

2023/24 Home Tuition Fee Liability Procedure

EFFECTIVE FROM 01 AUGUST 2023

Summary

This document outlines charging arrangements in the event of withdrawal or interruption of studies, based on the last date of attendance/engagement. This procedure clarifies tuition fee liability, for course and module registrations 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. A break in learning is when an individual 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 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 Home¹ Edge Hill students from their initial course enrolment until the end of their University registration and is intended to provide guidance on tuition fee liability.

Procedure

The tables below set out fee liability, determined by the last date of attendance/engagement as outlined in the University Withdrawal Procedures².

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

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

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/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.

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

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

² For queries in relation to the application of these fees please refer to the Academic Registrar

³ Excludes Induction Week

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

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
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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)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

⁴ Contact the MCh Course Administrator at Wrightington Hospital to discuss payment arrangements on 01257 256408 or email mchcourse@wwl.nhs.uk.

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, 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 2023/24 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.

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
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/documents/collection/academic-regulations/

Endmatter

Title	2023/24 Home Tuition Fee Liability Procedure
Policy Owner	Assistant Registrar: Fees & Bursaries
Approved by	Pro Vice-Chancellor University Secretary
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