

Student Financial Policy 2015/16 and 2016/17

This policy is developed from the requirements of Council Ordinance 11 whose provisions are quoted throughout. It covers tuition fees and associated charges and also other fees and charges including those for student accommodation. Contractually, tuition fees and associated charges are distinct from other fees and charges.

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.

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.
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within the period specified in such letter, the Chief Operating Officer (or nominee) shall declare the student to be withdrawn from the University with immediate effect. This will result in access to all University services being withdrawn.
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.
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.

Debts to the University and the Conferment of Awards

CO11 states:

1.18 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 Student Finance Department to discuss these debts and make specific arrangements for their settlement.

1.19 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.

1.20 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.

1.21 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.

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

Prompt Payment Discount

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.

Payment schedules

CO11 states

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

1. Tuition fees **not** paid directly by the Student Loans Company or National Health Service are payable as follows for Home / EU students:
 - 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.
2. Tuition fees are payable as follows for Overseas students:
 - in a single instalment at or before enrolment; or
 - 60% of the balance of the tuition fee at enrolment, and the remainder being due for payment in January.
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.
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.
5. Students enrolling 4 weeks after their scheduled date for enrolment may not be entitled to pay in instalments.

Deposits for Tuition Fees

1. For Home / EU applicants, the University may determine to request a deposit for popular programmes, for the purpose of student numbers planning.
2. All International 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.
3. For all applicants the deposit shall be up to 50% of the first year's fees, the amount to be approved each year.

Withdrawals and Reduction of Tuition Fees

CO11 states

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

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

1. For Home / EU students 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% tuition fee liability
Withdrawal in Weeks 16 to 30:	50% tuition fee liability
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.

2. For Overseas students 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% of the full fee payable
Withdrawal in weeks 5 to 14:	reduction of 67% of the full fee payable
Withdrawal in weeks 15 to 18:	reduction of 33% of the full fee payable
Withdrawal after week 18:	no reduction.

3. Analogous arrangements will be applied for students who commence a programme of study other than at the beginning of the relevant academic year.
4. Students taking temporary periods of withdrawal/approved leave of absence will have these tuition fee liability points applied.
5. Students undertaking a short course are not generally entitled to a tuition fee reduction.

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.

Discounts for Graduates of the University

CO11 states

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

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.

Members of Staff Registered for Brunel Awards

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.

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.

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, car parking, library fines or fines imposed under disciplinary or health and safety regulations, shall be regarded as debts to the University.