



Edge Hill  
University



## **2017/18 Tuition Fee Regulations**

**Effective from 1 September 2017**

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## **TUITION FEES: POLICY STATEMENT**

Edge Hill University has a consistent and transparent policy in respect of tuition fees. This policy details the responsibilities of the University and of students regarding tuition fees relating to all programmes of study within the University. It has been developed to enable students to make properly informed decisions and aims to assist students in the payment of fees.

Tuition fees are subject to annual review to ensure they reflect student support funding, are competitively placed and meet inflationary costs of resourcing. In line with its Mission, the University makes provision to ensure that operation of the Tuition Fee Regulations and associated financial support schemes is fair and encourages access to all those with the ability to benefit from study here.

The University is committed to ensuring information on fees is readily available and publishes fee information each year in advance of the application cycle for the following academic session. Applicants may view an indication of likely fee levels from the University's prospectus and website and can expect to receive detailed information about fees, and view arrangements for payment, when they are offered a place to study.

Students are responsible for the prompt payment of fees. Defaults on payment are treated seriously and will lead to the application of sanctions in accordance with the University's Student Debt Policy.

The University ensures transparent compliance with all applicable statutory requirements, including Competitions and Markets Authority (CMA), Office for Fair Access (OFFA) and Student Loans Company (SLC).

## **TUITION FEE REGULATIONS**

A glossary of terms to support this document can be found in Appendix 1.

### **1. General Principles**

- 1.1 Tuition fees are published by the University in advance of the academic session and are subject to annual review;
- 1.2 Fees for full-time undergraduate Home/EU status students are set in accordance with the levels permitted by the UK Government and are available on the University website. Our commitment to tuition fees can be found within the University's Access Agreement. Full-time fees for the Channel Islands and Isle of Man students are negotiated between the Island Authorities and the

British Government and are available on the University website;

- 1.3 Fees for provision not regulated by the Government are set by the University and may be uplifted each academic session to reflect the retail price index (RPI-X);
- 1.4 All taught and research degree provision is covered by the Tuition Fee Regulations and students registering for courses at the University are **personally responsible** for the payment of fees<sup>1</sup>. This includes arrangements where students obtain sponsorship or funding, should the sponsor default or, where funding is refused under the rules operated by Student Finance or NHS Business Services Authority;
- 1.5 Whilst tuition fees are published on the University's website the contractual fee is confirmed to each student at the point of enrolment;
- 1.6 Students become liable for tuition fees following full completion of the University enrolment process to enable a 'registered' status;
- 1.7 Tuition fee charges apply to each registered year of study, unless otherwise indicated;
- 1.8 Home/EU status students pay the published fee rate for the registered academic session;
- 1.9 The University reserves the right to charge for the Recognition of Prior Learning 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 up to the standard credit price;
- 1.10 The University reserves the right to correct administrative errors identified during invoicing and take action to recover any shortfall in fees in accordance with the published tuition fee listings for the appropriate academic session;
- 1.11 Students repeating a module, placement or programme of study will be charged at the current standard fee rate, except in cases where students have been granted through formal assessment boards the opportunity to improve upon placement grading, where there will be no fee liability;
- 1.12 The University views all fraudulent activity seriously and will take appropriate action under the University's Student Disciplinary Procedures. 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

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<sup>1</sup> Except where the University holds a separate contract with an employing authority/government agency or other officially recognised body for the payment of fees.

services immediately removed. Where applicable, such cases will be reported to the UK Visas and Immigration (UKVI).

## **2. Partnership/Co-delivery**

- 2.1 The University engages in partnership arrangements to maximise applications 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);
- 2.2 Tuition fees for Edge Hill University reported students studying for University awards at partner institutions will be levied at the same rate charged by the University. Responsibility for collection of fees in respect of part time and full time students usually lies with the University.

## **3. Assessment of Tuition Fee Status**

- 3.1 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 to a Home/EU, Islands or Overseas residential grouping which will dictate tuition fee liability. Assessment considers immigration status and history of residence;
- 3.2 Students who believe their residential status has been wrongly assessed should contact the Admissions Office on 01695 650950.

## **4. Payment of Fees**

- 4.1 The University operates a strict credit control policy for collection of tuition fees. Fees may be paid by cash (up to the value of £3,000 in any one transaction), debit or credit card, cheque (made payable to Edge Hill University) or by recurring card payment on dates set by the University and published in advance of the academic session. Instalment plans are offered subject to the length of each academic year and must be arranged with the Lead Credit Controller within Academic Registry or Faculty (for professional development provision). On-line payment facilities are available, see 2017/18 Tuition Fee Payment Arrangements;
- 4.2 The University expects fees to be paid within 30 days from the date of the invoice, unless a regular payment arrangement is confirmed. Students who default on fee payments, may, following consideration of their funding entitlement, have their registration terminated or be refused re-enrolment;
- 4.3 The University reserves the right, upon consideration of the circumstances, to withdraw access to facilities from students who are in default or to refer the debt to the University's contracted debt collection agency<sup>2</sup>;

<sup>2</sup> See also the University's Student Debt Policy

- 4.4 All students will be required as part of their initial enrolment process to declare any outstanding debt with the University. The Lead Credit Controller for Academic Registry or relevant Faculty (for professional development) will review registration if no arrangement is in place for repayment of such monies;
- 4.5 Full and part time Home/EU status undergraduate students who are eligible for a tuition fee loan via the Student Loans Company must ensure their funding application is confirmed at or before enrolment for each academic session. An intention to apply is not sufficient, see 2017/18 Tuition Fee Payment Arrangements;
- 4.6 Home/EU status undergraduate students must have funding secured or have made an application for a tuition fee loan and provided evidence of this by the date notified by the University. Failure to provide evidence of application or to make payment of at least one third of the tuition fee by this date will result in the University initiating credit control procedure which could lead to a review of registration, and possible referral of debt for external collection. See 2017/18 Tuition Fee Payment Arrangements;
- 4.7 Continuing Home/EU status students on NHS funded programmes must make application to the NHS Bursary Unit for payment of tuition fees (and bursary entitlement) each academic year;
- 4.8 Should a student's tuition fee liability change during their academic year due to a requested change in mode of study, or additional registration of modules, it is the students ultimate responsibility to ensure that financial provision is made to cover any additional tuition fee liability prior to receipt of invoice.

## **5. Part Time Students**

- 5.1 Students registered on part-time undergraduate programmes may be eligible for funding for payment of tuition fees. Please refer to 2017/18 Tuition Fee Loans for Part Time Study;
- 5.2 Students registered for professional development may not qualify for funding under the Student Support Regulations under intensity of study ruling and must secure individual arrangements for payment.

## **6. Postgraduate Students**

- 6.1 Edge Hill graduates undertaking postgraduate study may be eligible for tuition fee remission subject to meeting eligibility criteria, see 2017/18 Postgraduate Study – Fee Reduction Scheme;
- 6.2 Postgraduate students meeting eligibility criteria may apply for a contribution of costs to study from the Government via Student Finance.

## **7. Research Students**

- 7.1 PHD, Research, Graduate Teaching Assistants and Studentships/Doctoral tutors must inform Academic Registry if they have been awarded a tuition fee waiver. Academic Registry will then communicate with the relevant department to confirm the fee waiver;
- 7.2 Students (including Graduate Teaching Assistants) will become liable for a 'writing up' fee at the end of their expected term of registration, subject to meeting criteria set out in Doctoral Students Fees: Writing-up and Post-Final Viva document;
- 7.3 Students who are required to make major amendments or submit their thesis for re-examination will be required to pay an amendment or resubmission fee at the published rate.

## **8. Sandwich Year**

- 8.1 Undergraduate students taking a sandwich placement will be charged a tuition fee for their placement year as published on the Tuition Fee Schedule.

## **9. ERASMUS+ Study**

- 9.1 The University is registered under the ERASMUS Charter for Higher Education (ECHE) as an ERASMUS+ partner. Tuition fees and funding arrangements for the ERASMUS+ Exchange Programme for outgoing and incoming students are set in line with the ERASMUS+ funding policy by the UK Government.

## **10. Overseas/International/Study Abroad Students**

- 10.1 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 2 weeks of arrival or have set up a payment plan. Registration for subsequent years will not be possible until all outstanding fees relating to the previous session have been paid. The remainder of tuition fees must be paid within 4 months of the start of the programme;
- 10.2 Overseas, international and Study Abroad students are subject to the University's Tuition Fee Regulations, with exceptions noted in International Student Fee Policy.

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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



## **11. Staff**

- 11.1 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;
- 11.2 University and Students' Union staff and those on the Registered Tutor Scheme at collaborative Partner Institutions undertaking study for personal development may be considered for partial fee remission under the conditions set out in the Discretionary Staff Fee Remission Scheme;
- 11.3 All staff schemes are subject to qualifying criteria and special application procedures apply. For further information please contact the HR Manager, Business Support, HR Manager, Students' Union or Collaborative Manager for staff as partner institutions.

## **12. Withdrawal**

- 12.1 Students will be charged a tuition fee in line with the Student Withdrawal/ Intercalation Tuition Fees Liability Procedure, which may be paid by cash/cheque or credit card or funded by a tuition fee loan;
- 12.2 The University will refund any overpayment made upon receipt of a written request to the University's Finance Office. Refunds will be paid net of any Scholarship awarded following cessation of registration to the originating account or debit/credit card;
- 12.3 For further details please refer to the Student Withdrawal Policy <https://www.edgehill.ac.uk/documents/>

## **13. Intercalation**

- 13.1 Students who intercalate (suspend) will incur liability for tuition fees for the current and next academic session, according to their period of registration (see Student Withdrawal/ Intercalation Tuition Fees Liability Procedure);
- 13.2 Students who interrupt their studies to repeat the year will be liable for tuition fees for the current academic session according to their period of registration and full fees for the next academic year at the published rate;
- 13.3 Eligible intercalated students will receive High Achiever's Scholarship, Care Leaver's Bursary and other Scholarship awards during and up to their date of intercalation and further payments, if applicable, will resume upon return.

## **14. Outstanding Tuition Fees**

- 14.1 If tuition fees are not paid in accordance with the University's published payment schedule, regardless of any sponsorship or funding arrangement, the student will become a debtor to the University;

- 14.2 Students on one year programmes with outstanding debt remaining one calendar month after the last published payment date will be referred for external collection, without further communication, if no regular payment arrangement is in place;
- 14.3 Students who are in debt to the University at the time of graduation for academic related debt will be refused attendance at the graduation ceremony. Formal certification will be withheld until full payment has been received. This includes academic related debt for students who are undertaking Edge Hill award or credit at a partner institution of the University;
- 14.4 Students who leave the University with outstanding debt and no repayment arrangement in place will be referred to an external debt collection agency appointed by the University. The University reserves the right to commence court proceedings, where appropriate, to effect recovery of the debt.

## **15. Financial Support**

- 15.1 The University's extensive Scholarship Scheme is confirmed in its Access Agreement. Further information can be obtained from the Scholarships Administrator, Academic Registry. Exclusions apply - please see the University web pages noted above for clarification [edgehill.ac.uk/scholarships/](http://edgehill.ac.uk/scholarships/);
- 15.2 In addition to a range of government help available, students may also be eligible to apply to the University for Support. For further details please contact the Money Advice Team in Student Services or view [www.edgehill.ac.uk/student-services/moneyadvice/](http://www.edgehill.ac.uk/student-services/moneyadvice/). The team can also offer personal advice and guidance on financial matters.

## **16. Queries**

- 16.1 Queries in relation to the operation of these regulations should be addressed to Julie Harrison, Assistant Registrar: Fees, Scholarships and Bursaries, Academic Registry.

## **17. Complaints**

- 17.1 Complaints in relation to the operation of these regulations should be addressed to the Academic Registrar. If you remain dissatisfied please refer to the University's Complaints Procedure at [www.edgehill.ac.uk/documents/complaints-procedure](http://www.edgehill.ac.uk/documents/complaints-procedure)

## GLOSSARY OF TERMS

### **Access Agreement**

a document published by the University and approved by the Office of Fair Access, which sets out how university fees intend to safeguard and promote fair access to higher education through its financial support schemes;

### **Competitions and Markets Authority (CMA)**

an independent non-ministerial department in the United Kingdom, responsible for strengthening business competition and preventing and reducing anti-competitive activities;

### **Deferral**

official permission to undertake assessment at a later date than expected due to extenuating mitigating circumstances;

### **ELCAS**

Enhanced Learning Credits Administration Service, administers sponsorship to students from the armed forces on behalf of the Ministry of Defence;

### **ERASMUS+ University Charter (EUC)**

provides the general framework for the European co-operation activities a higher education institution (HEI) may carry out within the Erasmus+ programme;

### **Extenuating Mitigating Circumstances**

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

### **External Debt Collection Agency**

an agency separate from the University to which students are referred when they fail to respond to the University's debt management procedures;

### **Formal Certification**

degree certificates and official transcripts;

### **GSBoS**

Graduate School Board of Studies;

### **Graduate Teaching Assistants (GTAs)**

PhD students who provide teaching support to the Faculty in which they study;

### **Hardship Fund**

a fund administered through the University which offers a range of grants and short-term loans to students in financial difficulty;

**Intercalation**

suspension of studies;

**International (students)**

students that come to study at Edge Hill University who are normally domiciled outside the EU;

**Island Authorities**

representatives of the Channel Islands and the Isle of Man;

**ITT Postgraduate Students**

students on Initial Teacher Training postgraduate courses who have already undertaken an undergraduate degree;

**NHS Business Services Authority**

an executive non-departmental public body of the Department of Health which provides some support services to the National Health Service in England and Wales. In the context of HEIs, they oversee NHS bursaries and payment of tuition fees for continuing students studying on pre-registration nursing, midwifery and Operating Department Practice health courses;

**Office for Fair Access (OFFA)**

an independent public body in the United Kingdom that supports the Director of Fair Access to Higher Education in his or her work that is intended to safeguard and promote fair access to higher education in England. It approves and monitors 'access agreements';

**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 Learning (RPL)**

the way in which universities may take into consideration recent and relevant credit received for other courses or study and offer exemption from modules;

**Return Calculation**

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

**Retail Price Index (RPI-X)**

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

**Sandwich Placement**

a year-long industry placement which can be taken between levels 5 and 6;

**Self-funding**

refers to students who are not in receipt of a tuition fee loan or with any contractual sponsorship for payment of tuition fees;

**Student Disciplinary Procedures**

published guidelines which are referred to in the event that a student is found to have breached Student Regulations;

**Student Finance**

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

**Student Loans Company**

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

**Study Abroad (students)**

students who come to study at Edge Hill from a University outside the UK as part of their degree course. Study abroad students can choose to study for a semester or for a whole academic year at Edge Hill;

**UK Visa and Immigration (UKVI)**

Governmental department that oversees visas and residency rulings for international students;

**University or College Payment Advice Notification**

a document that a student receives when their Student Finance application has been fully approved for presentation at the University to enable notification of 'Registration of attendance' to the Student Loans Company;

**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.

**TUITION FEES, BURSARIES AND SCHOLARSHIPS CONTACTS**

Academic Registry

Julie Harrison

Assistant Registrar: Fees, Scholarships and Bursaries

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