

University of the West of England, Bristol

Tuition Fee Policy

Academic session to which this policy is applicable:	2014/15
Students to which this policy is applicable:	All new and returning students studying at UWE and UK partner institutions
For periods of registration commencing between:	01 August 2014 and 31 July 2015
Duration of enforcement:	This policy remains in force for the duration of the 2014/15 academic session
Date of Publication:	07 November 2014 (v6.7 / v1.6p)
Date Superseded:	18 November 2014 (v6.8 / v1.7p)
Further Information:	www.uwe.ac.uk/money

1. INTRODUCTION

The University of the West of England (the University) is committed to a fair and transparent policy in respect of charges made to students.

This policy is revised annually and students will be asked to agree to the terms of this policy as part of the registration process at the start of each year of study. Details of changes will be made available via the University website and by direct communication to students' UWE live e-mail addresses. Prospective students will be contacted directly via their applicant portal.

The University charges fees for its programmes of study on an annual basis. Tuition fees are charged at a set rate either based on:

- an annual 'per year' charge,
- a programme of study charge,
- or calculated in respect of the number of credits being studied, including cases whereby students are repeating credits.

Students will be required to pay the fees applicable to their programme of study and fee charging pattern. Fee levels are determined based on fee status and mode of attendance in force for each period of registration and the fee regime in force at their initial registration on a programme of study (subject to changes outlined in this policy).

Students are permitted to take a break in study, but where this is in excess of two years, students then returning to study may be reassessed and may be charged different fees to those in force at their initial registration. For undergraduate students on programmes funded by Student Finance this may mean a change to any new fee regime in place at the end of the break in study.

Full time and part-time home/EU Undergraduate students - the Department for Business Innovation and Skills (BIS) sets the maximum tuition fee chargeable each year regardless of year of entry and fee regime.

Full time offshore undergraduate students - tuition fees for the old fee regime (pre 2012/13 entry) are set by each islands authority. For new fee regime students (2012/13 and later) fees are charged in line with the fee cap set by BIS for full time home and EU students.

The University Fees Group (The Fees Group) reviews and sets all other fees.

Tuition fees for all programmes are published on the University webpages; these can be found at <http://programmefees.uwe.ac.uk>

The Tuition Fee Policy operates alongside a number of other related University policies. These policies work together to provide a framework for the setting, payment, collection and reconciliation of tuition fees. These policies are updated annually and apply to each new period of registration.

Students retain ultimate liability for the payment of their fees, whether invoiced or not, including where sponsorship agreements have been approved.

The University will ultimately always seek to recover fees directly from students in cases where payment from other approved sources is not forthcoming.

The University reserves the right to take appropriate action against students who fail to pay their fees, or make satisfactory arrangements to pay on, or by the end of a set period after the start date of their programme (see Section 11 Debt). Further, the University reserves the right to prevent students from participating in graduation ceremonies and to withhold degree certificates, transcripts and references for non-payment of tuition fees.

In accordance with published guidelines, Home and EU students studying full-time and part-time undergraduate programmes are able to defer their tuition fee payment by applying to the Student Loans Company (SLC) via their assessing authority to take out a tuition fee loan.

Students may also choose to make full or partial contributions to their fees on or before registration as set out in **Section 5.5 below**. Transfer-in students from another UK Higher Education Institution, who are assessed for statutory support and deferring all or part of their fee through a tuition fee loan, should submit a copy of their Student Finance Entitlement Letter at or before registration. All student liability not covered by the tuition fee loan or grant should be paid as set out in **Section 5 Payments**.

All other students, either not eligible or choosing not to defer payment, should refer to **Section 5 Payments**.

Further information about the practical application of this policy is available in 'Money Matters' 2014/15 at www.uwe.ac.uk/money

Students studying University programmes through non-UK partnership institutions should refer to the policies in their host institutions.

Students at Hartpury College should refer to the Hartpury College fee policy at: <http://www.hartpury.ac.uk/Home/>

2. SETTING TUITION FEES

The University reviews its fees and its fees policy annually, the Board of Governors has overall responsibility for the University's fee framework. Tuition fees are likely to be subject to annual inflationary increases and will be available on the University website at: www.uwe.ac.uk/money

2.1 The University Fees Group

2.1.1 The organisation within the University holding devolved authority for reviewing, setting and amending tuition fee charges is the University Fees Group (The Fees group). The Fees group is chaired by a representative of the University Directorate and represents all faculties and university services.

2.1.2 The Fees group considers all aspects of student tuition fee charging and funding arrangements including UWE bursaries and registration scholarships and discounts.

- 2.1.3 Final authority for the approval and amendment of fees lies with the Fees group. For exceptional circumstances, such as contract changes, cohort fee changes, and market adjustments, authority is delegated to Faculty Associate Deans (Resources) and/or Faculty Business Managers. All amendments are reported to the Fees group.
- 2.1.4 No fees can be varied or changed other than by the approved routes detailed above. All fees are subject to scrutiny by the Fees group.

2.2 Currency

- 2.2.1 All fees published by the University are in pounds (GBP, £) sterling.

2.3 The Fee Amount

- 2.3.1 All fees are rounded to the nearest whole pound (GBP, £) therefore where part time fees are calculated based on a pro rata module charge, the total fee may vary from the full time equivalent fee.

2.4 Publication of fees

- 2.4.1 The University publishes its fees via its website each year.

2.5 Fee Caps

- 2.5.1 The fee cap, set by the UK Government is the maximum fee chargeable for a particular student group or programme.
- 2.5.2 Depending on where they normally live, all students requiring financial support should make an application for a finance assessment with one of Student Finance assessing authorities. This may include an assessment for living cost support and/or a loan for the payment of tuition fees.
- 2.5.3 Most EU students will only be eligible for tuition fee support. Details about the forms of UK government support available to Home and EU undergraduate students can be found on the gov.uk website.

2.6 Home Undergraduate Fees (Funded Undergraduate Students)

- 2.6.1 The maximum amount of tuition fees that an institution may charge full and part-time Home and EU undergraduate and PGCE students are set by BIS. There are 3 fee charging regimes currently in force for these students:
- **Pre 06/07** – for students registering for the first time before the 2006/07 academic year
 - **06/07 – 11/12** – for students registering for the first time between 2006/07 and 2011/2012
 - **12/13 onwards** – for students registering for the first time from 2012/2013

2.7 Change to Fee Regime

There are situations when a student's fee regime will change;

- 2.7.1 When a student completes or withdraws from an award where they have been charged under an earlier fee regime and later registers on a new award under a new fee regime.
- 2.7.2 When a student completes a mode shift; this means that a student switches from a full time award in a full time mode of attendance to a part time award in a part time mode of attendance. Mode shifting will normally cancel any transitional protections that are in place.

2.8 Transitional Protections

2.7.8 Some programmes and patterns of study are protected from fee regime changes in some instances by the government, details can be found on the gov.uk website: <https://www.gov.uk/browse/education/student-finance>¹

2.9 Offshore Undergraduate Fees

2.9.1 The maximum amount of tuition fees that an institution may charge full and part-time offshore undergraduate students is set by agreement with the island governments;

- For 11/12 students and earlier, fees are set directly by each island government.
- For 12/13 students and later, the fee charge will not exceed the maximum fee cap set for home and EU undergraduate students.

2.10 Other Fees – Set by the University

2.10.1 **International undergraduate and taught postgraduate fees.** Fees for international students are set by cohort at the point of entry and do not increase each year for the duration of a student's programme of study.

2.10.2 **Offshore postgraduate fees.** It is expected that postgraduate fees for offshore students will not exceed the maximum fee set by the University for international students.

2.10.3 **Student Status and ELQ (Equivalent Level Qualification).** Tuition Fee charges are determined by a student's fee status, the year that they started their programme at the University (or the year that they entered higher education in the case of transferred students) and whether they already hold a Higher Education Qualification (see Appendix 1 for definition of ELQ).

2.11 Programme Level Fees

2.11.1 Tuition Fee levels may differ between programmes and a student will be charged the fee appropriate to a programme at the point of registration. Therefore students transferring during the academic year from one programme to another where the fees charged for the second programme is higher or lower than for the first, the student will be required to pay the fee appropriate to the new programme.

2.11.2 In such cases, students will either be required to pay more for the higher cost new programme or they may be entitled to a refund depending on any charges due for any programme/modular withdrawal associated with the original programme.

2.12 Standard Fee Coverage for Undergraduate Awards

2.12.1 The full annual tuition fee for undergraduate students on full time and sandwich awards covers a standard of 120 credits per year. Undergraduate students taking additional modules above the standard 120 credits may be required to pay an additional module charge as outlined in section 6.7.

2.13 Part Time Awards and Part Time Fees – Funded Undergraduate Programmes

2.13.1 Part time awards are usually charged by credit although some awards may charge a fee per year of study.

2.13.2 For students registering on part time awards from September 2012 onwards the funding that is available is expressed as an intensity of study and is compared to a full time year. Therefore if a full time equivalent year is 120 credits and a standard part time year is 60 credits the part time year is 50% of the full time equivalent year.

2.13.3 The maximum funding available to part time students is 75% of a full time equivalent year (based on a standard full time year of a 120 credits the maximum credits that can be funded is 90)

¹ The University is not responsible for the content of external internet sites

2.13.4 Students must be studying a minimum of 25% of a full time equivalent year (based on a standard full time year of a 120 credits the minimum credits that can be funded is 30)

2.13.5 Part-time fees for Student Finance funded students eligible for the new regime fees are capped at a maximum of 75% of the full time award equivalent fee cap in effect during the given academic year. The University does not permit students to exceed 75% of a full time equivalent programme.

- If the charge is per year of study it will cover the standard expected credits for the year – usually 60 which is 50% of a full time programme.
- If a student takes less than the standard number of credits for their award in a year of study the fee is reduced to reflect the total number of credits taken in the year.
- If a student takes more than the standard number of credits for their award in a year of study the additional module(s) will be charged at the appropriate credit rate up to a maximum of 75% of a full time programme.
- If the charge is based on the number of credits taken the charge will be made based on the credits and will cover only those credits.

2.13.6 Part time fees for funded undergraduate programmes are set each year by BIS and may increase each year.

2.14 Standard Fee Coverage for Taught Postgraduate Awards

2.14.1 The full programme tuition fee for postgraduate students on full time awards covers a standard of 180 credits for the whole programme. Postgraduate students taking additional modules above the standard 180 credits or retaking modules will be required to pay an additional module charge as outlines in section 6.8.

2.15 Part Time Awards and Part Time Fees – Postgraduate Programmes

2.15.1 It is usual for part time students at the University to be charged either;

- a per year fee
- a per credit fee based on the number of credits taken in any given year.

2.15.2 Part time fees for postgraduate programmes are likely to increase each year in line with inflation and in line with other fee charges at the University.

2.15.3 Part time fees will be set at a pro rata amount of the full time equivalent fee where possible, however, there is no requirement for the part time fees to be directly proportionate to full time fees in recognition of the variation in costs that may exist between a full time and a part time programme of study.

2.15.4 A part time student will normally be required to pay the per year fee or per credit fee applicable to each year of registration therefore it is expected that they will pay more, in total, for the whole programme than a full time student paying a whole award fee.

2.15.5 The charging pattern for part time awards varies and can be either a set charge per year of study or based on the number of credits taken in a given year.

- If the charge is per year of study it will cover the standard expected credits for the year – usually 60.
- If a student takes less than the standard number of credits for their award in a year of study there is no reduction in the annual fee.
- If a student takes more than the standard number of credits for their award in a year of study the additional module(s) will be charged at the appropriate credit rate.
- If the charge is based on the number of credits taken the charge will be made based on the credits and will cover only those credits.

2.16 Module Fees

2.16.1 Module fees include all compulsory elements needed for students to meet learning outcomes. In some programmes, optional additional costs may be incurred (e.g. field trips, materials, professional body membership).

2.17 Full Duration Fees for Part Time Programmes Running Over Multiple Years

- 2.17.1 Where possible the Fees Group will seek to approve and publish fees for the whole duration of a part time programme taking into account the expected fee increases for subsequent periods of study. For funded undergraduate programs the maximum fee cap is set by BIS and may be subject to change each year.
- 2.17.2 Any whole duration fee published will be done so on the assumption that all modules are passed first time and that any progression does not include a break in study.
- 2.17.3 Where students are required to retake modules additional fees may be due as outlined in section 6.7.
- 2.17.4 For students on postgraduate programmes, should a break in study occur, the University will normally review the fee charges for the remaining years in line with those in force when a student recommences study.
- 2.17.5 For students on funded undergraduate programmes a break in study is permitted, but where this is in excess of two years students may be reassessed when they return and may be charged different fees to those in force at their initial registration.

2.18 Mode Shift and Module Credit Fee Charging

- 2.18.1 Sometimes students on full time awards may be required to switch to a part time equivalent. Students changing their mode of attendance in this way, rather than transferring between programmes, can defer the charges for any module(s) not taken (but paid for as part of a whole award or year fee) until they are able to take the module(s) as part of the part time award.
- 2.18.2 This is subject to the provisions laid out in sections 2.13, 2.15 and 2.16. Refund in respect of modules where a student has commenced study and subsequently withdraws will be subject to the provisions of section 10.7

2.19 Fee Variation for Alternative Study Patterns on Standard Awards

- 2.19.1 Sometimes it will be necessary for students to change how they study on their awards either by taking fewer modules or by taking more. Depending on the mode of attendance and programme of study this may result in additional fee charges or a reduction in fees.
- 2.19.2 If a change results in a student studying more than the standard credits:
- If the original charge is per award or per year the additional credits will be charged for in accordance with section 6.7.
 - If the original charge is by credit, the additional credits will be charged for. **For student in receipt of designated part time funding from student finance the maximum charge is capped at 75% full time equivalent fee.**
- 2.19.3 If a change results in a student studying less than the standard credits
- If the original charge is per award or per year the fee will be reduced if the total number of credits taken drops below the threshold for full time status.
 - If the original charge is by credit, the fee charged will be reduced to reflect the number of credits actually taken.
- 2.19.4 In all cases where students have commenced study on a module and withdraw from it as part of the change in mode of study, a partial charge for the withdrawn module may be levied (see section 10.5)

2.21 Undergraduate students switching from Honours to Non Honours degrees

- 2.21.1 There is no reduction in the fee if a student opts to change to a Non Honors award.

2.22 Interim Fees on Full Time Postgraduate Awards

- 2.22.1 The University modular programme allows students to 'step off' awards at various designated points. For students specifically stepping off an award to claim an interim award and notifying the University specifically as such to avoid confusion the University will aim to publish the applicable fee charge for interim awards.
- 2.22.2 Usually students will only be charged for the proportion of the programme completed to obtain the interim award. However, in cases where further modules have been started additional charges will be made on a per module basis and in accordance with the reduction in fee policy. This does not apply for withdrawals where it is not stated that the withdrawal is with the intention to claim an interim.

2.23 Tuition Fee Coverage and Additional Charges

- 2.23.1 The University aims to make available as much information as possible as to the items covered under the standard fee charge. This information can be requested in advance of registration by contacting an information point, student administration team or programme/module leader.

2.24 Changes to Fees

- 2.24.1 The University reserves the right to amend and alter its fees at any time following appropriate internal scrutiny and consultation.

2.25 NHS Students

- 2.25.1 NHS students should be aware that there are different rules that apply to their tuition fee funding, details are available on the University website: www.uwe.ac.uk/money

2.26 Education Students

- 2.26.1 Education students on some programmes should be aware that there are different rules that apply to their funding, details are available on the University website: www.uwe.ac.uk/money

2.27 Fee Increases

- 2.27.1 The University will not raise the fee for credits or a programme of study during the programme of an academic year.
- 2.27.2 The University reviews its fees each year and fees are likely to increase between academic years for fees set by the University. Fee(s) will normally increase in line with the prevailing rate of inflation + 1% although the University reserves the right to vary fees by any amount when business conditions make such increases necessary and appropriate.
- 2.27.3 For fees set by the Department of BIS, the University sets fees in line with the predetermined fee cap.

3 LIABILITY PERIODS AND TERMS

For the purposes of monitoring student attendance for the collection of fee charges each academic session is divided into liability periods. Liability periods are aligned to term dates rather than to semester or teaching block dates.

3.1 Student Fee Liability

- 3.1.1 All students become liable to pay their full tuition fees from the first day of term on their programme subject to the conditions detailed in section 10.1 'Cancellation of Registration'.
- 3.1.2 Where students are in receipt of tuition fee loans from Student Finance their liability is calculated based on how long they remain registered at the University in each academic year. The liability periods are used to calculate any payments due or to be refunded should a student withdraw or suspend studies.

- 3.1.3 For students not in receipt of a tuition fee loan from Student Finance the liability periods are used to calculate any payments due to be paid or to be refunded should a student withdraw or suspend studies.
- 3.1.4 For students not in receipt of tuition fee loans from student finance or those choosing to pay their fees themselves, the payment plans offered by the University are not linked to the liability periods see section 5.8 and allow students to spread their fee payments over several months.
- 3.1.5 Students paying by instalments may have completed payment of all of their fees before the start of the third liability period; refunds will be made in the event of a withdrawal.
- 3.1.6 Students retain ultimate liability for the payment of their fees, whether invoiced or not, even where they have a sponsorship agreement. If sponsorship is withdrawn or the sponsor defaults on payment, the student is responsible for paying any fees owed.
- 3.1.7 The only exception to this is for students on programmes directly commissioned by a third party (e.g. some nursing programmes) and where the programme registration is at the request of an employer. In such circumstances, where sponsorship is withdrawn or payments default, the student will be withdrawn from the programme.
- 3.1.8 A commissioned programme is one where an employer or organisation has contracted the University to supply educational services
- 3.1.9 The University has an obligation to monitor and report on Student Finance funded undergraduate students three times a year, at the start of each term. A liability period is a period of time in which a student's entitlement to tuition fee funding from Student Finance increases and therefore the liability for payment of fees accrues; liability periods are aligned to term dates rather than to semester or teaching block dates. This is a Student Finance requirement.

3.2 Entitlement to Tuition Fee Loans for Funded Undergraduate Students

- 3.2.1 Student Finance will make payment to the University in three disbursements, based on the loan liability points illustrated in the table below:

Loan Liability for proportion of Fee Loan	First payment by the SLC to the University	Proportion of full year's fee paid to the University by the SLC	Cumulative loan liability	Example Period
Term 1 - Day 1	3 rd Wednesday in October	25%	25%	September – December
Term 2 – Day 1	1 st Wednesday in February	25%	50%	January – April
Term 3 – Day 1	1 st Wednesday in May	50%	100%	April - July

- 3.2.2 Entitlements and liability come in to force and/or accrues on the first day of each term. See sections 3.3 and 3.4 for details of term dates subject to the conditions detailed in section 10.1 'Cancellation of Registration'.
- 3.2.3 Students not applying for support from Student Finance are required to make arrangements for the payment of their fees to complete their registration, see section 5.8.
- 3.2.4 Students that have funding applications rejected by Student Finance after they have started their programme will be liable to pay their own tuition fees. Students receiving late notification of rejected applications should contact the University as soon as possible to discuss their options.
- 3.2.5 Students with tuition fee loans from Student Finance may transfer to another institution following the official start date of their programme. In these cases, the University will retain the tuition fee loan for the period up to and including the transfer, as detailed in section 3.2.1.
- 3.2.6 Similarly, for students with approved tuition fee loans transferring into the University following registration at a different institution, the University will expect to receive tuition fee funding from the liability period following the transfer.

- 3.2.7 The University has aligned all of its liability and withdrawal dates, including those for students not funded by Student finance, to the same pattern. For consistency and ease of interpretation the University applies the same liability pattern across all of its awards and students groups.

3.3 Term Dates – Undergraduate Students

- 3.3.1 The University delivers its teaching in blocks of 12 weeks followed by an assessment period. For most undergraduate programmes there are usually 2 teaching blocks in an academic year.
- 3.3.2 The maximum length of an academic year varies depending on programme, delivery pattern and mode of study.
- 3.3.3 Some programmes teach all year round and are comprised of 3 teaching blocks.
- 3.3.4 For statutory funding purposes the University is required to split the academic year in to three terms, these do not necessarily have to correspond to the teaching blocks and teaching blocks can cross between terms. These terms are recorded in the Student Finance programmes information (referred to by Student Finance as Programmes Information).
- 3.3.5 Similarly an assessment period for one teaching block can take place in the next term e.g. for September starts teaching block 1 is entirely within term 1 but the associated assessment period is in term 2.
- 3.3.6 For these programmes there is always a break recorded between terms.
- 3.3.7 The University is closed for a week at Christmas and for the Easter weekend, the Christmas and spring breaks are usually used as the breaking points between terms.
- 3.3.8 Programmes that start very late in a calendar year will have their first term recorded as including the Christmas period with a break recorded after the twelfth week of study.
- 3.3.9 The same pattern is applied to programmes starting close to the spring break.
- 3.3.10 Easter is a moveable holiday and the calendar reflects this; in some years the standard spring break will be included in the term (the University only being closed only for Easter weekend) and in these cases a break will follow at the end of the twelfth week of teaching.
- 3.3.11 Standard terms start on the Monday of the first week and end on the Friday of the last week.
- 3.3.12 Some programmes start their first term on a day other than Monday, in these cases term dates will reflect the actual start date of the programme. After the initial start date, all other term dates revert to Monday/Friday start and end dates.
- 3.3.13 Standard term dates are available at: www.uwe.ac.uk/aboutus/termdates

3.4 Term Dates – Taught Postgraduate Students

- 3.4.1 The University delivers its teaching in teaching blocks of 12 weeks followed by an assessment period. For most postgraduate programmes there are usually 2 teaching blocks in an academic year.
- 3.4.2 The maximum length of an academic year varies depending on programme, delivery pattern and mode of study.
- 3.4.3 Some programmes teach all year round and are comprised of 3 teaching blocks; the maximum length of an academic year for these programmes is 12 months.
- 3.4.4 For consistency the University splits the academic year into terms, these do not necessarily have to correspond to the teaching blocks and teaching blocks can cross between terms. These terms are the same as those recorded in the SLC programmes information for undergraduate students and are used to calculate fee liability.

- 3.4.5 Similarly an assessment period for one teaching block can take place in the next term e.g. for September starts, teaching block 1 is entirely within term 1 but the associated assessment period is in term 2.
- 3.4.6 For these programmes there is always a break recorded between terms.
- 3.4.7 The University is closed for a week at Christmas and for the Easter weekend, the Christmas and spring breaks are usually used as the breaking points between terms.
- 3.4.8 Programmes that start very late in a calendar year will have their first term recorded as including the Christmas period with a break recorded after the twelfth week of teaching.
- 3.4.9 The same pattern is applied to programmes starting close to the spring break
- 3.4.10 Easter is a moveable holiday and the calendar reflects this, in some years the standard spring break will be included in the term (the University only being closed for Easter weekend) and in these cases a break will follow at the end of the twelfth week of study.
- 3.4.11 Standard terms start on the Monday of the first week and end on the Friday of the last week.
- 3.4.12 Some programmes start their first teaching block on a day other than Monday, in these cases term dates will reflect the actual start date of the programme. After the initial start date all other term dates revert to Monday/Friday start and end dates.
- 3.4.13 Standard term dates are available at: www.uwe.ac.uk/aboutus/termdates

3.5 Term Dates for Distance Learners

- 3.5.1 Distance learners do not attend at the University. Therefore, the academic year for Distance learners is based on the number of weeks between the programme start date and the programme end date, the total number of weeks is divided in to three equal parts with no break in between 'terms'

3.6 Term Dates – Research Students

- 3.6.1 Research students attend the University throughout the year and may study on taught modules during the published term dates.

4 DEPOSITS

4.1 BILP Deposits

- 4.1.1 All Bristol Institute of Legal Practice (BILP) students are required to pay a non-refundable deposit on acceptance of their offer. For further information on Bristol Institute of Legal Practice deposits, please contact: bilpinfo@uwe.ac.uk
- 4.1.2 For international students required to pay the International Deposit the non-refundable BILP deposit will be deducted from the amount required for payment as the international deposit.
For example:
- **Student A** pays a BILP Deposit of £500, Student A is only required to pay a further £2,500 to satisfy the requirements of the international deposit
 - **Student B** pays a BILP Deposit of £200, Student A is only required to pay a further £2,800 to satisfy the requirements of the international deposit

4.2 International Deposit

- 4.2.1 All new international students starting a degree programme at the University are required to pay a deposit of £3,000 (except in the cases noted in section 4.2.3). All students are normally expected to pay the deposit before registration. Payment of the deposit is a condition of registration and required in order for

students to be issued with a Confirmation of Acceptance of Studies (CAS) statement, this is to enable students to apply for a visa.

- 4.2.2 This deposit will be refunded in certain circumstances. For full details see the Refund Policy for International Deposits: www.uwe.ac.uk/money
- 4.2.3 International applicants in the following categories of students are NOT required to pay the £3,000 deposit (other payments may be required in advance e.g. accommodation):
- Students sponsored by a Government (UK or other)
 - Applicants sponsored for more than £3,000 in tuition fees by the University
 - Applicants sponsored by another (UK or non-UK) Educational institution
 - Students sponsored by an International Scholarship Agency e.g. Chevening Scholarship
 - Students in receipt of US Federal loans of any other Government Financial Aid which is certified by the University and received by UWE
 - Applicants to programmes offered at Hartpury College, where a different deposit scheme exists.
- 4.2.3 The balance of the fees will become due at registration (see Section 5.8 for information about paying in instalments).
- 4.2.4 International students may be entitled to scholarships/discounts, see www.uwe.ac.uk/money for details.
- 4.2.5 Students studying Pre-sessional English Programmes are required to pay their programme fees in full in order to be eligible for a CAS for their pre-sessional programme.
- 4.2.6 On completion of the Pre-sessional programme students are required to pay the £3,000 international deposit in order to be issued with a CAS for their degree programme.

5 FEE PAYMENT

5.1 Student Finance

- 5.1.1 UK/EU students on a designated undergraduate or PGCE programme may be eligible for a tuition fee loan from Student Finance. Students are responsible for entering the correct programme and fee information when applying for support.
- 5.1.2 For English Student Finance funded students the application cycle is normally open from mid-February for new students and mid-March for returning students.
- 5.1.3 Student Finance in the devolved authorities Wales, Northern Ireland and Scotland work to their own locally agreed timetables, and details can be found on their respective websites. The University will endeavor to make available information relating to the funding application periods in each year, however students are ultimately responsible for making their funding application in good time regardless of notification by the University.
- 5.1.4 Applications for support must be made for each year of study, in a timely manner and for the correct programme, programme year and amount.
- 5.1.5 Where appropriate, students should ensure that they submit their Notification of Entitlement letter at registration.
- 5.1.6 Students applying for tuition fee support from the Student Finance have up to 9 months after the start date of their programme in each academic session to make their application.
- 5.1.7 Students applying late for funding (after the Student Finance application cycle closes usually in May) should expect their tuition and maintenance funding to be delayed.
- 5.1.8 Students taking up a place at the University through the clearing process should inform Student Finance at the earliest opportunity about their change of institution and notify the University that they are expecting to receive funding from Student Finance so that the University may undertake the necessary work to transfer funding from another institution.

5.2 Data Returns to Student Finance

- 5.2.1 For students in receipt of tuition fee loans from Student Finance the University is required to return certain information about students and their registration(s) to the Student Loans Company in order to release tuition and maintenance funding. The data returns include details of;
- registration,
 - programme and programme duration,
 - transfers,
 - periods of repeat study,
and
 - periods of suspension.

This does not replace the student's **own** responsibility to inform Student Finance of changes to their studies.

- 5.2.2 All bulk data returns are handled centrally by the Data Quality team and submissions are made via the Student Finance online portal system. Staff in the Student Administration Team interact directly with the information held by Student Finance for individual students.
- 5.2.3 The data checking processes commence on the first day of term in September and are run at least weekly for the rest of the year. The first data submission to Student Finance is made in early October any changes to a student registration as a result of cancellation, withdrawal or suspension is in accordance with the provisions of section 10 'Cancellation, Withdrawals and Suspensions' .
- 5.2.4 Regardless of university provisions, policy and regulations all students in receipt of funding from Student Finance are ultimately subject to the provisions of the Student Support Regulations in regards maximum funding and maximum number of repeat years. The University is ultimately bound to adhere to a final assessment on eligibility and entitlement made by the Student Finance assessing authorities.

5.3 Registration Confirmation for Release of Maintenance Funding

- 5.3.1 Maintenance support is released to students 3-5 working days after the University submits a registration confirmation to Student Finance. Students are responsible for ensuring that a complete and approved funding application is in place and that all necessary documentation, including a signed declaration, has been submitted to Student Finance.

5.4 Attendance Confirmation

- 5.4.1 Tuition fee support from Student Finance is paid directly to the University once Student Finance has received an Attendance Confirmation Return (ACR).

5.5 Full or partial contribution to fees

- 5.5.1 Full or partial contribution to fees can be paid by one or more of the methods below:
- As part of the online registration process via myUWE (eligible students only), further information about online registration is available at:
<http://info.uwe.ac.uk/myuwe/guidance/registration/eligibility.asp>
 - By instalment by direct debit (see section 5.8)
 - By credit / debit card (see section 5.11)
 - By cheque (drawn on a UK bank and made payable to 'UWE, Bristol' with the student name, student number and programme on the reverse)
 - GBP (£) Sterling bankers' draft
 - International Funds Transfer (see section 5.12)
 - Cash GBP (£) only (if no other payment method is available), Cash must not be sent by post
 - By sending us a completed 'Authority to Invoice' form (available at www.uwe.ac.uk/money) to enable us to invoice a sponsor. Students will be liable for their fee until this form has been received.
- 5.5.2 If arrangements to pay tuition fees are not made by the student at the point of registration, the University will subsequently make every effort to remind students that fees are due by e-mail. **However these are**

reminders only and students are contractually responsible for paying fees on time whether e-mails are received or not.

5.5.3 If a student fails to make arrangements to pay the fees during the registration period, they will be withdrawn from their programme of study. Even though they are no longer a student, they will still be liable to pay the fees for that term. See sections 3.2 and 10 for further information.

5.5.4 Defaults on payment are treated seriously and will lead to the appropriate sanctions being taken against the student. See section 5.10 for further information.

5.6 Payment of Fees for Research Degrees

5.6.1 All potential research students, will be sent a university registration form once the offer of a place has been accepted. Students are required to complete and return the forms as appropriate.

5.6.2 A potential research student may register as a student of the University, be allocated a Director of Studies and be eligible to use University facilities, and will become liable for payment of the fees due.

5.7 Research Students Reregistration

5.7.1 Re-registration is subject to a successful outcome of the annual progress monitoring process as confirmed by the appropriate examining board. All fee paying students, both sponsored and self-funded, who are eligible are required to complete a registration form.

5.7.2 All research students should re-register and have their fees assessed in respect of the current year.

5.7.3 All students are required to re-register at the anniversary of their start date each year.

5.7.4 The fees for continuing students increase annually.

5.7.5 A separate registration fee is no longer charged to research except where special fees have been agreed as part of an international agreement (e.g. Hebei University of Science & Technology).

5.8 Payment by Instalment

5.8.1 The University has in place a payment plan that allows students to spread their fee charge of a number of months. Payment by instalment is not directly tied to the liability periods, the payment plan is detailed in www.uwe.ac.uk/money

5.8.2 In order to pay by instalment, a student must have a UK bank account capable of processing direct debits (usually a current account, not a savings account).

5.8.3 Students liable for tuition fees in excess of £100 may choose to pay their fees in instalments by Direct Debit.

5.8.4 If a deposit is required, payment by instalment is available on the remaining balance after the deposit has been paid.

5.8.5 In the exceptional event that you are delayed in completing the direct debit mandate, your payment plan will be amalgamated to meet the remaining instalment dates and the end date is **NOT** extended to compensate. For example:

- All tuition fees must be paid on or before the 1st April 2015 for September start students
- All tuition fees must be paid on or before the 1st August 2015 for January start students
- All tuition fees must be paid on or before the 1st November 2015 for April start students

Therefore a student starting in September and completing a Direct Debit mandate in March will be liable to pay their full fees in one instalment on the 1st April.

5.8.6 The instalment option is:

6 consecutive monthly instalments (due on the first day of each month or the next working day thereafter in cases where the 1st is a weekend or bank holiday)

For courses starting in	First payment	Last payment
September	1 st November	1 st April
October	1 st December	1 st May
November	1 st January	1 st June
December	1 st February	1 st July
January	1 st March	1 st August
February	1 st April	1 st September
March	1 st May	1 st October
April	1 st June	1 st November
May	1 st July	1 st December
June	1 st August	1 st January
July	1 st September	1 st February
August	1 st October	1 st March

5.9 Pending or Delayed Support from Student Finance

- 5.9.1 Students waiting for support from Student Finance are required to make arrangements for the payment of their fees to complete their registration. Students in this position will be required to provide evidence that they have applied for funding from Student Finance.
- 5.9.2 In the event of serious delays, students may, at the discretion of the University, arrange a 6 monthly direct debit with a delayed start date of 2nd January 2015. This will allow Student Finance sufficient time to process applications.

5.10 Failed Direct Debits

- 5.10.1 In the event of a failed or stopped direct debit, the option of payment by instalment will cease and all outstanding fees will be due immediately.
- 5.10.2 Your bank may also charge a fee in the event of a failed direct debit.
- 5.10.3 If a student knows in advance that a direct debit instalment will fail, it is essential that they contact the Income Office immediately in person (Income Office room 2D23, Frenchay Campus), by telephone 0117 3287888, or e-mail cash.office@uwe.ac.uk . See also Section 11 Debt.
- 5.10.4 Students will receive written confirmation from the University of the direct debit instalment dates at least ten days before the first payment is due.
- 5.10.5 The University does not issue reminders for individual instalments.
- 5.10.6 On an exceptional basis, where extenuating circumstances have been demonstrated, Finance Services may approve an individual payment plan with a student.
- 5.10.7 If an international student is requesting an individual payment plan, then approval is needed by both the Points Based System Team and Finance Services.
- 5.10.8 If the terms of an exceptional payment plan are not met, the payment plan ceases and any outstanding balance of fees is due immediately.
- 5.10.9 Students must discuss any requests for non-standard payment of fees with a relevant member of staff who can submit the relevant information to the Head of Financial Services.
- 5.10.10 Students in exceptional financial difficulty may also contact MAFS unless they are an International Student on a Tier 4 visa. In this case, the student should contact the Immigration Advice Service.
- 5.10.11 The University also operates a fee waiver policy. Full details are in section 13.

5.11 Payments by Debit/Credit Card

- 5.11.1 Eligible students can pay by debit / credit card as part of the online registration process. Students not eligible to register fully online may still pay online by debit / credit card by going to <https://www.ecommercegateway.co.uk/uwe> .

5.12 International funds transfer

- 5.12.1 International students may pay using the online International funds transfer facility, EDUSTEP, details of which can be found at <http://www.uwe.ac.uk/finance/fserv/payts/banktransfer.shtml> .
- 5.12.2 If you experience difficulty paying by any method outlined, you must contact the Income Office immediately in person (Income Office room 2D23, Frenchay Campus), by telephone 0117 3287888, or e-mail cash.office@uwe.ac.uk .

6 OTHER FEE CHARGES

6.1 Accredited Learning/AL (Prior Certificated Learning)

- 6.1.1 There is no charge for the recognition of credit awarded or learning assessed (Accredited Learning) by another UK higher education institution, or for the transfer of UWE credit between programmes within the University.

6.2 Accreditation of Experiential Learning/AEL (Prior Experiential Learning)

- 6.2.1 The assessment of experiential learning against the learning outcomes of specified modules is charged at the appropriate module fee or pro-rata for parts of non-modular programmes. These fees do not cover events such as workshops or portfolio presentations which may be charged additionally.

6.3 AEL for Integrated Professional Development (IPD) (Formerly the Shell Award Framework) and Non-Standard Awards

- 6.3.1 AEL modules in some programmes of study (e.g. Shell Award Framework) attract a different module fee. Details of the specific charges can be discussed directly with appropriate department at the application stage.

6.4 Charges for Professional Body Recognition and Accreditation

- 6.4.1 Unless explicitly stated otherwise, students studying on programmes where there are professional body or other accreditation requirements for which a fee or other charge is due, students are solely liable for such charges **in addition to** their tuition fees. Details of charges and the route for payment will be included in pre entry or induction information.
- 6.4.2 The University may, in some cases, collect the fees for some professional body registrations on behalf of students.
- 6.4.3 In all other cases students are responsible for making the payment directly to the external organisation.

6.5 Module Charging for Enforced Change between Qualifying and Non-Qualifying Programmes

- 6.5.1 Students registering on programmes with professional or qualifying recognition are often required to meet certain standards or complete certain modules or additional assessments (such as skills and competencies testing). In some instances where failure of a key requirement of the professionally recognised programmes occurs and this failure is on a non-modular/non awarded assessment, such as skills and competencies testing, the student in question may be required to switch to a non-qualifying version of the award.

6.5.2 In such cases, if there are modules that count towards the qualifying degree but not to the non-qualifying award it is permissible to switch the modules without incurring a further fee charge.

6.6 Non-refundable Deposits and Materials Fees

6.6.1 Some programmes, such as law professional programmes, charge an additional fee for the provision of materials and books. These charges are usually non-refundable.

6.7 Charges for Additional Modules – Undergraduate Students

6.7.1 The below information relates to the module charges for additional and retake modules and applies only to referred and returning students.

6.7.2 Additional and retake modules for UK and EU full-time and sandwich students who are paying the full tuition fee on an annual basis will be charged 25% of the standard 'home' module fee for all additional and retake modules taken **above the standard 120 credits**. This concession applies only to modules which are valid for the award for which the student is registered and for a maximum of 30 credits (modules cannot be subdivided for this purpose, see 6.7.4) for the academic session, for additional modules taken **above the standard 120 credits**.

6.7.3 International and offshore full-time and sandwich students who are liable for the full tuition fee will be charged 25% of the standard 'home' module fee, for a maximum of 30 credits (modules cannot be subdivided for this purpose, see 6.7.4) for the academic session, for additional modules taken above the standard 120 credits.

6.7.4 The discount applies to a maximum of 30 credits in the year; credits are not subdivided for the purpose of applying the discount

Example A: a student takes 2 x 15 credit modules for which an additional charge is due; the 75% discount is applied to both modules as the total number of credits is 30

Example B: a student takes a 15 credit and a 20 credit module for which an additional charge is due, the 75% discount can apply to only one of the modules as the total number of credits is 35 and the neither module can be subdivided to make 30 credits

Example C: a student takes a 40 credit module for which an additional charge is due. The discount does not apply as the module is in excess of 30 credits and credits may not be split for the purposes of applying the discount.

6.8 Charging for Additional Modules – Undergraduate Students

6.8.1 The below information relates to the module level only within the academic session and applies to undergraduate Home, EU and Offshore students only.

6.8.2 'Retake' refers to a second attempt, or more, of a module in its entirety. Please refer to Academic Regulations 14/15 for further information.

6.8.3 'Additional Module' refers to a module that has not previously been attempted, which is taken in excess of 120 credits in a standard academic year.

6.8.4 Part-time regulations continue to apply. Part-time fees for new regime fee students are capped at a maximum of 75% of the full time award equivalent fee cap in effect during the given academic year. The University does not permit students to exceed 75% of a full time equivalent programme. See section 2.15.

	In the following circumstance	The outcome will be
6.8.5	Student retakes a module as a second attempt or more (in addition to their 120 credits for the academic year).	Student will pay for the module.
6.8.6	Student retakes a module as a second attempt or more (the retake module is included in their 120 credits for the	Student does not pay any additional costs.

	academic year)	
6.8.7	Student retakes a module, originally classified as an 'Additional Module' but is not approved in their programme of study.	Student will pay for the module.
6.8.8	Student takes an additional module, which is approved in their programme of study.	Student will not pay for the module.
6.8.9	Student takes an additional module, which is not approved in their programme of study.	Student will pay for the module.
6.8.10	Student has taken an additional module, but has failed it. This is now classed as a retake module and is part of their 120 credits for the academic year.	Student will not pay for the module.
6.8.11	Student has taken an additional module, but has failed it, the retake is in addition to their 120 credits for the academic year.	Student will pay for the module.
6.8.12	Student transfers pathways on the same Primary Award and is permitted to take some or all of the credits across. 1 Student takes across 120 credits and requires 0 additional credits. 2 Student takes across 90 credits and is required to take an additional 30 credits from the new pathway. 3 Student takes across 75 credits and is required to repeat the academic level on the new pathway.	1 Progress as normal. 2 Student does not pay for the module. 3 Student to pay for the retake year.
6.8.13	Student transfers on to a new Primary Award and is permitted to take some or all of the credits across. 1 Student takes across 120 credits and requires 0 additional credits. 2 Student takes across 105 credits and is required to take an additional 20 credits from the new primary award. 3 Student takes across 75 credits and is required to repeat the academic level on the new primary award.	1 Progress as normal. 2 Student will not pay for the module. 3 Student to pay for the retake year.
6.8.14	Yr. 1 student takes 120 credits. Yr. 2 Student decides to take 150 credits, 120 standard credits and 30 credits of additional modules. Yr. 3 Student only needs to take 90 credits to get their 360 credits.	Yr. 1 student will be charged £9000 Yr. 2 student will be charged £9000 Yr. 3 Student will be charged £9000
6.7.15	Student is in Yr. 2 and fails a Yr. 2 module, however continues to progress onto the placement year. The agreement will be that the student retakes the Yr. 2 module in Yr. 3 once they have returned from placement.	Student will pay for retake of Yr. 2 module in Yr. 3.
6.8.16	Student is in Yr. 2 and fails a Yr. 2 module, continues to progress onto placement year and retake the Yr. 2 module.	Student to pay for the retake module.
6.8.17	Student fails placement module. Student will retake placement module in Yr. 3. As student is expected to take less than 120 credits in Yr. 3 already (as placement module is a year 3 module) then the placement module will be classed as a retake.	Student will pay for the retake of the placement module in Yr. 3.
6.8.18	Student wishes to take an additional module whilst on placement, which is part of their programme of study.	Student will not pay for the module.
6.8.19	Student wishes to taken an additional module whilst on placement, which is not part of their programme of study.	Student will pay for the module.

6.9 Charging for Additional Modules – Postgraduate Students

6.9.1 The following information relates to the module level only within the academic session and applies to postgraduate Home, EU and Offshore students only.

6.9.2 Students retaking as a second attempt, or more, a module in its entirety will be charged the full applicable fee for that module.

6.10 Charging for Additional Modules – Postgraduate Students

- 6.10.1 The following information relates to the module level only within the academic session and applies to international students only.
- 6.10.2 Students retaking as a second attempt, or more, a module in its entirety will be charged the full applicable fee for that module appropriate for their cohort of entry, they will not be charged the current year modular fee rate unless the current year fee rate and the fee rate applicable to their cohort of entry are the same.

6.11 Additional Modules – Research students

- 6.11.1 Any modules taken in addition to those contributing towards the research training requirement and the minimum credit requirement must be charged for separately at the standard module level fee.
- 6.11.2 Where a student is required to retake any module, regardless of whether the module/s contributes towards the research training requirement or is in addition to the minimum credit requirement, the standard undergraduate or postgraduate module fee/s will be payable by the student in addition to the annual tuition fee.

6.12 Placement Fees for Home Students

- 6.12.1 **Old, pre 2012** – For students registering on their award for the first time between 2006 and 2012 there is an annual fee charged for the placement year.
- 6.12.2 **New, post 2012 students** – For students registering on their award for the first time from 2012 onwards the fee charged for the placement year is directly related to the number of credits studied during the placement year. Therefore if the placement module is 30 credits, a fee is charged for the 30 up to the maximum fee cap for placement years, for 14/15 this is 20% of the full time equivalent year fee a maximum of £1,800.
- 6.12.3 Where the placement credit is in addition to the 360 taught credits required for the 3 years of study at the University the charge for the placement credit is in addition to the fees charged for the 3 taught years.
- 6.12.4 Where the placement credit is included in the 360 taught credits required for the award and successful completion of the credits reduces the fee due for the third year by the tuition fee amount paid in the placement year. Therefore if the placement year required 30 credits, a student will be required to pay for the 30 up to the maximum fee cap for placement years, for 14/15 this is 20% of the full time equivalent year fee, details can be found on the tuition fees pages. If these credits are taken from the third taught year a student will normally then study a further 90 credits (to complete the 360 required for the award) and will be charged for the 90 credits only, this will be the full year fee less the amount paid during the placement year.
- 6.12.5 Eligibility for students on placement to take additional modules is subject to the provisions of the University regulations
- 6.12.6 Students required to retake modules will be charged according to the provisions of section 6.7.5 – 6.7.18

6.13 Placement Fees for Offshore

- 6.13.1 **Old, pre 2012** – For students registering on their award for the first time between 2006 and 2012 there is an annual fee charged for the placement year.
- 6.13.2 **New, post 2012 students** – For students registering on their award for the first time from 2012 onwards, the fee charged for the placement year is directly related to the number of credits studied during the placement year. Therefore if the placement module is 30 credits, a fee is charged for the 30 up to the maximum fee cap for placement years, for 14/15 this is 20% of the full time equivalent year fee a maximum of £1,800.
- 6.13.3 Where the placement credit is in addition to the 360 taught credits required for the 3 years of study at the University, the charge for the placement credit is in addition to the fees charged for the 3 taught years.
- 6.13.4 Where the placement credit is included in the 360 taught credits required for the award and successful completion of the credits reduces the fee due for the third year by the tuition fee amount paid in the placement year. Therefore if the placement year required 30 credits, a student will be required to pay for

the 30 up to the maximum fee cap for placement years, for 14/15 this is 20% of the full time equivalent year fee, details can be found on the tuition fees pages. If these credits are taken from the third taught year a student will normally then study a further 90 credits (to complete the 360 required for the award) and will be charged for the 90 credits only, this will be the full year fee less the amount paid during the placement year.

6.14 Placement fees for International Students

6.14.1 Regardless of when a student paying international fees commenced their programme there is an annual fee charged for the placement year, this fee is less than that charged for a year of full time study, details can be found on the tuition fees pages.

6.15 Extension of Research Registration Period – Research Students

6.15.1 Where a student has applied for and been granted an extension of their research registration period they may re-register on payment of the appropriate fee. Students may not re-register after their expected completion date unless this has been agreed by the Faculty Research Degrees Committee or equivalent.

6.16 Research Students Writing Up Fees

6.16.1 If a student is deemed by the Faculty to be 'writing up', the student will be charged the writing-up fee set by the University for a maximum of one year only. A student will only be deemed to be writing up after the active research is completed, the relevant practical work concluded and the first full draft of the thesis has been submitted for comment to the supervisory team. Any period of registration after the one year 'writing up' period will be liable for the standard tuition fee if the student is continuing to write up. A student is only eligible to pay the writing-up fee once. If at the end of the writing up period a student submits their thesis after the start date of a new academic year (relevant to their period of registration) and before the last calendar day of the month following the start date of the new academic year, then no fees are due for that academic year.

6.17 Fees for Members of Staff on Research Degrees

6.17.1 Full Time and Part Time members of staff may register as Part Time students. In certain cases, the Faculty may be prepared to waive and/or pay a contribution towards the tuition fee, for example if the candidate is a member of academic staff or working as a teaching assistant within the Faculty. Tuition fees are payable where a member of staff registers with another Faculty.

6.18 Research Examination Period

6.18.1 Tuition fees cease to be due from the point of submission of the soft bound thesis for examination purposes. The appropriate pro rata monthly refund may be payable.

6.18.2 For administrative purposes a student will require a 'live' student record in the current academic year where the examination period crosses from one academic year to the next (a persistent registration).

6.19 Research Re-Examination Fee

6.19.1 A student is liable for payment of a re-examination fee set by the University if they are required to resubmit (and be re-examined) following the viva voce examination.

6.20 Research Students Required to Amend Their Thesis

6.20.1 A student may be required to undertake further work after the viva voce examination. In this case a resubmission fee is charged. The resubmission fee is dependent on the outcome from the viva voce examination and where the student requires further support from their supervisory team.

6.21 DPhil

6.21.1 The DPhil (research degree by publication) is open to internal applicants from UWE and affiliated institutions. Details of fees can be found on the University website.

6.22 Higher Doctorates

- 6.22.1 Applications are submitted to the Academic Registrar. Applicants are liable for an initial registration fee and a subsequent examination fee.

7 CPD FEES

- 7.1 UWE offers a number of its programmes and modules on a Continuing Profession Development (CPD) basis. Programme fees may vary according to the length of the programme and the method of delivery. Charges for CPD can be at award, year or module level and may vary from 'standard' fee charges due to the specialist nature of the provision. Details of the fee charges for CPD study are available from the CPD unit.
- 7.2 Individuals studying on awards recognised by the University as CPD will not normally be eligible for funding to cover fees.

8 BURSARIES

- 8.1 Details of eligibility criteria and payment of UWE bursaries for new and continuing students are available on the UWE Bursary Policy pages from www.uwe.ac.uk/money

9 SCHOLARSHIPS AND DISCOUNTS

- 9.1 The University offers a variety of scholarships and discounts to its students. Full details of the scholarships and discounts available in 2014/15, including the eligibility criteria, can be found on the University website: www.uwe.ac.uk/money
- 9.2 The University reviews all scholarships and discounts on an annual basis.

10 CANCELLATION, WITHDRAWALS AND SUSPENSIONS

10.1 Cancellation of Registration

Students have a statutory right to cancel their contract (registration) with the university within 14 calendar days of the completion of that contract (registration). This applies to all students registering at the University at the start of each academic session.

- 10.1.1 The University has in place this policy to support students' statutory right to 'cancel' their registration within a 'cooling off' period.
- 10.1.2 The university will process your registration, including collection of fees as per the terms of this policy – section 3 and section 5. For SLC funded students the university will ensure that maintenance funding is available at the earliest opportunity by confirming registration with the SLC as per section 5.3.1
- 10.1.3 For 14 calendar days from the day after a student completes registration **or** for 14 calendar days from the day after the start of term, whichever is later, a student can withdraw from the university without incurring financial penalty.
- 10.1.4 At the end of this 'cooling off' period withdrawal or suspension from the university is subject to the provisions of section 10.2 – 10.8.
- 10.1.5 Notification of the intention to withdraw within this 14 calendar day cooling off period must be made in writing either by letter or on a 'Cancellation of Registration' form. It is the student's responsibility to ensure that this notification reaches the University in a timely fashion; usually this will be before the end of the cooling off period or within 1 working day of the end of the cooling off period.
- 10.1.6 Students cancelling their registration should retain copies of the letter or 'Cancellation of Registration' form as, should a dispute arise; students may be required to provide copies of their letter or 'Cancellation of Registration' form.

- 10.1.7 On receipt of a 'Cancellation of Registration' form a student registration will be withdrawn as though the student was never in attendance and all monies paid to the university to that date will be refunded, in full, within 14 days and any outstanding payment plans closed.
- 10.1.8 For SLC funded students the University will notify the SLC that the student has withdrawn and should be treated as never having been in attendance. Individual tuition fee liability, payable by a tuition fee loan, will be reduced to nil and the SLC funding record will be closed. The SLC may additionally seek to reclaim any monies paid as part of the student support package.
- 10.1.9 Students in receipt of funding from the SLC should notify the SLC that they have withdrawn from the university under the terms of this cooling off period and that fee liability is expected to be reduced to nil.
- 10.1.10 Students taking a suspension or time out with a start date commencing within the 14 calendar day cooling off period remain registered at the University but fee liability will be reduced to nil.

10.2 Notification of Withdrawal

- 10.2.1 Students wishing to temporarily suspend or withdraw from their studies before completion must inform the University in writing (unless they have been withdrawn by an Award Board for reasons of academic failure).
- 10.2.2 Only when this official notification has been received will the withdrawal be processed and University records amended. The official withdrawal date will be recorded as the date the University receives the notification of withdrawal (or the date on which the Award Board reached its decision or the date on which the withdrawal is sanctioned/approved by a student support adviser or programme leader provided that this date is clearly communicated).
- 10.2.3 To avoid disputes on withdrawal dates, it is recommended that a student submits written notification of withdrawal in person following a discussion with a student support adviser. It is essential that students obtain written confirmation of their date of withdrawal when submitting this notification. If the notification is being sent by post it is essential that the student keeps proof of postage and a copy of the letter sent.
- 10.2.4 The University is required to inform UK Visas and Immigration of the withdrawal of UWE students in the UK under a Tier 4 visa. A decision to withdraw will have an impact on UWE's sponsorship of a student and students are therefore recommended to seek advice from the Immigration Advice Service in these circumstances.
- 10.2.5 All written notifications of withdrawal sent to the University should be addressed to the relevant <http://info.uwe.ac.uk/myuwe/registration-contacts.asp>
- 10.2.6 Postgraduate research students must apply for withdrawal through their respective Faculty Research Degree Committee.

10.3 Withdrawing During a Break in Study

- 10.3.1 For students who fully withdraw during break in study, their withdrawal date will be the date at which the break in study began.

10.4 Suspension of Registration – Research Students

- 10.4.1 A student may suspend his/her registration with the approval of the Faculty Research Degrees Committee or equivalent. The student record should be amended to reflect the period of suspended registration (time-out/pause of study). Fees paid in advance are suspended for the period of suspension of registration. The student's registration period is extended by the length of time of suspended registration. During the period of suspended registration, when tuition fees are not payable, students are not entitled to academic or administrative support and University facilities may not be used.
- 10.4.2 UWE students in the UK under a Tier 4 visa should seek advice from Immigration Advice Service with regards the impact of the suspension.

10.5 Post registration – Research Students

- 10.5.1 A student's date of withdrawal from the University is deemed to be the date on which the University receives written notification. Subsequent reduction in fees must conform to University policy.
- 10.5.2 As a result of consideration of the annual progress monitoring report, the Faculty Research Degrees Committee or equivalent may take appropriate action, which may include the withdrawal of the student's registration. A requirement to withdraw may have tuition fee implications and students will be notified of any applicable fee charge once official notification of outcome has been released.

10.6 Suspension for Maternity Leave

- 10.6.1 Separate arrangements are in place for calculating fee liability for students needing to temporarily suspend their studies as maternity leave or due to disability. Further details are on the University website at www.uwe.ac.uk/aboutus/policies

10.7 Refunds and Reduced Liability

- 10.7.1 Cancellation by the University of an award or module generates an automatic full reduction of tuition fees.
- 10.7.2 Where a student wishes to withdraw from their programme part way through the academic year for whatever reason, subject to a student observing the procedure for withdrawal, the University will adjust the liability for tuition fees, or refund tuition fees already paid in accordance with the table below.
- 10.7.3 Any request for a refund or reduced liability of tuition fees will be calculated from the official withdrawal date.
The following fee liability applies to all students undertaking study that is:
- Full-time or part-time lasting for one or more academic years where fees are charged by academic year
 - Part-time where the fees are charged per module and the module length is between one teaching block (normally 15 weeks or less) and 1 year (or more)

Student withdraws during:	Fee liability
Term 1 (from the first day of term 1 but before the start of term 2)	25% of full fees
Term 2 (from the first day of term 2 but before the start of term 3)	50% of full fees
Term 3 (from the first day of term 3)	Full fees

- 10.7.4 For full time students, the reduction in fees applies regardless of the mix of module lengths associated with the award.
- 10.7.5 Where students have paid a deposit, for example for certain programmes or as a new international student, this is generally non-refundable (see section 4 for further information on deposits). The calculation of fee liability in the case of withdrawal is based on the full tuition fee, including any deposit.
- 10.7.6 Where students have paid a non-refundable deposit the liability of tuition fees is calculated on the balance of fees paid after taking in to account any scholarships and bursaries and in accordance with the reduction in fees policy.
- 10.7.7 The University does not refund monies to students that they have not paid but that are accounted for on the student record in the form of fee reductions, scholarships or bursaries.
- 10.7.8 There is no fee reduction if the duration of a module is one teaching block (normally 15 weeks or less) and withdrawal takes place after the official start date of the module.
- 10.7.9 There is no reduction in fees in respect of:
- Module(s) where the credit has been awarded, or recommended, following the completion of the process of assessing a claim for Accredited Experiential Learning (AEL) (see section 6.3 for information on AEL).

10.7.10 A refund in excess of the prescribed levels will be considered only if a withdrawal is due to serious and unforeseen exceptional circumstances. Students in such circumstances should seek advice from a [student adviser](#).

10.7.11 Students that commenced study prior to 2006/07 (and are charged under the old fee arrangements, circa £1,300) should contact fees@uwe.ac.uk to discuss their fee liability if they choose to withdraw.

10.8 Break in Study

10.8.1 For the purpose of fee charging, students are permitted a maximum break in study of 2 years before they are reassessed for entitlement to continuing student fees.

11 DEBT

11.1 Tuition Fee Debt

11.1.1 Students retain ultimate responsibility for the payment of their fees and all other monies owing to the University regardless of sponsorship agreements.

11.1.2 A student who is withdrawn from the programme and is no longer a student, will still need to pay the outstanding fee liability.

11.1.3 The University will try to accommodate the needs of its students wherever reasonable. If a student is having problems paying tuition fees, or any other monies owing, it is essential that the student contacts the University as soon as possible to discuss any alternatives.

11.1.4 Should a **new** student **fail to make arrangements to pay tuition fees** by the last calendar day of the month following the official programme start date, the following sanctions will be applied;

- Withdrawal of library borrowing rights
- Withdrawal of student IT rights
- Disablement of student ID card and any controlled access privileges
- Withdrawal of the student from their programme of study – in the case of students in the UK under a Tier 4 visa, this will result in confirmation to the UKVI that UWE will cease to be the immigration sponsor for that student

11.1.5 Should an **existing** student **fail to make arrangements to pay tuition fees** or defaults in meeting agreed payment terms, all of the above mentioned sanctions will be applied. In addition the student may;

- not be permitted to re-register;
- not be issued with a final award certificate;
- not be permitted to attend the Graduation Ceremony;
- not be issued with any academic reference

11.1.6 The University will refer unpaid accounts to legal debt recovery and/or external agencies to pursue payment. A charge of £100 will be added to the account when such a transfer is made. In addition, the University may exclude debtors from its premises and seek recovery through the courts.

11.1.7 Fee remission, waiver and debt write-off are at the discretion of the University and may occur in exceptional circumstances. These are described in the Exceptional Fee and Debt Remission Policy.

11.2 Library Debt

11.2.1 Library debt will be pursued in the same manner as a defaulter would be by a public library. The following sanctions will be applied:

- withdrawal of library access
- withdrawal of IT access.

11.3 Short Term Loan/Hardship Loan

11.3.1 Finance Services will pursue full payment over the period of the student tenure in the University. Finance Services will also provide a listing of defaulters to the University Money Advice and Funds Service (MAFS) helping prevent further issue of loans.

11.4 Accommodation Debt

Finance Services will make every effort to collect debts incurred by students on account of an accommodation contract with the University. This will apply to charges for both rental and damages. The debts will be passed to collection agents and will be pursued legally **even if they are currently students of the University**.

12 APPEALING FEE CHARGES

12.1 The University endeavors to charge all students in a fair and transparent fashion and to ensure that this policy is applied in a consistent and transparent fashion. The University takes seriously all complaints that students may have with respect of its tuition fees and the application of this tuition fee policy. Any student wishing to appeal or contest a fee charge levied by the University should do so by contacting their student administration team in the first instance where it will be dealt with as a stage 1 complaint in the first instance in accordance with the University's complaints procedure. Details of the complaints procedure can be found at: <http://www1.uwe.ac.uk/aboutus/contactuwe/complaints.aspx>

13. UNIVERSITY WAIVER PANEL

13.1 The Panel

13.1.1 The Waiver Panel will consider requests from students whose circumstances are exceptional under 3 different schemes. Applicants do not have to apply for a specific scheme; based on the applicant circumstances and the details of the application, the panel will determine which of the below schemes is the most appropriate for each application.

- Tuition Fee Remission,
- Fee Waiver,
- Debt write-off.

13.1.2 It is not the purpose of the panel to consider applications from students who disagree with the fee charging policy of the University – this includes any charges made in relation to retakes. Students wishing to contest their liability for tuition fees in respect of the fee charging policy should see section 12.

13.1.3 Exceptional circumstances: it must be possible to say that the circumstances in the case in question are 'markedly different from the usual run of cases'. The circumstances must have 'a particular quality of unusualness that permits them to be described as special'. Examples of circumstances that will be considered include:

- Terminal Illness,
- Recent bereavement,
- Natural disaster (having a direct impact on the student or their source of Funding and/or support).
- Significant accumulation of minor incidents that in aggregate can be considered severe

13.1.4 Extenuating Circumstances as accepted by an award board are not, in themselves, sufficient to allow a student to be considered for a fee waiver as outlined in 13.1.1 unless the Extenuating Circumstance application meets the criteria set out in 13.1.3. Assessment of an Extenuating Circumstance against the criteria in 13.1.3 is solely at the discretion of the Panel.

13.1.5 In making an application on the grounds of extenuating circumstances, where the extenuating circumstances in question have been submitted to an Award Board for consideration the applicant is authorising the fee waiver panel to access the application and associated evidence as part of the fee waiver process.

13.1.6 In cases where an applicant does not want the fee waiver panel to access the relevant submitted extenuating circumstances, as outline in 13.1.5 above, this will prevent the application being considered.

- 13.1.7 **TFR (Tuition Fee Remission)** is considered where a student has outstanding tuition fees for the current academic year and is unable to pay due to exceptional **financial** circumstances (see 13.2).
- 13.1.8 **Fee Waivers** [for students remaining registered at UWE] are considered where the normal fees for an academic year are not charged: for example where a student is repeating a year due to exceptional **personal** circumstances (see 13.3) and there is no statutory funding to cover the charge
- 13.1.9 **Writing-off a debt** [for student no longer registered at UWE] means that UWE will terminate collection action on a debt. The student will not be required to pay the amount that was written off (see 13.4).
- 13.1.10 The panel will not consider any applications that have arisen from a complaint by the student until or unless such a complaint has been dealt with by the complaints procedures or the application is referred to the panel by outcome of the complaints procedure.
- 13.1.12 Request for waivers made as part of a complaint will be considered to be part of the Complaints procedure subject to 13.1.13 – 13.1.15.
- 13.1.13 No waiver application will be considered while other university procedures are ongoing in relation to the module, programme or other service against which the application has been made. Including but not limited to:
- Exam boards
 - Appeals process
 - Complaints
 - Disciplinary proceedings
- 13.1.14 Before a decision is made to support/not support a student registered with the University as an international student (and meeting the necessary criteria of that status and holding a Tier 4 visa) the panel will seek advice from the International Development Office about the implications for the UWE sponsorship of such students.
- 13.1.15 Applications submitted without evidence from the student or supporting documentation will be rejected.
- 13.1.16 Where an application is rejected under 13.1.15 a student may reapply using the same reasons provided supporting evidence or documentation is included with the reapplication.
- 13.1.17 The panel will consider ALL applications meeting the appropriate criteria and all outcomes, either decisions or referrals; will be based on the evidence supplied.
- 13.1.18 The panel will make a decision on all applications. Where the panel is unable to reach a decision on an application the application will be referred to the VC or nominee for a decision.
- 13.1.19 Where the panel is unable to reach a decision on an application (13.1.18) the panel will refer the application to the VC or nominee with a summary of the panel discussion and an explanation of the panel's inability to reach a decision. The VC or nominee will consider all evidence supplied and decisions will be based on this evidence.
- 13.1.20 The decision of the panel (13.1.18) or the VC or nominee (13.1.19) is final and there is no right of appeal.
- 13.1.21 All decisions of the panel will be presented to the University Fees Group for review on a quarterly basis.
- 13.1.22 The decision of the waiver process is final and there is no right of appeal.

13.2 TFR (Tuition Fee Remission)

- 13.2.1 Only students in the following categories are eligible to apply for a TFR
- Self-funded International students
 - Postgraduate Students who are liable for the payments of their own tuition fees

- 13.2.2 Students who can demonstrate that there have been both a substantial **and** unforeseen deterioration in their financial circumstances may apply for remission of tuition fees. This deterioration will have occurred since the start of the current academic year in which the application is made.
- 13.2.3 Applications made in relation to circumstances that occurred before the end of the previous academic year will not be considered **unless** there are significant additional extenuating circumstances for the panel to consider
- 13.2.4 The student will need to have paid the deposit and at least one Direct Debit or instalment of fees for the academic year for which fees are being considered for remission.
- 13.2.5 All applications for a TFR from international students studying on a Tier 4 visa will be considered with reference to the requirements of the UK Visas and Immigration Service to ensure any such decision does not breach the terms of a student's visa or the responsibilities of the University's UKVI license.

13.3 Fee Waivers

- 13.3.1 Fee Waivers will be considered by the panel **only** if the student is ineligible for statutory funding for the fees under consideration by the panel.
- 13.3.2** Clause 3.1 is superseded **only** in the first term of the first year of a student finance funded undergraduate degree or PGCE programme **and only** if the application for the waiver relates to a withdrawal in the first six weeks of the programme (dated from the official programme start date) and is for reasons outlined in 13.1.6 above. In such cases the panel will exceptionally waive the 25% tuition fee liability.
- 13.3.3 Applications made by students potentially eligible for statutory funding will be automatically rejected unless meeting the criteria set out in 13.3.2
- 13.3.3 Fee Waivers will only be considered if a student has extenuating circumstances that would be accepted by an Award Board and that meet the additional criteria set out in 13.1.6 above as determined by the panel.
- 13.3.4 Students are not permitted to apply for a fee waiver solely on the grounds of financial hardship or an unwillingness to access a tuition fee loan
- 13.3.5 Fee Waivers will only be agreed where no alternative option (e.g. break in study) exists for the student registration.
- 13.3.6 The panel may request further evidence of the exceptional circumstances if these have not already been submitted. If such evidence is not provided when requested the panel reserves the right to reject the application without further consideration.
- 13.3.7 Where an application is rejected under the provisions of 13.3.6 above a student may reapply using the same circumstances provided additional supporting evidence is supplied with the reapplication.

13.4 Debt write-offs

- 13.4.1 A student, who has withdrawn from the University, may request that their debt be written off if they have exceptional circumstances that would have normally been accepted by the University's Award Board and that meet the criteria laid out in 13.1.6 above as determined by the panel.

13.5 General Eligibility

- 13.5.1 The conditions above notwithstanding all applications will be considered on their individual circumstances.
- 13.5.2 A student will, other than under the most exceptional circumstances, receive remission or waiver of tuition fees or a debt-write off in only one academic year and on only one occasion.
- 13.5.3 A second and exceptional application may not be made on the same grounds as the first application except in the circumstances outlined above.

13.6 Procedure for applications to the panel

- 13.6.1 It is the responsibility of the student to make an application for waiver of fees.
- 13.6.2 Where it is not possible for a student to make an application in person due to incapacity waiver requests will be accepted on the students' behalf:
- Parent/Guardian
 - Next of Kin
 - Academic member of staff responsible for the programme/module on which the student is registered
- 13.6.3 Any application should be made in a timely fashion. However the panel recognises that requests for waivers can be delayed as a result of significant events beyond an applicant's control. Therefore all applications made as soon as practicable will be considered.
- 13.6.4 Students must complete the Waiver application form and submit it with the relevant documentary evidence to MAFS either via an information point, by post or electronically to fee.waivers@uwe.ac.uk
- 13.6.5 Applications received for reasons other than outlined above will be rejected with guidance or referral to appropriate services such as complaints. Application forms can be accessed from the UWE website (web link) or via information points.
- 13.6.6 As outlined above the panel will review all applications and refer those exceeding the financial criteria to the VC or nominee for consideration. For applications considered by the panel, for a decision where a unanimous verdict cannot be reached, a majority decision will be accepted. Where a majority decision is not achieved the application will be referred to the VC or nominee for consideration.

13.7 The Panel – Terms of reference

To act in accordance with the terms of this policy.

To make decisions on remission of fees, fee waivers and debt write offs.

To make recommendations to the Vice-Chancellor (or nominee) to remit fees where a student has met the criteria of the fund.

To enforce the conditions outlined in this policy document to ensure all applications are treated equitably.

13.8 The Panel – Membership

Head of Student Advice and Welfare Service (or nominee)

Head of Financial Services (or nominee)

Student Administration Manager (or nominee)

Complaints Manager (or nominee)

Student Finance Manager (or nominee)

Faculty Business Manager (or nominee)

Advice Manager (or nominee)

13.9 The Panel – Quoracy

50% of the membership.

13.10 Frequency of meeting

The panel will convene once every calendar month.

APPENDIX 1 – DEFINITIONS

A1 Student Finance

Designated undergraduate programmes attract funding from the UK government (and the devolved administrations) via the Student Loans Company (Student Awards Agency for Scotland for Scottish Students). For ease of reference 'Student Finance' refers to both the Student Loans Company (SLC) and the four assessing authorities:

Student Finance England (SFE)	https://www.gov.uk/browse/education/student-finance
Student Finance Wales (SFW) or Local education Authority (LEA)	http://www.studentfinancewales.co.uk/
Student Finance Northern Ireland (SFNI)	http://www.studentfinancenir.co.uk/portal/page?_pageid=54,1265897&_dad=portal&_schema=PORTAL
Student Awards Agency for Scotland (SAAS)	https://www.saas.gov.uk/

A2 Fee Status

Tuition fees and the financial support available are based on whether a student is classed as a UK student, European Union (EU) student, offshore student or International student. For more information see www.uwe.ac.uk/money

Tuition fees and the financial support available are based on whether a student is classed as a new or continuing student. For these purposes, the following definitions apply:

A3 Period of Registration

Students register at the start of each period of study the usual duration is one year at which point students are required to register again. The fee policy remains in effect for the duration of the period of registration.

A4 New student

A student who starts a new programme at UWE in the current academic year and where the programme is at a different level (e.g. postgraduate, not undergraduate) from any programme taken during the previous academic year.

A student who is continuing the same programme at UWE following an authorised break from study of more than two years.

A student changing their mode of study (e.g. from full-time to part-time). This is distinct from changing to a part-time mode of attendance while still registered on a full-time programme.

A student 'topping up' a higher education qualification (e.g. from Foundation degree to an honours degree) following a break in study of one year or more.

A5 Continuing student

A student who is continuing the same programme at UWE as in the previous academic year or following an authorised break from study of less than two years.

A student transferring programme within UWE or transferring in from other HE institutions and not changing their mode of study (e.g. from full-time to part-time).

A student 'topping up' a higher education qualification (e.g. from foundation degree to an honors degree) with no break in study.

A6 Other definitions relating to tuition fees:

Undergraduate students can be charged either 'Full-time' or 'Part-time' fees depending on how many credits they take and which fees system they study under.

The **full-time** fee will apply to students taking 120 credits in one academic year (excluding placement years).

'New' post-2012 tuition fee rate students (e.g. those paying £9,000):

- The **full-time** fee will apply to students taking between 90 and 120 credits in one academic year (excluding placement years). Students studying less than 90 credits will have the fee reduced pro rata.
- **Part-time** students cannot register on more than 90 credits each academic year. The tuition fee charged will not exceed 75% of the full-time equivalent fee

'Old' pre-2012 tuition fee rate students (e.g. those paying £3,465):

- The **full-time** fee will apply to students taking between 90 and 120 credits in one academic year (excluding placement years).
- The **part-time** fee (per module or annual charge, dependent on the programme) will apply to students taking less than 90 credits

A7 Mode of Attendance – Research Students

Research students may be registered on a Full Time award as a Full Time student or on a Part Time award as a Part Time student and are liable for payment of the appropriate fee.

Applications for a change in study mode must be approved by the appropriate Faculty Research Committee and the student record amended accordingly.

A8 Resit

Students who do not pass a module at the first sit will get an automatic resit in which they will be reassessed in the component(s) they did not pass. There is no charge for a resit taken within the academic year.

A9 Retake

A retake is another opportunity to study the whole module and includes a sit and a resit. A retake is charged at full module rate, although students may be eligible for a discount – see section 9.

A10 Resubmission (PG Research Students Only)

If the outcome following a final assessment viva voce is 'resubmission' students will be required to pay a resubmission fee.

A11 Equivalent or Lower Qualification (ELQ) Students

UK and EU undergraduate students who already have a Higher Education qualification (regardless of the awarding institution) and who are now studying for an equivalent or lower qualification are unlikely to be entitled to any funding for fees or living costs.

ELQ students who started their programme before 2012 may be charged a higher fee than those without a qualification. Students starting from 2012 onwards will be charged the same fees as UK/EU students without qualification. Exemptions to this policy exist and further details can be found at www.uwe.ac.uk/money

APPENDIX 2 – GLOSSARY

Academic session	The period in which a student is in attendance for study. The University runs programmes starting at any point in a calendar year an academic session can run, for example, from September to July or from July to July.
Award fee	A fee that is charges at the start of a registration/programme and covers all standard provision for that programme even if it spans more than one academic year.
Assessing authorities	The organisations responsible for assessing student eligibility and entitlement for tuition fee support: Student Finance England (SFE), Student Finance Wales (SFW), Student Finance Northern Ireland (SFNI) Student Awards Agency for Scotland (SAAS)
Break in study	An approved period away from studying.
The department for Business Innovation and Skills (BIS)	Government department responsible for higher education policy.
Cohort	A group of students, used to determine fee regime.
Credits	Academic currency earned by the completion of module towards the requirements of a degree.
Deferred payment	Under the current funding arrangements students are no required to pay upfront fees for their place at University they can defer the payment of their tuition fees by taking out a tuition fee loan from student finance.
Distance learning	Mode of study that does not require attendance at university.
Full time	Mode of study usually requiring regular daily attendance at university and studying a full diet of credits in an academic session, usually 120 credits for an undergraduate degree.
Island authorities	The respective governments and student funding agencies for Jersey, Guernsey and the Isle of Man.
Money Advice and Funds Service (MAFS)	Advice service of the University responsible for providing specialist advice and support to students and administering various student support funds.
Mode shift	Switching from a full time award in a full time mode of attendance to a part time award in a part time mode of attendance.
Module	A discrete unit of study, modules carry credit and form the building blocks of a programme at the University.
Part time	Mode of study usually 50% of the intensity of full time study usually taken as block release or evening classes.
Per credit fee	A fee charge equivalent to a set number of modular credits.
Period of registration	A period not exceeding one year (52 Weeks) for which a student has a legal relationship with the University, re registration usually takes place on the anniversary of the original registration. As with a period of study or academic session a period of registration can commence at any point during the calendar year.

Per module fee	A fee charge equivalent to a module (the same as a per credit fee).
Per year fee	Per year fee – a fee that is charged each year and covers all standard provision in that year.
Sandwich	The same as full time study but including the option to take a year in industry as part of the programme.
Student Finance	The student funding organisations of the UK Including the Student Loans Company (SLC), Student Finance England (SFE), Student Finance Wales (SFW), Student Finance Northern Ireland (SFNI) and Student Awards Agency for Scotland (SAAS).
The University	UWE Bristol, University of the West of England, Bristol.
Tuition fee loan	Government provided loan for the payment of fees to the University.
Transfer in	To transfer from another institution to the University.
Whole programme fee	For part time programmes the maximum charge for the standard duration of the programme.

APPENDIX 3 – CHANGES

Version	Change
18 July 2014 (v6.5 / v1.4p)	Inserted section 10.1 Cancellation of registration
09 September 2014 (v6.6 / v1.5p)	5.10.3 Change to cash office contact details in 5.12.2 Change to cash office contact details in 5.8.5 becomes 5.8.6 5.8.6 becomes 5.8.5 5.8.6 header title amended for clarification 2.18 clarification of the refund of fees 2.18.2 new section added 2 clarification of the role of the Board of governors 2.1 amended to take account of changed to 2 6.7 new section added 6.7 – 6.20 numbering amended to take in to account the new section 6.7
07 November 2014 (v6.7 / v1.6p)	INTRODUCTION Removal of reference to Research Council Studentships 2.1.1 Change of Chair from Deputy VC to Representative of University Directorate 2.10.1 insertion of 'Taught' in to clause for clarification of applicability 2.14 insertion of 'Taught' in to clause for clarification of applicability 3.4 insertion of 'Taught' in to clause for clarification of applicability 5.6.1 removal the exception clause 5.6.2 Removal of second sentence 5.7.2 Removal of second sentence 10.2.6 new clause added 10.4.2 new clause added
18 November 2014 (v6.8 / v1.7p)	6.7/6.8/6.9/6.10 minor amendments to the section heading to clarify applicability of the clause.