



## STUDENT FINANCIAL POLICY

### Introduction

The University's general policies relating to the setting and payment of tuition and other fees are set out in Council Ordinance 11 (CO11).

The University publishes its framework of student tuition fee levels, together with the levels of its miscellaneous and sundry fees and charges approved by the Executive Board, for each academic session. Information on can be found on the University's website.

This Policy sets out the detailed policies of the University relating to tuition and other student fees, with effect from September 2014.

This Policy should be read in conjunction with CO11. For ease of reference, relevant sections of CO11 are also set out in boxes within these Regulations.

## SECTION ONE: POLICIES RELATING TO TUITION FEES, EXTENSION AND CONTINUATION FEES, AND THE PAYMENT AND NON-PAYMENT OF FEES

### 1 Undergraduate student tuition fees

#### 1.1 Undergraduate tuition fees for sandwich placement years (which is not a sandwich placement year abroad)

1.1.1 For all undergraduate students entering their programme in or after September 2010 and before September 2012 undertaking work placement(s) as part of their a programme with a sandwich placement year (which is not a sandwich placement year abroad), the tuition fees for the placement year will be set at 30% of the relevant full-time fee.

1.1.2 For all undergraduate students entering their programme in or after September 2012 undertaking work placement(s) as part of a programme with a 'sandwich placement year (which is not a sandwich placement year abroad), the tuition fees for the placement year will be set at one-ninth of the Home full-time fee.

1.1.3 For 'thin-sandwich' placement years (which are not a sandwich placement year abroad), the full relevant tuition fee will be charged in the second year of the programme and the reduced fee relevant to a 'sandwich' placement year in the third year of the programme.

## 1.2 Undergraduate exchange study abroad and sandwich placement abroad

### 1.2.1 Non-ERASMUS exchanges

1.2.1.1 For academic years prior to 2014/15, the tuition fees for Home / EU undergraduate students undertaking non-ERASMUS full-year exchanges which are study years abroad or sandwich years abroad in will be set at 50% of the relevant full-time fee.

1.2.1.2 For academic years 2014/15 and 2015/16, the tuition fees for Home / EU undergraduate students undertaking non-ERASMUS exchange study years and sandwich placement years abroad (including academic years which combine study or sandwich placement abroad with other kinds of study) shall be set at a rate approved by the Senate.

1.2.1.3 From academic year 2016/17, the tuition fees for Home / EU undergraduate students undertaking non-ERASMUS exchange study years and sandwich placement years abroad (including academic years which combine study or sandwich placement abroad with other kinds of study) shall be set at a rate approved by the Executive Board.

### 1.2.2 ERASMUS exchanges

1.2.2.1 For Home / EU undergraduate students **commencing studies with the University before September 2012**, from academic year 2013/14 onwards no tuition fee shall be charged for study years abroad or sandwich years abroad taking place as ERASMUS exchanges.

1.2.2.2 For Home / EU undergraduate students **commencing studies with the University in or after September 2012**, no tuition fee shall be charged for study years abroad or sandwich years abroad taking place as ERASMUS exchanges in academic year 2013/14.

1.2.2.3 For all undergraduate students **commencing studies with the University in or after September 2012 undertaking ERASMUS exchanges in academic years 2014/15 and 2015/16**, the tuition fees for study years and sandwich placement years abroad (including academic years which combine study or sandwich placement abroad with other kinds of study) shall be set at a rate approved by the Senate.

1.2.2.4 For all undergraduate students **commencing studies with the University in or after September 2012 undertaking ERASMUS exchanges in academic year 2016/2017 and later years**, the tuition fees for study years and sandwich placement years abroad (including academic years which combine study or sandwich placement abroad with other kinds of study) shall be set at a rate approved by the Executive Board.

## 1.3 Part-time undergraduate tuition fees

1.3.1 Home / EU undergraduate students studying on campus in a part-time mode are charged tuition fees of 75% of the full-time fee, payable for the first four years of study.

## **2 Postgraduate taught student tuition fees and extension fees**

### **2.1 Part-time postgraduate taught students**

2.1.1 Part-time students studying taught postgraduate programmes on campus are charged 50% of the full-time fee for the programme in each of years 1 and 2. Any subsequent years or parts of years which fall within the normal period of study for the programme carry a zero fee; an extension fee (where applicable under section 2.3.1 below) is payable at the end of the normal period of study for the programme.

### **2.2 Postgraduate taught students: study on a 'Staged Masters' basis**

2.2.1 Where students are studying a taught programme on a 'staged-masters' basis, a fee will be charged for each stage of the programme.

### **2.3 Postgraduate taught students: extension fees**

2.3.1 For taught postgraduate students entering their course since September 2007 and before September 2011 and not submitting their dissertation by the "normal submission deadline", an extension fee will be payable. This will be a one-off fee, payable irrespective of the actual submission date.

## **3 Postgraduate research student tuition fees and continuation fees**

### **3.1 For postgraduate research students first registered in or after 1 October 2015:**

Policies relating to postgraduate research students first registered in or after 1 October 2015 will be published here in due course.

### **3.2 For postgraduate research students first registered before 1 October 2015**

3.2.1 Full- and part-time postgraduate research students first registered **before 1 October 2015**, are charged a student tuition fee approved annually as part of the framework of student tuition fees for each year of registration in which they are not designated by the University as being eligible to pay a continuation fee.

3.2.2 A Continuation fee is charged for any period of registration which is designated as a 'writing up' period. A period of registration for which a continuation fee is charged will not normally commence within the following period:

	Full-time:	Part-time:
PhD/DBA/EdD	36 months	48 months
MPhil/MTh/LLM	12 months	24 months
EngD/PhD by new route	48 months	NA
DrPH	36 months	60 months

3.2.3 Where continuation fee is charged, the postgraduate research student will be expected to submit a completed thesis within 12 months of the start of the period of continuation. Should the student fail to submit within this time, they will be liable for the full- or part-time tuition fee for the remainder of their registration.

3.2.4 For postgraduate research students entering their course before 1 September 2010, and **who are conducting their research away from the University**, the following additional arrangements will normally apply:

3.2.4.1 Students registered on a full-time basis should be charged the normal full-time fee for the first year of registration, and the part-time fee for subsequent years.

3.3.4.2 Students registered on a part-time basis should be charged one-third of the full-time fee for the duration of their studies. Such students should be charged the standard fee for any extended period when they are physically located at the University.

3.2.5 For postgraduate research students entering from 1 September 2010 onwards conducting their research away from the University, the fees will be the standard full-time or part-time fee.

## 4 Distance-Learning Students: Taught Programmes

4.1 Students studying on distance learning programmes are charged on a credit-based pro rata basis. Distance-learning students may have the option of front-loading payments. Distance-learning students become liable to pay the full fee associated with a module (or block) once any paper-based materials for that module (or block) have been dispatched to them.

## 5 Associate Students: Taught programmes

5.1 Associate students are either charged on a credit-based pro rata basis by band or at a short course rate which shall be specified for the modules (or blocks) which are being undertaken.

5.2 An associate student who follows one or more modules (or blocks) at Brunel and who subsequently registers for a programme leading to an award of the University will be charged a tuition fee for the programme which will be determined on a pro-rata-basis by band based on the number of credits being attempted as part of the programme.

## 6 Prompt Payment Discount

6.1 All students who are responsible for paying their own tuition fees in full, and who pay the full amount of the fees due at or before their scheduled date of registration, will be entitled to a discount of 2% on the net tuition fee due, i.e. after the application of any other discounts to which they may be entitled.

## 7 Discounts for Graduates of the University

CO11 (1.12) states: Graduates will receive favourable terms when registering for further degrees and the level of discounts will be agreed and published by the University.

7.1 Graduates of the University registered for a taught postgraduate programme, a research degree or the Graduate Diploma in Law (CPE) programme, on a largely self-funding (including career development loans) basis will (after any other discount) for academic year **2013/14** onwards, receive a discount of 15% on the final tuition fee due.

## 8 Payment schedules

CO11 (1.7) states: The University will agree and publish the payment schedules and approved methods of payment and any associated charges or discounts.

8.1 Tuition fees **not** paid directly by the Student Loans Company or National Health Service are payable as follows for Home / EU students:

8.1.1 In a single instalment at or before enrolment;

8.1.2 In six instalments, the first being due at or before enrolment, and instalments 2-6 being paid by direct debit in the months of November to March inclusive; save that in the case of EU students who are unable to set up a UK bank account, instalments 2-6 may be paid in the months of November to March inclusive if the payments are to be made by debit card or credit card.

8.2 Tuition fees are payable as follows for Overseas students:

8.2.1 in a single instalment at or before enrolment; or

8.2.2 60% of the balance of the tuition fee at enrolment, and the remainder being due for payment in January.

8.3 For students in receipt of a tuition fee loan from the Student Loans Company, schedules for the payment of tuition fees will be determined with reference to UK Government legislation and guidance.

8.4 Students who register at agreed times outside of the normal academic cycle shall pay in similar instalment arrangements to those outlined above as agreed with the Finance Department.

8.5 Students enrolling 4 weeks after their scheduled date for enrolment may not be entitled to pay in instalments.

## **9 Deposits for Tuition Fees**

**9.1** For Home / EU applicants, the University may determine to request a deposit for popular programmes, for the purpose of student numbers planning.

**9.2** All Overseas applicants will normally be required to pay a deposit at the point of being made an unconditional offer, normally refundable only in the event that a student is unable to obtain an appropriate visa.

**9.3** For all applicants the deposit shall be up to 50% of the first year's fees, the amount to be approved each year.

## **10 Members of Staff Registered for Brunel Awards**

**10.1** Full-time and part-time members of staff who register for any University award, where the Dean of their College or the Chief Operating Officer (or nominee) believes that the programme of study concerned will be of benefit to the member of staff's current or future employment within the University, will not be liable for payment of tuition fees, although the number of places available on this basis for a particular programme may be limited. All staff will be charged examination fees, as appropriate.

**10.2** If employment with the University ceases during the period of registration for a programme, the student becomes liable for the payment of a full tuition fee from that point onwards.

## **11 Visiting Researchers**

**11.1** From time to time, visiting academics are invited to the University for varying periods of time for the purpose of improving research links and contributing to Departments' research profiles. Where these individuals are of such standing that they are to be paid by the University, they should be appointed as associate members of staff in accordance with Senate Regulation 9. Where it is appropriate that the researcher is charged a tuition fee, they will be admitted through the Admissions Office as 'visiting researchers'. Fees will be set on an individual basis by discussion between the relevant Dean of College and the Head of Registry, and are subject to approval by the Director of Finance.

**11.2** Individuals admitted as 'visiting researchers' under this arrangement are not eligible to be registered for a programme of the University leading to any award of the University.

## **12 Withdrawals and Reduction of Tuition Fees**

CO11 (1.10) states: 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

**12.1** Tuition fee deposits are non-refundable. The following arrangements apply to the balance of tuition fees excluding the tuition fee deposit.

**12.2** For academic year 2011/12, and previous years, there is no entitlement to a reduction of tuition fees after enrolment for students with a Home / EU or Overseas fee status who withdraw from their programme of study more than two

weeks after the commencement of study. However, at the discretion of the Chief Operating Officer (or nominee), a reduction may be applied as follows:

- Withdrawal in weeks 3 to 4: reduction of 90% applied to the balance of tuition fees (excluding the tuition fee deposit)
- Withdrawal in weeks 5 to 14: reduction of 67% applied to the balance of tuition fees (excluding the tuition fee deposit)
- Withdrawal in weeks 15 to 18: reduction of 33% applied to the balance of tuition fees (excluding the tuition fee deposit)
- Withdrawal after week 18: no reduction.

**12. 3** From academic year 2012/13 onwards for students with a Home / EU fee status there is no entitlement to a refund of tuition fees after enrolment for a student who withdraws from the programme of study more than two weeks after the commencement of study. However, at the discretion of the Chief Operating Officer (or nominee), where a student withdraws between Weeks 3 and 31, liability for the payment of tuition fees may be determined as follows:

- Withdrawal in Weeks 1 and 2: No tuition fee charge
  - Withdrawal in Weeks 3 to 15: 25% of the balance of tuition fees (excluding the tuition fee deposit)
  - Withdrawal in Weeks 16 to 30: 50% of the balance of tuition fees (excluding the tuition fee deposit)
  - Withdrawal in Weeks 31 onwards: 100% tuition fee liability
- Where payment of tuition fees has been made which is in excess of the final tuition fee liability, the balance may be refunded.

**12. 4** For students with an Overseas fee status there is no entitlement to a reduction of tuition fees after enrolment for students who withdraw from their programme of study more than two weeks after the commencement of study. However, at the discretion of the Chief Operating Officer (or nominee), reductions may be applied as follows:

- Withdrawal in weeks 3 to 4: reduction of 90% applied to the balance of tuition fees (excluding the tuition fee deposit)
- Withdrawal in weeks 5 to 14: reduction of 67% applied to the balance of tuition fees (excluding the tuition fee deposit)
- Withdrawal in weeks 15 to 18: reduction of 33% applied to the balance of tuition fees (excluding the tuition fee deposit)
- Withdrawal after week 18: no reduction.

**12. 5** Analogous arrangements will be applied for students who commence a programme of study other than at the beginning of the relevant academic year.

**12. 6** Students taking temporary periods of withdrawal/approved leave of absence will have these tuition fee liability points applied.

**12.7** Students undertaking a short course are not generally entitled to a tuition fee reduction

## 13 Accommodation Fees

CO11 states:

1.13 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.

1.14 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.

## 14 Non-Payment of Fees, Fines and Charges

CO11 states:

1.15 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.

1.16 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.

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

## 15 Hardship and Remission of Fees

CO11 states:

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 School.



## 16 Payment of Tuition Fees

CO11 states:

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.

**16.1** A student who fails to pay tuition fees or instalments thereof, or continuation fees by the final date prescribed for payment of the fee or instalment will be reported by the Director of Finance or nominee to the Head of the Student Centre or nominee.

**16.2** The student will be warned by letter to his or her last known address of the consequences of default in payment and if no satisfactory response is forthcoming within the period specified in such letter, the Chief Operating Officer (or nominee) shall declare the student to be withdrawn from the University with immediate effect. This will result in access to all University services being withdrawn.

**16.3** Should a student's sponsor fail to pay the tuition fees, the student will be allowed to continue his or her programme while negotiations between the University and the sponsor continue. If, after due process, the University is unable to obtain payment of the fees, or if the sponsor repudiates in writing its offer to pay the fees, the University will regard the student as liable for the fees outstanding and for the rest of his or her programme of study.

**16.4** No student who has been de-registered because of non-payment of fees will normally be allowed to re-register for the same or a subsequent session unless and until all debts to the University have been settled and a re-registration fee paid. No existing or former student who is in debt to the University will normally be allowed to enrol on a programme of study at the University until the debt is cleared.

## 17 Debts to the University and the Conferment of Awards

CO11 states:

**1.18** No award shall normally be made or conferred on a student in debt to the University.

## SECTION TWO: OTHER FEES AND CHARGES

### 18 Examination and Reassessment Fees, and Fees for Repeated Study: Undergraduate Students

**18.1** Where an undergraduate student is reassessed on a failed module, no reassessment fee is charged.

**18.2** Where the Board of Examiners requires a student, or a student chooses, to repeat the study of module(s) or study block(s), to substitute a module, or be reassessed in a module in the next academic year on a part-time basis, a pro rata tuition fee will be charged for the repeated or substituted study.

**18.3** The exception to both the above is where a Board of Examiners, on receipt of mitigating circumstances, allows a student to repeat study and/or re-assessment as if for the first time and no tuition fee will be charged.

## **19 Examination and Reassessment Fees, and Fees for Repeated Study: Postgraduate Taught Students**

**19.1** Where a student is reassessed in the dissertation of a postgraduate taught programme a reassessment fee shall apply. The level of this reassessment fee will be approved by Senate.

**19.2** No fee will be charged for reassessment in a taught module of a post graduate taught programme. An exception is where the Board of Examiners requires a student, or a student chooses, to repeat the study of module(s), when pro rata tuition fees will apply.

**19.3** Where a Board of Examiners, on receipt of mitigating circumstances, allows a student to repeat study and/or reassessment of any part of a post graduate taught programme as if for the first time, no fee will be charged.

## **20 Examination and Reassessment Fees: Postgraduate Research Students, PhD by Published Work and Higher Doctorates**

**20.1** For theses submitted prior to 1 October 2015, all postgraduate research students (including members of staff) submitting for the degrees of PhD (not by published work), EdD, MPhil, LLM, EngD, PhD by new Route or DrPH are charged an additional examination fee when examiners are appointed.

**20.2** The formal submission for the degree of PhD by published work shall be accompanied by the registration fee and an examination fee. The formal submission for the award of a higher doctorate shall be accompanied by the examination fee.

**20.3** The a fee will be payable for a Higher Doctorate examination, which will be determined by Senate

**20.4** Where any research thesis is resubmitted for examination, a further examination fee is payable.

## **21 Certificates and transcripts**

**21.1** Certificates will be issued to students on the successful completion of programmes of study, leading to awards of the University.

**21.2** Replacement certificates will only be issued where the student studied for a Brunel University award and it is certain that the original has been lost rather than mislaid. An administrative charge, approved by Senate will be made for a replacement certificate. The replacement will be in the current certificate style and will include the wording "This certificate replaces one reported lost". Replacement certificates will normally be issued in the same name as the original.

21.3 Where a certificate has been posted but never received by the recipient, a duplicate may be issued, following investigation with the postal authorities and receipt of a signed statement from the student. No charge will be made for this duplicate certificate. In such circumstances appropriate wording will be included on the reverse to confirm that a second certificate has been issued.

21.4 A transcript is issued by Schools to students, free of charge, at the end of each level and when they leave the University. Charges, as approved by Senate, will be applied in other circumstances.

## **22 Re-registration fees**

22.1 A re-registration fee will be payable by all students who are formally de-registered either due to non-payment of tuition fees or for failure to register or re-enrol by the relevant deadline. Regulations relating to the de-registration of students for non-payment of fees and other debts, shall be approved by Senate.

## **23 Other Supplementary Fees and Charges**

23.1 A supplementary charge (such as a 'bench fee') which is in addition to the tuition fees, other fees and charges approved by the University, may be charged where this has been approved by the University.

## **SECTION THREE: OTHER POLICIES ON FEE-SETTING AND FEE DISCOUNTS**

### **24 Rates of fees payable**

24.1 The rates of all fees payable for each academic year may not normally be varied from those agreed by the University.

### **25 Equivalent Level Qualifications (ELQ)**

25.1 Where the tuition fees for students with a Home / EU fee status studying for an Equivalent or Lower Qualification (ELQ) differ from the normal tuition fee, this shall be set out in the framework of tuition fees for the relevant academic year.

25.2 Where postgraduate ELQ students are subject to a supplementary fee charge, this shall be set out in the framework of tuition fee levels for the relevant academic year.

### **26 Variation of the Approved Levels of Fees and Fees Policies**

26.1 The fees policies set out in this document and fee levels set by the Executive Board may only be varied with the agreement of the Executive Board.

[Approved by Executive Board January 2015]

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