

# 2022/23 Home Tuition Fee Liability Procedure

EFFECTIVE FROM 01 AUGUST 2022

## Summary

This document outlines charging arrangements in the event of withdrawal, interruption or restart of studies, based on the last date of attendance/engagement. This procedure clarifies tuition fee liability, for course and module registration and considers 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 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 Home<sup>1</sup> Edge Hill students from their initial course enrolment until the end of their University registration and is intended to provide help and guidance on tuition fee liability.

---

<sup>1</sup> Students paying the international fee must contact the International Office on 01695 657122 to discuss liability as per the International Student Fee Policy

## Procedure

The table below sets out fee liability, determined by the last date of attendance/engagement as outlined in the University Withdrawal Procedures<sup>2</sup>.

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

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

Full time undergraduate (including transfer to part-time), Integrated Masters, PGCE, MSc Nursing and 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 <sup>3</sup>	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 to cover the time they have attended 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

---

<sup>2</sup> For queries in relation to the application of these fees please refer to the Academic Registrar

<sup>3</sup> 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 course start date or completion of enrolment, whichever is the later	Nil fee
Attendance from the third week	Full tuition fee

BSS Basic Surgical Skills course

Upon acceptance of a place on course	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)<sup>4</sup>

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

Full and part time MRes, PhD and Professional Doctorate programmes

Where a student undertakes a period of interruption, as verified by the Graduate Board of Studies, the annual fee will remain. Programme registration will be extended and a revised anniversary date will be set for billing purposes, allowing for 12 month registration. For 2022/23 the period of registration is 365 days.

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.

---

<sup>4</sup> Please contact the MCh Course Administrator at Wrightington Hospital, on 01257 256408 or email [mchcourse@wwl.nhs.uk](mailto: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 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 as 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/](https://edgehill.ac.uk/documents/international-student-fee-policy/)

Student Withdrawal Procedures

[edgehill.ac.uk/documents/collection/academic-regulations/](https://edgehill.ac.uk/documents/collection/academic-regulations/)

## Endmatter

Title	2022/23 Home Tuition Fee Liability Procedure
Policy Owner	Assistant Registrar: Fees, Scholarships & Bursaries
Approved by	Pro Vice-Chancellor University Secretary
Date of Approval	31 January 2022
Date for Review	