

Brunel University LONDON

Council Ordinance 11

Fees, Bursaries and Scholarships

Fees Setting Process

1.1 The University's policies on student tuition fees shall include this Council Ordinance and such other supporting policies on fees or fee setting as Council shall from time to time approve. The University's policies on student tuition fees and its framework of student tuition fee levels are approved by Council as are any proposed changes to the policy. Each year, Executive Board shall recommend to Council for approval the framework of student tuition fee levels to be charged in the following academic session for undergraduate and postgraduate taught programmes, and for postgraduate research degree programmes to Home / EU students, international students, and students supported by the Governments of the Channel Islands and the Isle of Man. In addition the University will agree and publish individual programme fees which fall outside the framework of student tuition fee levels and also the different fee levels for full time, part time, distance-learning, associate and other categories of student.

1.2 The University will also agree and publish the types of miscellaneous and sundry fees and charges which may be raised.

1.3 The University will also agree and publish the policy relating to scholarships and bursaries, student tuition fee waivers, the discounting of student tuition fees and other matters of policy relating to the adjustment of, or refunding of, the approved student tuition fees.

Tuition Fee Increases – students continuing on the same course

1.4 The University will not raise these fees by more than 5% or RPI (Retail Price Index), whichever is the greater, per year for any student who has commenced a programme of study.

Payment of Tuition Fees

1.5 Every student embarking upon a programme of study is assumed either to have arranged sponsorship for the whole period of his or her study or to be prepared to pay fees for the whole of the prescribed period of study.

1.6 Every student who is sponsored will provide the University annually with a document in which the sponsor agrees to pay such fees direct to the University upon demand. Unless such a document is provided the University will regard the student as liable for his or her own fees.

Payment schedules

1.7 The University will agree and publish the payment schedules and approved methods of payment and any associated charges or discounts.

Hardship and Remission of Fees

1.8 Should a student suffer a serious deterioration in his or her financial circumstances while part of the way through his or her programme so that, although prior to beginning the

programme he or she was confident of his or her ability to pay, he or she is no longer able to do so, he or she may claim hardship and the arrangement for this will be published by the University.

1.9 Such remission of fees can only be granted in very exceptional circumstances, and successful applicants must also be able to demonstrate:-

- That they have made every reasonable effort to meet their fees from other sources,
- That there is good reason to believe that a single remission of tuition fees should be sufficient to permit them to complete their programme without further recourse to financial support from the University
- That they have been in good financial standing with the University throughout the duration of their programme; and
- That they are in good academic standing with their academic College.

Withdrawals and Refunding of Fees

1.10 The University will agree and publish the arrangements for partial refunding of fees for students who withdraw or are unable to complete their course after enrolling.

Graduates of the University

1.11 Graduates will receive favourable terms when registering for further degrees and the level of discounts will be agreed and published by the University.

Accommodation Fees

1.12 Students offered accommodation by the University in Halls of Residence or Flats will be informed of the accommodation charges in force for the forthcoming session.

1.13 Students are required to pay for accommodation provided by the University termly in advance. Rebates for prompt payment, and surcharges for late payment will be agreed and published by the University. Students who are allowed to occupy University accommodation during the summer (long) vacation may pay on a weekly basis.

Non-Payment of Fees, Fines and Charges

1.14 Library fines and charges for services and lost books will be regarded as debts to the University and in the case of non-payment a defaulter will be excluded from all further use of the Library until such debts have been paid.

1.15 No student whose accommodation charges for any session (excluding charges incurred in the immediately preceding summer vacation) remain outstanding will be permitted to remain in University accommodation except in cases of hardship accepted by the University. Where internal debt collecting procedures have been unsuccessful, the University reserves the right to take legal action in order to obtain an order for eviction or engage the services of commercial debt collection agencies to recover accommodation charges.

1.16 Any other charges raised on students by the University, including charges for lost equipment, car parking, library fines, or fines imposed under disciplinary or health and safety regulations, shall be regarded as debts to the University.

Notification of Results, Progression and the Conferment of Awards

1.17 Students with debts relating to tuition or accommodation fees, to library, car parking or disciplinary fines, or any other outstanding debts to the University, will be required to attend an interview with the Student Finance Department to discuss these debts and make specific arrangements for their settlement.

1.18 Students in debt to the University in respect of Tuition Fees or associated charges shall not normally be given notification of any assessment or assessment results.

1.19 Students in debt to the University in respect of Tuition Fees or associated charges shall not normally be permitted to enrol to the next stage/level of their degree programme.

1.20 No award shall normally be conferred on a student in debt to the University in respect of Tuition Fees or associated charges nor shall any degree certificate be provided.

1.21 Students with debts for tuition fee or associated charges which are outstanding at the close of business seven days before a graduation ceremony will not be permitted to graduate at that ceremony.

For the purposes of these Regulations, associated charges covers charges directly related to the student's academic study.