

2024/25 Guidance for Payment of Tuition Fees

EFFECTIVE FROM 01 AUGUST 2024

Summary

This document sets out the University's expectation and guidance relating to payment of tuition fees.

Glossary of Terms

Self-funding

students who are not in receipt of a tuition fee loan, have no contractual sponsorship for payment of their tuition fee and/or who have opted to make direct payment towards their fee;

Student Loans Company (SLC)

the government agency which provides funding to students in the UK for study purposes, as deemed eligible by Student Finance.

Purpose

These guidance notes are intended to help students understand how and when to make payment of their tuition fee. They provide options that may be available and clarify how and when they operate.

Guidance

Students assessed as having a 'home' residential status, on a **full-time undergraduate** programme with tuition fee liability are generally eligible for a tuition fee loan from the government, unless excluded because of previous study. **Part-time undergraduate** students registered for at least 25% of a full-time programme may also apply for a non-means tested tuition fee loan. Applications are made via Student Finance at gov.uk/student-finance. The University expects new and continuing students to meet deadlines for their funding applications and funding in place prior to enrolment. Once awarded, the tuition fee is paid directly to the University by the Student Loans Company (SLC), on behalf of the student. **Students who have not secured funding at the start of their programme must engage with payment of their tuition fee.** Students are expected to evidence and communicate the actions they are taking towards securing funding.

UK domiciled **postgraduate** students may apply for a contribution towards the cost of their studies in the form of a loan from the government, subject to meeting defined eligibility criteria. Applications for a Postgraduate Masters or Doctoral Loan are made via Student Finance at gov.uk/student-finance. Dependent upon UK residency, postgraduate loans are paid directly to the student in instalments. Students must make arrangement to pay their tuition fee to the University by the published dates listed below. By exceptional arrangement, Northern Ireland students have their tuition fee paid direct to the University as part of their funding arrangement.

Undergraduate or postgraduate students may have their fee **sponsored or part-sponsored** by an employer or other agency. Students who are receiving sponsorship must provide, in advance of their studies, written notification from the sponsor on official letterhead, or purchase order, confirming the amount they are contributing towards the tuition fee. **Confirmation of sponsorship must be**

provided for each academic year of study and relate to registered course/modules for that period only. Family and friends are not considered to be sponsors. Further guidance may be viewed at www.edgehill.ac.uk/departments/support/finance-and-payments/sponsored-students/. **Regardless of sponsorship, students remain personally liable for payment of their tuition fees and will be pursued in the event of non-payment from the sponsor or funder. This includes research students in receipt of external studentships and professional learning students, where employers have initiated study.**

Students resident in **Jersey, Guernsey and Isle of Man** may apply for funding from their respective governments. Based upon household income, in some cases, this may include a self-funding contribution from the student.

All undergraduate and PGCE/Postgraduate Diploma in Teaching (Further Education and Skills) students, including PG Dip Nursing (English residency), MSc Nursing and MSc Midwifery, not in receipt of a tuition fee loan are regarded as **self-funding**. Due to funding arrangements, postgraduate taught and research students, including those undertaking professional development, are also regarded as **self-funding**, except for students domiciled in Northern Ireland. Exception is also made where research students have secured a Graduate Teaching Assistant contract.

The University offers two payment arrangements:

- Payment in full at enrolment by debit or credit card
- Recurring card payment in three equal instalments, due as follows:

Undergraduate, Integrated Masters, PGCE/Postgraduate Diploma in Teaching (Further Education and Skills), MSc Nursing and MSc Midwifery

August - September 2024 start	15 October 2024
	15 January 2025
	15 April 2025
January 2025 start	15 February 2025
	15 May 2025
	15 August 2025
April 2025 start	15 May 2025
	15 August 2025
	15 November 2025

Postgraduate taught and research (excluding MSc Physician Associate Studies)

September – October 2024 start	20 October 2024
	7 January 2025
	15 April 2025 (MRes PhD)
	29 April 2025
January 2025 start	15 February 2025
	15 May 2025
	15 August 2025

February 2025 start	15 February 2025
	10 June 2025
	7 October 2025

April 2025 start	15 May 2025
	15 August 2025
	15 November 2025

MSc Physician Associate Studies

September 2024 start	30 September 2024
	7 January 2025
	29 April 2025

Payment is due on the above dates or the first working day thereafter.

Professional Development

all intakes	payment due 30 days from invoice date
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Students will be notified separately during enrolment if payment arrangements differ to those outlined above.

Payment and arrangements for recurring card payments may be made online on the University's secure website at www.edgehill.ac.uk/payments.

The University reserves the right to amend a recurring card payment arrangement, without direct notice, where students adjust their curriculum affecting tuition fee liability, and where students granted the Progress to Postgraduate Award do not meet eligibility criteria relating to payment of their tuition fee. Likewise, where modules are cancelled, or following withdrawal or interruption, scheduled payments will be reviewed. In all cases, the card holder will be notified of the change via their personal email address provided during the plan set up.

Self-funding students are required to set up a new recurring card payment for each year of study.

Failure to pay tuition fees may result in exclusion from the University and referral for external recovery of the debt. Please see the University's Student Debt Policy for more detailed information.

Key to Relevant Documents

This guidance document refers to the following document, which you may find useful.

Student Debt Policy

[Student Debt Policy - Edge Hill University](#)

Home Tuition Fee Liability Procedure

[Home Tuition Fee Liability Procedure - Edge Hill University](#)

Annexes

This guidance does not contain any additional information.

Endmatter

Title	2024/25 Guidance for Payment of Tuition Fees
Policy Owner	Assistant Registrar: Fees and Bursaries
Approved by	Pro Vice-Chancellor University Secretary
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