V0.3

2021/22 Home Tuition Fee Liability Procedure

EFFECTIVE FROM 01 AUGUST 2021

Summary

This document outlines how much a student should be charged in the event of withdrawal, interruption or restart of studies, based on last date of attendance/engagement. This procedure details tuition fee liability, dependant on course and mode of study.

Glossary of Terms

Break in Learning
a term used by the Education and Skills Funding Agency where apprenticeship students interrupt their studies;

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 external funding;

Interruption of Studies
suspension of studies;

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

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

Semester
Either of the parts of an academic year that is divided into two for purposes of teaching and assessment (in contrast to division into terms);

Student Loans Company (SLC)
the government agency which provides funding support to students in the UK for study purposes deemed eligible by Student Finance;

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

Withdrawal
the process whereby a student formally ceases registration on their programme and relationship with the University;

Writing-up Fee
a fee charged in lieu of a full time/part time annual fee when a student has completed the expected period of registration and no longer needs substantial supervision but is yet to complete their final submission.

Purpose

This procedure applies to all Home[1] Edge Hill students from the time they complete their initial course enrolment until the end of their University registration and is intended to provide help and guidance about tuition fee liability.

Procedure

In the event of withdrawal, interruption or restart of studies, all scheduled bursary and scholarship payments will cease with immediate effect. The table below details the fee liability, dependent upon last date of attendance/engagement, as outlined in the University Withdrawal Procedures[2].

Tuition fee liability will be calculated at the approved rate for the registered mode of study.

Full time undergraduate (including transfer to part-time), Integrated Masters, PGCE, MSc Nursing, MSc Midwifery.

Part time post 2012 undergraduate programmes

Within ten working days from the course start date or completion of enrolment, whichever is the later[3]	Nil fee
Attendance from the third week	25% of annual tuition fee
Attendance in the second term	50% of annual tuition fee
Attendance in the third term	100% of annual tuition fee

Subject to previous study, FT and PT undergraduate, Integrated Masters, PGCE, MSc Nursing and MSc Midwifery students may apply for a tuition fee loan via Student Finance for the time they have been in attendance at the University. Students are advised to refer to external funding provider regulations to ensure funding will be provided to cover tuition fee liability charges.

Full-time and part-time postgraduate research and taught programmes (excluding PGCE)

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

Continuing (pre 2012) part-time undergraduate non-semesterised programmes

Within ten working days from the course start date or completion of enrolment, whichever is the later	Nil fee
Attendance from the third week	1/3 of annual tuition fee
Attendance in the second term	2/3 of annual tuition fee
Attendance in the third term	Full annual tuition fee

[1] Students paying the international fee must contact the International Office on 01695 657122 to discuss liability as per the International Student Fee Policy
[2] Queries in relation to the application of these fees please refer to the Academic Registrar
[3] Excludes Induction Week

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

Within ten working days from the module start date or completion of enrolment, whichever is the later	Nil fee
Attendance from the third week	Full tuition fee

Master of Surgery (MCh) and Master of Medicines (MMed)[4]

When the offer of a job linked to an MCh or MMed Programme is made, students have a period of **2 weeks** to confirm their acceptance of both. If this conditional job offer is withdrawn for any reason, no fee will be charged.

From date of acceptance of job/place on programme until the last day of month three	50% of annual tuition fee
Attendance from month four	100% of annual tuition fee

MSc Dental Implantology (articulation route)

From date of enrolment until week two of the programme	No fee due
Attendance from week three of registration	100% of annual tuition fee for Year One
Attendance from re-enrolment at the start of Year Two	100% of annual tuition fee for Year Two
Attendance from re-enrolment at the start of Year Three	100% of annual tuition fee for Year Three

Full and part time MRes, PhD and Professional Doctorate programmes

Exceptional arrangements for Interruption of Studies

Where a student undertakes a period of interruption, as verified by the Graduate Board of Studies, the annual fee will remain for that academic session. Programme registration will be extended and a revised anniversary date will be set for billing purposes. For 2021/22 the period of registration is 366 days.

Separate arrangements apply for interruption of study fee liability during the formal writing-up period. Please see Research Degree Writing-up and Assessment Fees document.

[4] Please contact the MCh Course Administrator at Wrightington Hospital, on 01257 256408 or email mchcourse@wwl.nhs.uk to discuss payment arrangements.

Apprenticeships

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

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

Part Enrolled

For students who have had a period of part enrolment, registration will be considered at the point of initial enrolment on programme (part enrolled status assigned).

Key to Relevant Documents

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

International Student Fee Policy
edgehill.ac.uk/documents/international-student-fee-policy/

Research Degree Writing-up and Assessment Fees document
edgehill.ac.uk/documents/research-degree-writing-up-and-assessment-fees/

Student Withdrawal Procedures
edgehill.ac.uk/registry/academic-regulations/

Endmatter

Title	2021/22 Home Tuition Fee Liability Procedure
Policy Owner	Assistant Registrar - Fees, Scholarships & Bursaries
Approved by	Pro Vice-Chancellor University Secretary - Lynda Brady
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