

# 2023/24 Tuition Fee Regulations

**EFFECTIVE FROM 01 AUGUST 2023**

# 2023/24 Tuition Fee Regulations

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## Summary

The University's Tuition Fee Policy and Regulations set out the operating framework in application of tuition fees for taught and research provision for home, Island and international students. The Regulations provide clarification on tuition fee charging, payment dates, arrangements to pay, expectations for students seeking external funding and sanctions for non-payment. The Regulations also reference availability of fee remission for the academic session, together with eligibility criteria and fee liability for students who withdraw or interrupt their studies.

These Regulations apply to all students; new and continuing, who are undertaking study and reassessment during the 2023/24 academic year.

## Glossary of Terms

### **Access and Participation Plan**

a document published by the University to meet with Office for Students requirements, which sets out how University fees intend to safeguard and promote fair access to higher education through financial support schemes;

### **Bursary**

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

### **Credit Transfer**

formal acknowledgement of recent and relevant credit received from EHU courses or study to offer exemption from modules;

### **Deferral**

approval to postpone assessment to a later date due to personal circumstances;

### **ELCAS**

Enhanced Learning Credits Administration Service; administers sponsorship for students who have formerly served in the armed forces on behalf of the Ministry of Defence;

### **Personal Circumstances**

personal circumstances which arise during study that make it impossible for a student to complete assessment at all or to the best of their ability;

### **External Debt Collection Agency**

an agency appointed by the University to which students are referred for debt recovery when they fail to respond to the University's credit control procedures;

### **FoHSCM CPD**

continuing professional development courses offered by the Faculty of Health, Social Care and Medicine;

**Formal Certification**

degree certificates and official transcripts;

**GTAs, Graduate Teaching Assistants**

full-time PhD students in receipt of a Graduate Teaching Assistant studentship from the University, as part of which they provide teaching support;

**HEE, Health Education England**

an executive non-departmental public body of the Department of Health and Social Care, whose function is to provide national leadership and coordination for education and training within the health and public health workforce in England;

**Interruption of Studies**

suspension of studies;

**International (students)**

students undertaking study at Edge Hill University who are normally domiciled outside the UK, as determined by a fee assessment at application (EU, other EEA and Swiss National students who commenced study on or before the 2020/21 academic session will be deemed 'Home' status students for fee purposes). Exceptions also apply for Irish Nationals with 3 years residency in the UK, Jersey, Guernsey or Isle of Man, with three years residency mixed between;

**Island Authorities**

representatives of the Channel Islands and the Isle of Man;

**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;

**NHS BSA, NHS Business Services Authority**

an executive non-departmental public body of the Department of Health and Social Care which provides some support services to the National Health Service in England and Wales. In the context of HEIs, they oversee NHS bursaries for Social Work provision and financial support via the NHS Learning Support Fund for eligible pre-registration undergraduate or postgraduate courses;

**Office for Students (OfS)**

the government approved regulatory and competition authority for the higher education sector in England;

**Postgraduate Doctoral Loan**

a loan to help with course fees and living costs for postgraduate doctoral courses, such as a PhD or Professional Doctorate, where students meet the eligibility criteria set by the UK Government;

**Postgraduate Master's Loan**

a loan to help towards course fees, and in some cases living costs, for postgraduate Master's students who meet the eligibility criteria set by their respective nation's funding body;

**Pre-sessional Course**

a course to be undertaken before the formal period of study, usually to improve the English language speaking and writing skills of international students;

**Recognition of Prior (Experiential) Learning (RP(E)L)**

formal acknowledgement of recent and relevant credit received from other courses or study (non EHU provision) or life/work experience to offer exemption from curriculum modules;

**Repeat Year**

where a student has applied and is permitted to repeat a full year of study, as if for the first time, despite having previously undertaken part or all that year;

**Return Calculation**

applies to US students who are receiving Federal Student Aid. Should they withdraw from their studies, a calculation is made to determine the amount of 'unearned' aid they have received, that must be returned by them. This refers to aid that would have covered any period of study that is not undertaken due to withdrawal;

**Retail Price Index (RPIX)**

a measure of inflation in the United Kingdom, equivalent to the all items Retail Price Index (RPI) excluding mortgage interest payments;

**SAAS, Student Awards Agency Scotland**

the Student Awards Agency Scotland is an Executive Agency of the Scottish government. It assesses and awards eligible Scottish students by offering fee loans as well as maintenance loans, bursaries and supplementary grants;

**Sandwich Placement**

a year-long industry placement which can be undertaken between levels five and six;

**Scholarship**

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

**Self-funding**

students who are paying their own tuition fee and who are not in receipt of a tuition fee loan, contractual funding or sponsorship;

**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 Disciplinary Regulations**

published guidelines which are referred to if a student is found to have breached Student Disciplinary Regulations;

**Student Finance**

the government agency set up to consider applications and determine funding entitlement for study, devolved to Student Finance England, Student Finance Wales, Student Finance Northern Ireland or the Student Awards Agency Scotland;

**SLC, Student Loans Company**

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

**Student Support Fund**

a fund administered through the University which may provide help such as emergency short term loans, where external funding is delayed, or non-repayable awards for eligible students who experience financial hardship;

**Study Abroad (incoming students)**

students from a University outside the UK who study at Edge Hill as part of their degree course for a semester or full academic year;

**Study Abroad (outgoing students)**

a student mobility programme supported by Edge Hill, which allows students to study at universities across the globe, normally with a university exchange partner;

**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);

**Tuition Fee**

a fee charged to students for each academic year of study;

**UK Visa and Immigration (UKVI)**

Governmental department that oversees visa and residency rulings for non UK citizens;

**Viva**

an exam where students are required to verbally defend their written thesis;

**Withdrawal**

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

## Purpose

These Regulations are produced annually for applicants, current students and University staff to provide clarity and inform on University tuition fee administration for academic year 2023/24.

All students are required to read and agree to the terms of these Regulations as part of the enrolment process at the start of each year of study.

The Regulations operate alongside a number of policies and procedures referenced within this document, accessed via [www.edgehill.ac.uk/documents/tuition-fee-regulations/](http://www.edgehill.ac.uk/documents/tuition-fee-regulations/).

## Regulations

### 1 General Principles

- 1.1 All full time and part time, taught and research degree provision is governed by the University's Tuition Fee Regulations;
- 1.2 The University holds an annual review of all tuition fee charges;
- 1.3 Fees for full-time undergraduate Home status students are set in accordance with the levels permitted by the UK Government. Our commitment to tuition fees can be found within the University's Access and Participation Plan<sup>1</sup>. Full-time fees for Channel Island and Isle of Man students are negotiated between the Island Authorities and the British Government;
- 1.4 Fees for provision not regulated by the Government are set by the University according to a number of criteria including; mode and level of study, residency, course costs and resources;
- 1.5 Fees are published on the University website against specific course pages and study arrangements in advance of the academic year;
- 1.6 Income from tuition fees is invested in supporting student opportunities, particularly relating to access, student success and progression;
- 1.7 Unless advised otherwise, all fees, refunds, credit notes and waivers are calculated in GB pounds sterling;
- 1.8 Tuition fee charges apply to each registered year of study;
- 1.9 All tuition fees are confirmed within the University offer letter;
- 1.10 Only staff within the Fees and Bursaries Team, Academic Registry and

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<sup>1</sup> [www.edgehill.ac.uk/documents/access-participation-plan/](http://www.edgehill.ac.uk/documents/access-participation-plan/)



International Office are authorised to confirm tuition fees. Communication with non-authorised staff shall be considered advisory only. Applicants and students requiring confirmation of tuition fees should contact [tuitionfees@edgehill.ac.uk](mailto:tuitionfees@edgehill.ac.uk) or [international@edgehill.ac.uk](mailto:international@edgehill.ac.uk);

- 1.11 New and continuing students become liable for tuition fees following completion of the University enrolment process to enable a 'registered' status where a course fee is approved. For a more detailed summary of tuition fee liability please refer to the 2023/24 Home Tuition Fee Liability Procedure;
- 1.12 Where there is no external funding provider such as HEE, SAAS, SLC or Island government, an invoice is raised directly to the student following enrolment. The contractual fee is confirmed to each student at the point of enrolment by means of a formal invoice;
- 1.13 For postgraduate programmes, where fee levels are not set by the UK government, the tuition fee rate is guaranteed for all 2022.23 entrants for the duration of study, where course completion is within the agreed timescales;
- 1.14 Fees for students who commenced prior to 2022.23 may increase each year in line with inflation, and where permitted, UK government policy;
- 1.15 Subject to any other provisions which apply, all students will be liable for the full tuition fee, even if they enrol or start their course after it has commenced;
- 1.16 Students registering for programmes at the University are **personally responsible** for the payment of fees<sup>2</sup>. This includes arrangements where students obtain sponsorship or funding should the sponsor default or, where funding is refused or withdrawn under the rules operated by the external funding provider;
- 1.17 At the time of billing, where external funding is secured from the SLC, SAAS, ELCAS, Island Authorities, Health Education England (HEE), or where there is FoHSCM CPD sponsorship, no invoice will be issued to the student, however in all other cases an invoice will be raised including relevant Faculty of Education Postgraduate Taught students with sponsorship;
- 1.18 The University reserves the right to correct administrative errors identified during invoicing, to recover any shortfall in fees or refund any overpayment made in accordance with the published tuition fee listings for the appropriate academic session. Students will be notified of any errors as identified;
- 1.19 The University reserves the right to charge for Recognition of Prior (Experiential) Learning (RP(E)L) at the current module or programme standard fee rate, where this is used for entry to, or as a contributory element to, a programme of study. This includes where a credit transfer is noted

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<sup>2</sup> Except where the University holds a separate contract with an employing authority or other officially recognised body for the payment of fees.

against the curriculum;

- 1.20 Students repeating a module, placement or programme of study will be charged at the standard fee rate for the current academic session;
- 1.21 Students referred to Study for Honours or approved for Student Initiated Credit will normally become liable for a tuition fee, calculated upon the standard credit price and the total number of registered credits. Students should be aware that they may not be funded by Student Finance for this period of study;
- 1.22 Where a student has grounds for a tuition fee waiver or modification, a request must be formally submitted by Faculties/Areas to the University's Directorate via the Assistant Registrar: Fees and Bursaries and a response received prior to any confirmation of tuition fee liability;

## 2 Assessment of Tuition Fee Status

- 2.1 On admission, all students will be assessed by the University for residential status in accordance with the provisions of the Education (Fees and Awards) Regulations 1997 and will be assigned Home, Islands or Overseas residency, which will determine tuition fee liability. During the assessment the University will consider immigration status and residential history;
- 2.2 Assessments are made following The UK Council for International Student Affairs (UKCISA) guidelines;
- 2.3 International students are subject to separate arrangements for tuition fees, see section 11 for further details;
- 2.4 Students who cannot evidence Home residency to the University during the admissions process will be awarded international status for enrolment and tuition fee liability. The status will remain for the duration of the programme;
- 2.5 Irish Nationals with three years residency in the UK and Islands can access full student support and will be charged as a 'Home' student, as will Irish Nationals with three years residency mixed between UK and Islands and Ireland. Irish Nationals with three years residency in Ireland may access tuition fee support only;
- 2.6 Applicants/students who believe their fee status has been wrongly assessed should contact the Admissions Office prior to enrolment on 01695 650950.

## 3 Payment of Tuition Fees

- 3.1 Queries relating to invoicing must be raised immediately by contacting the relevant area as per Appendix 1;
- 3.2 Students are required to confirm their payment method during online enrolment and in doing so acknowledge liability and commitment to pay;

- 3.3 It is the student's responsibility upon enrolment to engage with University requirements by checking their fee liability and committing to payment arrangements, where applicable;
- 3.4 A change to course, mode of study or module registration may affect tuition fee liability. A revised invoice will be issued where applicable. The student is responsible for any additional tuition fee liability and increasing payment plan arrangements;
- 3.5 The University offers recurring card payment arrangements for payment of tuition fees when paid in instalments on scheduled dates according to programme of study and reserves the right to amend payment without notice where fee liability increases or decreases. Further information can be found at 2023/24 Guidance for Payment of Tuition Fees;
- 3.6 For further details regarding making payment please visit [www.edgehill.ac.uk/payments/payments-frequently-asked-questions/](http://www.edgehill.ac.uk/payments/payments-frequently-asked-questions/);
- 3.7 The University views all fraudulent activity seriously and will take appropriate action under the University's Student Disciplinary Regulations. Any attempt to use fraudulent payment methods will be reported to the police and students will have their registration immediately withdrawn and access to systems and services immediately removed. Where applicable, such cases will be reported to the UK Visas and Immigration (UKVI);

### Student Finance

- 3.8 In advance of the funding application cycle, the University will confirm all undergraduate, postgraduate full and part time programmes qualifying for student support funding, with term dates;
- 3.9 Full and part time Home undergraduate, PGCE, MSc Nursing, MSc Midwifery and integrated master's students, who are eligible for a tuition fee loan via Student Finance, must have their funding approved or have made an application at or before enrolment for each academic session. An intention to apply is not sufficient, please see 2023/24 Guidance for Payment of Tuition Fees;
- 3.10 New and continuing students must apply for their tuition fee loan each year by the deadline set by Student Finance;
- 3.11 Where postgraduate students have been granted a Postgraduate Master's Loan, they must arrange to pay their tuition fee direct to the University (with the exception of Northern Ireland students). For undergraduates the University will receive the tuition fee directly from the Student Loans Company;
- 3.12 In cases where the undergraduate tuition fee loan does not match the tuition fee students will be personally liable to pay the difference to the University;

- 3.13 Funding for undergraduate study is limited by Student Finance. Students who request to repeat the year or interrupt study are advised to check entitlement beforehand;
- 3.14 Students registered for professional development may not qualify for funding under The Education (Student Support) Regulations under the intensity of study ruling and must secure individual arrangements for payment;

### Previous Study

- 3.15 Students who have previously studied at HE level, may not be awarded funding, meaning they may have to pay some or all the tuition fees themselves for a second course or equivalent level qualification, regardless of how far back their study dates and even if they didn't complete it. Entitlement to a Student Finance tuition fee loan may be affected by time spent on a full-time higher education course or any specifically designated publicly funded higher education course, whether or not in the UK. There are, however, exceptions to this rule dependant on the course, subject and funding body;
- 3.16 Students who do not qualify for a tuition fee loan will be required to self-fund. Student Support Regulations are complicated, and students should seek advice from the University's Money Advice Team and Student Finance as soon as a place at the University has been secured. For additional guidance please visit [www.edgehill.ac.uk/study/fees-and-funding/previous-study/](http://www.edgehill.ac.uk/study/fees-and-funding/previous-study/);

### Self-funding Students

- 3.17 Students who pay their own tuition fee directly to the University are deemed to be self-funding;
- 3.18 Fees may be paid by the following methods:
  - Debit or credit card
  - Recurring card payment;
- 3.19 Dependent upon UK residency, some Postgraduate Taught (excluding PGCE, MSc Nursing and MSc Midwifery) and research students eligible for a tuition fee loan will be classed as self-funding as in most cases the Postgraduate Master's Loan and Postgraduate Doctoral Loan will be paid directly to the student and not the University (Student Finance Northern Ireland will make direct payment to the University where postgraduate funding has been approved);
- 3.20 Instalment plans for Home/Island students are offered subject to the length of module/study and must be arranged with the lead credit controller. On-line payment facilities are available, see 2023/24 Guidance for Payment of Tuition Fees. International students should refer to section 11 for payment option details;

- 3.21 Tuition fee payment dates for undergraduate and postgraduate study are set by the University and published in advance of the academic session, with the exception of professional development study within the Faculty of Health Social Care and Medicine, where payment is expected 30 days from invoice;
- 3.22 In cases where funding from the Channel Islands and Isle of Man Government does not match the tuition fee, students will be personally liable to pay the difference to the University;

### Sponsored Students

- 3.23 If an employer or other organisation agrees to pay all or part of a home student's tuition fee the University will refer to them as a sponsor. It is the student's responsibility to provide to the University during enrolment, formal confirmation from their sponsor for the attention of Academic Registry, detailing the following:
- The student's full name (and University ID number if known)
  - The amount of contribution towards the tuition fee
  - The academic year for which sponsorship applies
  - The name of the person, organisation and full address of where the invoice should be sent
  - A purchase order number to be quoted from the organisation, where possible
  - Signature and contact details of an authorised person, including email and telephone number;
- 3.24 Students are required to provide a sponsor letter for each academic year;
- 3.25 The University will invoice sponsors directly for the confirmed contribution. Payment is expected within 30 days;
- 3.26 Regardless of sponsorship, the student remains **personally liable** for payment of the tuition fee. This includes payment of any cancellation fee levied by the sponsor where students are not deemed to have met the requirements of the sponsorship agreement;
- 3.27 Family and friends are not considered to be sponsors;
- 3.28 The University reserves the right to reject or refuse sponsorship;
- 3.29 Students are responsible for informing the Academic Registry of any change in employment which would negate their sponsorship by emailing [TuitionFees@edgehill.ac.uk](mailto:TuitionFees@edgehill.ac.uk);
- 3.30 The University will retain a record of the sponsor communication;

## NHS Social Work Bursaries

- 3.31 Where postgraduate students qualify for a NHS Social Work Bursary, and contribution towards tuition fees, they remain personally liable to pay the difference to the University.

## 4 Refunds

- 4.1 The University will refund any overpayment made towards a tuition fee upon receipt of a formal request to the Fees and Bursaries Team;
- 4.2 Refunds will be paid net of any scholarship or bursary overpayment and via the originating payment method.

## 5 Academic Partnership/Co-delivery

- 5.1 The University engages in partnership arrangements to maximise opportunities for study. In cases of co-delivery, where the University has secured contractual arrangements with external partners to support taught study, fees are negotiated in advance of each academic session between the University and partner(s);
- 5.2 Tuition fees for Edge Hill University reported students studying for University awards at academic partnership institutions will be levied at the same rate charged by the University. Responsibility for collection of fees for part-time and full-time students normally lies with the University;
- 5.3 The University's bespoke apprenticeship programmes offered at Level five and above are agreed in partnership with trusted employers. In all cases the total cost of each apprenticeship forms part of a negotiated agreement between the University and the employer. Apprenticeships are funded through the employer's levy account and are delivered in compliance with Education and Skills Funding Agency (ESFA) Funding Rules.

## 6 Part Time Students

- 6.1 Students registered on part-time undergraduate programmes may be eligible for government funding for payment of tuition fees and support costs and should seek advice from Student Finance about their eligibility;
- 6.2 Tuition fees for part-time students are normally charged according to the number of module credits being studied;
- 6.3 A change to the curriculum by increasing or decreasing the number of module credits may impact upon tuition fee liability and result in a revised invoice.

## 7 Postgraduate Students

- 7.1 Postgraduate Taught and Research students who meet eligibility criteria may apply for a contribution of costs to study from the Government via Student Finance as a Postgraduate Master's or Doctoral Loan. For further information applicants/students should search for their course via the Edgehill website and view funding information specific to their programme. Alternatively, students may wish to seek advice from Student Finance directly;
- 7.2 Edge Hill graduates undertaking postgraduate study may qualify for tuition fee remission subject to meeting eligibility criteria, see 2023/24 Alumni Fee Remission Procedure;
- 7.3 Unless the tuition fee is paid in full, postgraduate students must immediately show their commitment to their liability by setting up a payment plan during enrolment. Student Finance will only be notified of 'Registration' when a payment plan is confirmed;
- 7.4 Where relevant, some postgraduate provision in Faculty of Health, Social Care and Medicine qualifies for undergraduate student support funding. Please refer to individual course pages on the University's website for clarification.

## 8 Postgraduate Researchers

- 8.1 Postgraduate Researchers include those registered on PhD, Professional Doctorate and MRes research degree routes who are liable for tuition fees;
- 8.2 Graduate Teaching Assistants are awarded a waiver of tuition fee for the duration of their employment contract;
- 8.3 Postgraduate Researchers in receipt of externally funded studentships may be awarded a tuition fee waiver. Where criteria is met, notification is submitted to Academic Registry and approval granted by Directorate;
- 8.4 Postgraduate Researchers registered for a Doctorate (PhD or Professional Doctorate) are liable for tuition fees for three years on a full-time registration or five years part-time registration (pro rata for combined registration). No fee is charged for any additional period of registration beyond those timeframes;
- 8.5 Postgraduate Researchers that change mode of study would not normally be charged additional fees for this arrangement. Each case will be reviewed on an individual basis with regards to tuition fee liability;
- 8.6 PhD or Professional Doctorate Postgraduate Researchers are not liable for tuition fees after submission of their thesis.



## 9 Sandwich Year

- 9.1 Although UK universities are entitled to charge fees for sandwich years, Edge Hill University will waive this student liability. The tuition fee cost for undertaking a sandwich year will be met through our [Student Opportunity Fund](#);
- 9.2 Eligible students may apply to Student Finance for funding for tuition and maintenance loans.

## 10 Outgoing Study Abroad

- 10.1 Information relating to tuition fees can be viewed at [www.edgehill.ac.uk/international/study-abroad-and-erasmus/](http://www.edgehill.ac.uk/international/study-abroad-and-erasmus/).

## 11 Overseas/International/Incoming Study Abroad Students

- 11.1 Overseas, international and incoming Study Abroad students are subject to the University's Tuition Fee Regulations, with exceptions noted in the International Student Fee Policy;
- 11.2 Overseas students are required to pay a 50% deposit and provide a suitable financial statement as part of immigration procedures before final acceptance onto a programme<sup>3</sup>. All overseas students must pay for accommodation fees within two weeks of arrival or have set up a payment plan. Registration for subsequent years will not be permitted until all fees relating to the previous session have been paid. The remainder of the tuition fee must be paid within four months of the start of the programme.

## 12 Additional Charges associated with study

- 12.1 The University will honour all costs incurred to enable you to complete your award. All other additional (optional) costs at both undergraduate and postgraduate level must be met by the student. For further information please refer to the following link [www.edgehill.ac.uk/study/fees-and-funding/](http://www.edgehill.ac.uk/study/fees-and-funding/);
- 12.2 Any mandatory costs associated with the delivery of specific programmes will be communicated to students as a separate concern. Examples of these include testing kits, external courses and specific bespoke equipment.

## 13 Communications

- 13.1 Invoices and credit control letters will be posted to local term time addresses. Academic Registry and Faculties/Areas do, however, reserve the right to

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<sup>3</sup> With the exception of students who are in receipt of funding from the William D Ford US Federal Loan Program



issue communications to either home or term addresses held on the student record system;

- 13.2 Upon enrolment all students are issued with a University email address which will be used to communicate, where required, regarding tuition fees. Students are responsible for ensuring the University has an accurate record of contact details including telephone/mobile number, personal email address and postal address and are expected to check their University email address regularly;
- 13.3 Any changes to contact details can be made on the 'Student's Homepage' [www.edgehill.ac.uk/services/student-record](http://www.edgehill.ac.uk/services/student-record). Please refer to the Student Terms and Conditions for details on the University's Communication Policy at [www.edgehill.ac.uk/documents/student-communication-plan](http://www.edgehill.ac.uk/documents/student-communication-plan) or for further information visit [www.edgehill.ac.uk/guides/how-we-will-communicate-with-you](http://www.edgehill.ac.uk/guides/how-we-will-communicate-with-you)
- 13.4 If students wish to make any changes to their record once they have left the University they should initially contact the Data Management and User Support Team in Academic Registry either by email: [datasupport@edgehill.ac.uk](mailto:datasupport@edgehill.ac.uk) or by telephone: 01695 657274;
- 13.5 Students who have been referred for external collection of tuition fees or for administration of payment arrangements should ensure their correspondence address held by the University is up to date.

## 14 Staff

- 14.1 University staff, who are required to undertake further qualifications at Edge Hill University in relation to their role, should contact their faculty for clarification of the process and approval of funding;
- 14.2 Where funding is awarded through faculty staff development funding a tuition fee waiver or modification of fee request must be submitted for Directorate approval via the Assistant Registrar: Fees and Bursaries, before any adjustment will be made to tuition fee liability;
- 14.3 University, Students' Union staff and employees at Academic Partner institutions, who undertake study for personal development, may be considered for partial fee remission under the conditions set out in the 2023/24 Discretionary Staff Fee Remission Procedure;
- 14.4 All staff schemes are subject to qualifying criteria and special application procedures apply. For further information please contact the HR Manager, Business Support, Chief Executive Officer, Students' Union or Faculty Partnership Officer/Head of Faculty Administration for staff at partner institutions.

## 15 Withdrawal

- 15.1 Registered students will be charged in line with the 2023/24 Home Tuition Fee Liability Procedure [www.edgehill.ac.uk/documents/home-tuition-fee-liability-](http://www.edgehill.ac.uk/documents/home-tuition-fee-liability-)

[procedure/](#) according to their last recorded date of attendance/engagement, as defined in the Withdrawal Procedures regardless of any previous part enrolled status [www.edgehill.ac.uk/documents/collection/academic-regulations/](http://www.edgehill.ac.uk/documents/collection/academic-regulations/);

- 15.2 The University Directorate has the right to instigate a student withdrawal for non-payment of tuition fee. Students will continue to be charged for their attendance/engagement to the point of their withdrawal in accordance with the 2023/24 Home Tuition Fee Liability Procedure [www.edgehill.ac.uk/documents/home-tuition-fee-liability-procedure/](http://www.edgehill.ac.uk/documents/home-tuition-fee-liability-procedure/);
- 15.3 In the event of a student or University-led withdrawal any tuition fee liability becomes immediately due for payment.

## 16 Interruption of Studies

- 16.1 Students who interrupt their studies may incur tuition fee liability for the current and next academic session, according to their period of registration (see 2023/24 Home Tuition Fee Liability Procedure);
- 16.2 During interruption of study it is expected that students will continue to engage with payment of their tuition fee liability and adhere to the University's standard, or exceptionally agreed, payment dates;
- 16.3 Upon return to study, tuition fee liability will be calculated according to the point at which study is resumed following re-enrolment and charged at the standard fee for that academic session (which may extend to the full academic year and include a fee uplift from the year in which study commenced).
- 16.4 Where a student returns to study ahead of their interruption date tuition fee liability will be reviewed on an individual basis and additional charging may apply based upon the last date of engagement. For those students returning within 4 weeks, there is no additional liability. Students returning earlier than four weeks will be charged for the full period of study (i.e. 25% or 1/3<sup>rd</sup>). The Faculty may propose adjustment to this fee where course structure changes affect the return date;

## 17 Repeat Year

- 17.1 Students who are approved to repeat the year will incur tuition fee liability for the current academic session in line with their period of registration (see 2023/24 Home Tuition Fee Liability Procedure) and will be charged full fee for the next academic year at the published rate (which may include a fee uplift from the year in which study commenced), eligibility for Student Finance for the returning year may be affected.

## 18 Transferring Study

### Transferring within Edge Hill University

- 18.1 For course transfers mid-year, where both courses hold the same tuition fee, no additional fee liability will be incurred;
- 18.2 Students who transfer course or mode of study within the same academic session will have their tuition fees calculated according to registration periods. The University would not normally charge for duplicate registration;
- 18.3 Students that are planning a transfer which will involve starting a new course or changing mode of study are advised to seek advice from the Academic Registry or Faculty/Area who has invoicing responsibility as per Appendix 1 and also Student Finance, where appropriate;

### Transferring into Edge Hill University

- 18.4 Students who transfer into the University and are in receipt of a tuition fee loan from Student Finance will be charged the standard course fee, unless, in the same academic year the student has been charged a tuition fee liability by their previous institution. In this case, the student will be charged the remaining percentage of tuition fee loan funding available for the academic year only;
- 18.5 Research degree students transferring into the University will be charged at the standard fee rate, according to their course registration and mode of study, for that academic session;

### Transferring from Edge Hill University to another institution

- 18.6 Students who transfer to another institution will continue to be charged for their attendance/engagement to the point of their withdrawal in accordance with the 2023/24 Home Tuition Fee Liability Procedure.

## 19 Outstanding Tuition Fees

- 19.1 All students will be required, as part of their enrolment to declare any outstanding debt with the University. The lead credit controller for Academic Registry or International Administration will review registration if no arrangement is in place for repayment of such monies. This may lead to withdrawal from programme;
- 19.2 If the tuition fee is not paid in accordance with the University's published payment schedule, regardless of any sponsorship or funding arrangement, the student becomes a debtor to the University;

- 19.3 Continuing professional development students undertaking modular based study will not be permitted to attend further modules where a debt remains unpaid;
- 19.4 Where a student has completed or withdrawn and there is a default on an agreed payment plan the debt will normally be immediately referred for external collection;
- 19.5 The University operates a strict course of action for collection of tuition fees. Failure to make payment by the date set by the University, or to set up an agreed payment plan will result in credit control being initiated;
- 19.6 The University reserves the right, upon consideration of the circumstances, to withdraw access to facilities from students for failure to pay and who are in default, to initiate withdrawal from programme and/or to refer the debt to the University's contracted debt collection agency; For more detailed information please see the University's Student Tuition Fee Debt Policy;
- 19.7 Students on year long programmes with outstanding debt remaining one calendar month after the last published payment date and who are not in an agreed payment plan will be referred for external collection, without further communication;
- 19.8 Students who are in debt to the University at the time of graduation for academic related debt, including accounts referred for external collection, will normally be refused attendance at the graduation ceremony regardless of any active payment plans and no further opportunity to attend will be permitted;
- 19.9 Academic related debt will be immediately referred for external collection upon completion or withdrawal from programme and communication from the University will cease;
- 19.10 Certification will be withheld until full payment of tuition fee liability has been received. This includes academic related debt for students who are registered for an Edge Hill award or credit at a partner institution of the University and accounts referred for external collection;
- 19.11 Where debt is statute barred certification will not be released until payment has been received in full;
- 19.12 The University reserves the right to commence court proceedings, where appropriate, to recover debt.

## 20 Financial Support

- 20.1 The University's extensive Scholarship Scheme can be obtained from the Scholarships Officer, Student Services. Exclusions apply - please see the University web pages for clarification [www.edgehill.ac.uk/scholarships/](http://www.edgehill.ac.uk/scholarships/);
- 20.2 In addition to a range of government schemes available, eligible students experiencing financial difficulties may be able to access help from the

University's Student Support Fund however, this fund does not provide support for the cost of tuition. For further details please contact the Money Advice Team in Student Services or view [www.edgehill.ac.uk/studentservices/moneyadvice/](http://www.edgehill.ac.uk/studentservices/moneyadvice/). The Team can also offer personal advice and guidance on financial matters including budgeting.

## 21 Queries

- 21.1 Queries in relation to these regulations should be addressed to Julie Harrison, Assistant Registrar: Fees and Bursaries, Academic Registry, and sent to [Julie.Harrison@edgehill.ac.uk](mailto:Julie.Harrison@edgehill.ac.uk);
- 21.2 Students who believe that their tuition fee has been charged or calculated incorrectly should immediately contact the relevant credit control area as per Appendix 1.

## 22 Complaints

- 22.1 Complaints in relation to the operation of these Regulations should be addressed to the Head of Academic Registry. Students who remain dissatisfied can request for their complaint to be escalated by following the University's Complaints Procedure at [www.edgehill.ac.uk/documents/complaints-procedure](http://www.edgehill.ac.uk/documents/complaints-procedure).

## Key to Relevant Documents

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

Access and Participation Plan

[www.edgehill.ac.uk/documents/access-participation-plan/](http://www.edgehill.ac.uk/documents/access-participation-plan/)

2023/24 Discretionary Staff Fee Remission Scheme

[www.edgehill.ac.uk/documents/discretionary-staff-fee-remission-procedure/](http://www.edgehill.ac.uk/documents/discretionary-staff-fee-remission-procedure/)

2023/24 Guidance for Payment of Tuition Fees

[www.edgehill.ac.uk/documents/tuition-fee-regulations/](http://www.edgehill.ac.uk/documents/tuition-fee-regulations/)

2023/24 Home Tuition Fee Liability Procedure

[www.edgehill.ac.uk/documents/home-tuition-fee-liability-procedure/](http://www.edgehill.ac.uk/documents/home-tuition-fee-liability-procedure/)

2023/24 International Student Fee Policy

[www.edgehill.ac.uk/documents/international-student-fee-policy/](http://www.edgehill.ac.uk/documents/international-student-fee-policy/)

2023/24 Alumni Fee Remission Procedure

[www.edgehill.ac.uk/documents/alumni-fee-remission-procedure/](http://www.edgehill.ac.uk/documents/alumni-fee-remission-procedure/)

2023/24 Student Debt Policy

[www.edgehill.ac.uk/documents/student-debt-policy/](http://www.edgehill.ac.uk/documents/student-debt-policy/)

Student Terms and Conditions

[www.edgehill.ac.uk/guides/student-terms-and-conditions/](http://www.edgehill.ac.uk/guides/student-terms-and-conditions/)

Withdrawal Procedures

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

## Annexes

### Appendix 1

#### Contacts

##### Academic Registry

Fees and Bursaries Team

Telephone: 01695 657359

Email: [TuitionFees@edgehill.ac.uk](mailto:TuitionFees@edgehill.ac.uk)

Faculty of Education Postgraduate Taught

Telephone: 01695 657359

Email: [FOEfees@edgehill.ac.uk](mailto:FOEfees@edgehill.ac.uk)

Faculty of Health Social Care and Medicine Postgraduate Professional Development

Telephone: 01695 657068

Email: [HealthCPDFees@edgehill.ac.uk](mailto:HealthCPDFees@edgehill.ac.uk)

International Administration

Telephone: 01695 657122

Email: [International@edgehill.ac.uk](mailto:International@edgehill.ac.uk)

## Endmatter

Title	2023/24 Tuition Fee Regulations
Policy Owner	Assistant Registrar: Fees & Bursaries
Approved by	Pro Vice-Chancellor University Secretary
Date of Approval	10 August 2023
Date for Review	