

2024/25 Home Tuition Fee Liability Procedure

EFFECTIVE FROM 01 AUGUST 2024

Summary

This document outlines charging arrangements in the event of withdrawal (including University-led withdrawal) or interruption of studies, based on the last date of engagement. This procedure clarifies tuition fee liability, for course and module registrations and considers mode of study for all provision, including those at partner institutions, where Edge Hill University has tuition fee responsibility during the 2024/25 academic year.

Glossary of Terms

Break in Learning

a term used by the Department for Education where apprentices interrupt their studies. A break in learning is when an apprentice takes a break of at least four weeks from their apprenticeship but plans to return to it in the future. This could be linked to a break from work (eg. illness, maternity leave or parental leave) or the apprentice could still be working but has agreed with their employer and provider to take a break in their learning;

Bursary

a financial award made to students to support their studies; sometimes used interchangeably with 'scholarship'. For some professional programmes, a bursary may be provided from an external provider;

Interruption of Studies

suspension of studies;

Last Date of Engagement (LDE)

the date a student last engaged with their academic studies, including submission of coursework and/or attendance at an exam, academic engagement with the virtual learning environment, attendance at clinical, sandwich, professional practice or work placements, or meeting/communicating with a member of staff on a course related matter;

Mode of Study

intensity of learning, such as full-time, part-time, e-learning or work-based learning;

Module

a self-contained, formally structured unit of study, with a coherent and explicit set of learning outcomes, weighting and assessment criteria;

Qualified to Study for Honours (QSFH)

where students are granted one final opportunity from the Award Board to undertake additional credit to be considered for an Honours award;

Scholarship

a payment made to support a student's education, awarded on the basis of academic or other achievement;

Semester

where the academic year is divided into two for purposes of teaching and assessment (in contrast to division into terms);

Student Initiated Credit (SIC)

individually negotiated learning that leads to the award of credit;

Student Loans Company (SLC)

the government agency which provides funding support to students in the UK for study purposes, where deemed eligible by Student Finance;

Term

any of the parts of an academic year that is divided into three or more for purposes of teaching and assessment (in contrast to division into semesters);

Withdrawal

the process whereby a student formally ceases their programme registration and relationship with the University.

Purpose

This procedure applies to all Edge Hill students assessed as having a 'home' residential status¹ from their initial course enrolment until the end of their University registration and is intended to provide guidance on tuition fee liability.

Procedure

Each of the tables below set out fee liability, determined by the last date of engagement as outlined in the University's Academic Regulations, Appendix 26 - Withdrawal Procedures www.edgehill.ac.uk/collection/academic-regulations/².

Tuition fee liability will be calculated at the approved fee rate for the registered mode of study at the time of cessation of study, regardless of any previous part enrolled status. This includes adjusted fee liability for students on return from interruption.

In the event of withdrawal or interruption of studies, all scheduled bursary and scholarship payments will cease with immediate effect.

Full and part time undergraduate programmes (including transfer to part-time), Integrated Masters, PGCE/Postgraduate Diploma in Teaching (Further Education and Skills), PG Dip Nursing (English residency), MSc Nursing and MSc Midwifery

within ten working days from the course start date or completion of enrolment, whichever is the later	nil fee
engagement from the third week	25% of annual tuition fee
engagement in the second term ³	50% of annual tuition fee
engagement in the third term ³	100% of annual tuition fee

Subject to previous study, FT and PT undergraduate, Integrated Masters, PGCE, Postgraduate Diploma in Teaching (Further Education and Skills), PG Dip Nursing, MSc Nursing and MSc Midwifery students may apply for a tuition fee loan via Student Finance/Student Awards Agency for Scotland to cover the time they have attended the University. Students are advised to refer to external provider regulations to ensure funding will extend to tuition fee liability charges in the event of withdrawal or interruption. Where students interrupt their programme of study, charging arrangements are set out in the 2024/25 Tuition Fee Regulations.

¹ Students paying the international fee must contact the International Office on 01695 657122 to discuss liability as per the International Student Fee Policy www.edgehill.ac.uk/documents/international-student-fee-policy/

² For queries in relation to the application of these, please refer to the Head of Academic Registry

³ Where term one fee liability has been awarded by Student Finance to another institution prior to joining this University, withdrawal fee liability is as follows: 0% of the full fee in term one, 25% in term two and 50% in term three.⁴ Students who attend the first 2 days of teaching in week 1 will be liable for the full tuition fee.

Full and part time postgraduate research and taught programmes (excluding PGCE/Postgraduate Diploma in Teaching (Further Education and Skills))

Faculty of Health, Social Care & Medicine MSc Surgical Care Practice, MSc Advanced Fertility Practice and PGDip Education Mental Health & Wellbeing Practitioner for Children and Young People

within ten working days from the course start date or completion of enrolment, whichever is the later	nil fee
engagement from the third week	1/3 of annual tuition fee
engagement in the second term	2/3 of annual tuition fee
engagement in the third term	full annual tuition fee

If a student is in receipt of discount due to a partnership arrangement and leaves service or changes mode of study (thereby becoming ineligible for the remission benefit), full fee liability will become payable from, and including, the term in which this change is effective.

Faculty of Health, Social Care & Medicine CPD modules HEA4260 and HEA4261

before taught content	nil fee
any engagement with taught content ⁴	full tuition fee

Full and part time MRes, PhD and Professional Doctorate programmes

Where a student undertakes a period of interruption, as verified by the Graduate School Board of Studies, annual fee liability remains. Programme registration will be extended by the period of interruption, and a revised anniversary date will be set for billing purposes, allowing for 365 days registration.

Where a thesis is submitted within the charging period, tuition fee liability is reviewed. The academic session is divided into three terms and liability will be charged for each term where there has been engagement with study, including the term of submission.

Visiting Researcher Bench Fee (working in science subjects)

Where a visiting researcher formally withdraws, fee liability will be calculated monthly on a pro-rata basis up to, and including, the final month of registration.

Part time Faculty of Education postgraduate taught programmes

within ten working days from the course start date or completion of enrolment, whichever is the later	nil fee
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⁴ Students who attend the first 2 days of teaching in week 1 will be liable for the full tuition fee.

engagement in the first term (up to and including week 11 from the course start date)	1/3 of annual tuition fee
engagement in the second term (week 12 to week 30 from the course start date)	2/3 of annual tuition fee
engagement in the third term (week 31 onwards from the course start date)	full annual tuition fee

Faculty of Health Social Care & Medicine professional learning modules
(excluding MSc Surgical Care Practice, MSc Advanced Fertility Practice & PGDip Education Mental Health & Wellbeing Practitioner for Children and Young People)

Faculty of Education Associate Student: Dyslexia Alternative Pathway CPD and PGCert SpLD (Dyslexia) (year 2)

within ten working days from the course start date or completion of enrolment, whichever is the later	nil fee
engagement from the third week	full tuition fee

Qualified to Study for Honours (QSFH) & Student Initiated Credit (SIC)

withdrawal from course without submission	nil fee
following submission of work	full annual tuition fee

Master of Surgery (MCh) and Master of Medicines (MMed)

When an offer of a job, linked to a MCh or MMed programme, is made, students have a period of **2 weeks** in which to confirm their acceptance⁵. If this conditional job offer is withdrawn for any reason, no fee will be charged to the student by the Trust.

from the date of acceptance of a job/place on the programme, to the last day of month 3.	50% of annual tuition fee will be charged
from the first day of month 4 until month 9 of the programme and onwards.	100% of the full tuition fee will be charged

Apprenticeships

If an apprentice is in learning for at least the qualifying period, they are counted as a 'funded start'. The qualifying periods are calculated using the table below.

Length of Learning Aim	Qualifying Period
168 days or more	42 days

⁵ The MCh Course Administrator at Wigan Wrightington & Leigh NHS Foundation Trust on 01257 256408 or email mchmmedadmin@wwl.nhs.uk.

14 to 167 days	14 days
fewer than 14 days	1 day

The qualifying period for apprenticeships is 42 days; it is only lower for apprenticeships when a break in learning occurs. If an apprentice takes a break in learning and then returns to learning, the new qualifying period will apply to the new programme aim before any monthly instalments are calculated. This also applies when the apprentice restarts for any other reason.

To qualify for apprenticeship funding, the apprentice must be in learning for a minimum of 42 days between the learning start date and the learning planned end date.

If an apprentice withdraws after 42 days in learning, the monthly instalments will stop. A payment will not be released from the employer's apprenticeship service account for the final month if the apprentice withdraws before the last day of the month in which the learning stops.

The apprentice may take a break in learning where they plan to return to the same apprenticeship programme. Funding from an employer's apprenticeship service account will be paused if an apprentice has a break in learning. Upon the apprentice's return to learning, payments from the employer's apprenticeship service will resume once the new qualifying period has been applied.

Key to Relevant Documents

This procedure refers to the following documents, which you may find useful.

International Student Fee Policy

www.edgehill.ac.uk/documents/international-student-fee-policy/

Student Withdrawal Procedures

www.edgehill.ac.uk/collection/academic-regulations/

Endmatter

Title	2024/25 Home Tuition Fee Liability Procedure
Policy Owner	Assistant Registrar: Fees and Bursaries
Approved by	Pro Vice-Chancellor University Secretary
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