will need to allow for when planning your budget. Some are common to all courses of study, for example:

- study texts and reference books
- items such as photocopying
- computer and other IT supplies

Others costs relate to the specific course and modules studied and include field trips, materials and specialist equipment. Actual costs will depend on a student's personal and course requirements.

All faculties and departments will endeavor to make a low cost or free option available to all students. Any exceptions to this will be clearly communicated in published materials and directly to students.

The university monitors this policy and the published information through the university fees group.

## **UNIVERSITY PARTNERS**

Where the University operates in partnership with other institutions the University will make it clear where responsibility lies for determining the additional costs associated with a course and will publish on its web site either the additional costs information or clear links to partner information about additional costs.

## **DEFINITION OF LOW COST**

The University will define low cost as an annual cost that is no more than 1% of the current undergraduate annual home fee (regardless of whether the course in question is undergraduate or postgraduate taught).

## **MAXIMUM CAP FOR ADDITIONAL COSTS**

The University defines the maximum additional cost per item as being no more than 5% of the current undergraduate annual home fee (regardless of whether the course in question is undergraduate or postgraduate taught).

## **EXCEPTIONS TO THE MAXIMUM CAP**

In exceptional cases the maximum cap on additional costs may be exceeded where this can be justified – for example in technical, laboratory, science or healthcare courses. Exceptions to this maximum cap will need to be approved in advance by the University Fees Advisory Group and the Directorate after consultation with the students union.

## **PUBLICATION OF ADDITIONAL COSTS INFORMATION**

The University will publish additional costs information for each of the courses it offers. This information will include the additional costs for each year of study and cumulative costs for the whole course.

The University will make clear in its published information where additional costs may be weighted to a particular year of study, such as in support of final year projects.

In cases where additional costs will be incurred then the information, including details of these costs, will be published to students in writing in advance of the start of the course at enquiry and application stage via the University website and other documentary information approved for the purpose.

## **PUBLISHED PRICES**

Any figures quoted will be based on prices current at the time of publication, where a cost is for guidance only it will be clearly marked as such. The exact amounts will depend on the particular choice of course and study options and your individual use of those facilities and materials for which additional costs apply.

While every effort is made to reflect additional costs accurately, some costs may be subject to variation due to external factors for example the impact of fuel costs on transportation. In these situations, the University will take such action as is deemed reasonable to keep additional costs to students to a minimum.

This policy does not seek to restrict student choice, to that end does not preclude the option for students to opt to spend more on additional items than published in the University additional costs, and accepts no liability for these additional costs

## **ASSOCIATED INFORMATION**

The University will publish information about the use and expenditure of the tuition fees income it receives.

The University will publish information on its website about the investments it makes in to the learning experiences including teaching equipment, University estate and support services.

## **DETERMINING THE COSTS**

All faculties and departments are responsible for reviewing their courses to identify specific additional costs.

For common items, the University will calculate a common average cost.

Changes to course and module content will be reviewed to assess the impact on additional costs students may face because of the change.

New courses will be assessed for additional costs at the design stage.

## **PRINTING**

The University will avoid compulsory printing unless essential to the learning outcomes of a course in which cases these details will be made explicit. All other printing is expected to be at the discretion of the student.

Where coursework submissions are made online, the University expects there will be no printing costs associated with the coursework submission.

## **BOOKS, RESEARCH MATERIALS AND ACCESS TO REFERENCE WORKS**

Higher education study requires extensive reading and access to reference works. Core readings and textbooks will be made accessible to students via the library, either digitally or for loan. In order to achieve this, faculties and departments will ensure that all core text requirements are provided to library services in a timely fashion.

Although the University Library has copies of recommended textbooks and suggested reading a student may choose to purchase textbooks for their own use.

## **FIELD TRIPS AND STUDY AWAY FROM THE UNIVERISTY (OTHER THAN PLACEMENT)**

Some courses involve visits away from the University campus. These vary from day trips to residential field trips, which form a credit bearing part of some courses.

When field trips and other study away from the University are a mandatory requirement of a course, faculties and departments will endeavor to make a low cost or free option available or to make sources of funding or other support available to help with travel or other costs on a needs basis.

Where additional costs in this respect are unavoidable students unable to meet these costs will not be penalised.

Students may be required to contribute to the costs of travel, accommodation and to the subsistence element of such visits and trips.

## PLACEMENTS

Courses, which involve placements, will normally require students to pay for the travelling costs arising from attending each day of the placement.

## MEMBERSHIPS

Faculties and departments will make it clear in course information which professional bodies offer recognition, accreditation or memberships to students and will make it clear where membership of such organizations is compulsory or at the students' discretion.

Where membership is a compulsory requirement of the course the University will cover the associated costs.

Faculties and departments will cover reasonable costs up to an equivalent of 1% of the current undergraduate annual home fee (regardless of whether the course in question is undergraduate or postgraduate taught) for professional body memberships where such memberships are a recommended as part of the course.

If the membership fees are in excess of the 1%, the University will make a contributory payment in support of the membership fees equivalent to 1% of the current undergraduate annual home fee.

When how and by whom additional fees should be paid will be made available in course information

## IT EQUIPMENT

The University provides accessible IT equipment to students via the library and dedicated IT suites across the university. The University does not provide or subsidises IT equipment for students, exclusions may apply for students in receipt of certain funding and requiring specialist equipment.

## POSTGRADUATE RESEARCH PROJECT FEES

Some research projects will require an additional financial contribution to cover additional resources that are not typically covered by tuition fees. These costs are usually incurred annually and you will be informed before you begin your studies whether this applies to you.

<b>Band</b>	<b>Amount</b>	<b>Costs covered</b>
<b>0</b>	£0	Projects for which no additional resources are necessary.
<b>1</b>	£250 - £1,000	To include conference attendance, fieldwork, travel etc.
<b>2</b>	£1,000 - £5,000	In addition to the above, projects requiring specialist facilities, consumables etc.
<b>3</b>	£5,000 - £12,000	In addition to the above, projects requiring extensive lab and studio work, use of expensive equipment and materials etc.

## RETAKES AND RESITS

Students required to retake modules in their entirety as permitted under academic regulations will be charged the cost of the module for the retake.

There are no additional charges for re-sitting assessments for modules

Further details on retake costs are published in the Retake Costs Policy.

## OUTLINE OF INCLUDED AND EXCLUDED COSTS

<b>Category</b>	<b>Included in the tuition fee</b>	<b>Additional cost to student</b>
Field trips (including trips abroad and trips to museums, theatres, workshops etc.)	Compulsory trips	Optional trips
Travel and accommodation costs for placements	Only for designated courses	
Text books	Library provision	
DBS / Health checks	Only for designated courses	
OH/Health Appointments (where they are a requirement)	The appointment is provided free of charge if attended.	Students will be charged if they do not attend the provided appointment.
Professional Body registration	Only for designated courses	
Specialist IT equipment (non DSA)	IT provision in IT labs	YES
Specialist software	Available on network	YES
Software including service subscriptions		YES
Travel to other sites (e.g. travel to swimming pool for lessons)		YES
Clothing / Kit	Only for designated courses	YES
Learning materials		YES
Library fees and fines		YES
Printing and photocopying	Allocation	YES – Above allocation
Social events		YES
Graduation ceremonies	NO	YES