



Edge Hill
University



2018/19 Tuition Fee Regulations

Effective from 1 September 2018

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TUITION FEES: POLICY STATEMENT

Edge Hill University has a consistent and transparent policy in respect of tuition fees and charges made to students. 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 and external funding agencies including Competition and Markets Authority (CMA), the Office for Students (OfS) the Student Loans Company (SLC), NHS Business Services Authority (NHSBSA) and Enhanced Learning Credits Administration Services (ELCAS) and United States Department of Education.

Scope

These Regulations have been produced for the benefit of potential applicants, current students and University staff and apply to all students enrolled in academic year 2018/19 and are intended to provide help and guidance about tuition fees.

The Regulations are reviewed annually and we ask all students to read and agree to the terms of these regulations as part of the enrolment process at the start of each year of study.

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 cycle 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. Our commitment to tuition fees can be found within the University's Access and Participation Plan¹. Full-time fees for the Channel Islands and Isle of Man students are negotiated between the Island Authorities and the British Government;
- 1.3 All fees are made available on the University website;
- 1.4 Tuition Fees may increase in future years in line with inflation, dependent upon Teaching Excellence Framework (TEF) outcomes. For example, the increase in 2017/18 represented a 2.8% increase and was based on Retail Price Index (RPIX). Additional income from tuition fees will be invested in supporting student opportunities particularly on access, student success and progression activities;
- 1.5 Fees for provision not regulated by the Government are set by the University and may be uplifted each academic session to reflect the Retail Prices Index (RPIX);
- 1.6 All taught and research degree provision is covered by the Tuition Fee Regulations and students registering for programmes at the University are **personally responsible** for the payment of fees². This includes arrangements where students obtain sponsorship or funding, should the sponsor default or, where funding is refused under the rules operated by the SLC, ELCAS or NHS Business Services Authority;
- 1.7 Whilst tuition fees are published on the University's website the contractual fee is confirmed to each student at the point of enrolment;
- 1.8 Students become liable for tuition fees following full completion of the University enrolment process to enable a 'registered' status;
- 1.9 Tuition fee charges apply to each registered year of study, unless otherwise

¹ www.edgehill.ac.uk/documents/access-agreement/

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

indicated;

- 1.10 Home/EU status students pay the published fee rate for the registered academic session;
- 1.11 The University reserves the right to charge for the Recognition of Prior Learning (RPL) 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;
- 1.12 The University reserves the right to correct administrative errors identified during invoicing and to take action to recover any shortfall in fees in accordance with the published tuition fee listings for the appropriate academic session. Students will be notified of any errors as soon as possible;
- 1.13 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;
- 1.14 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).

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/EU, Islands or Overseas residency which will dictate tuition fee liability. During the assessment the University will consider immigration status and history of residence;
- 2.2 Students who cannot evidence Home/EU residency to the University during the admission process will be awarded international status for enrolment and tuition fee liability;
- 2.3 Applicants/students who believe their fee status has been wrongly assessed should contact the Admissions Office immediately on 01695 650950 and should do so prior to enrolment.

3. Payment of Tuition Fees

- 3.1 Once students have completed enrolment and are awarded a 'registered' status an invoice will be posted. Unless otherwise stated, the fee is for the full academic year. Students must check the fee they are being charged, and any queries regarding the amount must be questioned immediately by emailing

tuitionfees@edgehill.ac.uk or the relevant Faculty contact (for professional development provision) as per Appendix 2;

- 3.2 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 student's ultimate responsibility to ensure that financial provision is made to cover any additional tuition fee liability before receipt of invoice;
- 3.3 Unless advised otherwise all fees, refunds, credit notes and waivers are calculated in GB pounds sterling.

3.4 Student Finance

- 3.4.1 Full and part time Home/EU status undergraduate, PGCE and MSc Nursing and Midwifery students who are eligible for a tuition fee loan via the SLC must ensure their funding application is approved or have made an application at or before enrolment for each academic session. An intention to apply is not sufficient, see 2018/19 Guidance for Payment of Tuition Fees;
- 3.4.2 Students in receipt of a tuition fee loan do not need to provide evidence to the University providing their declaration form has been signed and returned to Student Finance. Tuition fee loans cannot be collected for students who have not returned their declaration form and students will therefore be classed as self-funding until this form has been returned, and must make arrangements to meet payment instalment dates as confirmed by the University. See 2018/19 Guidance for Payment of Tuition Fees;
- 3.4.3 Students who have previously studied at HE level, regardless of how far back this dates, should be aware that future entitlement to Student Finance is affected by previous study. Previous study includes time spent on a full time higher education course or any specifically designated publicly funded higher education course, whether or not in the UK. Students that do not qualify for a tuition fee loan will be required to self-fund. The regulations are complicated and students should seek advice from both the University and the SLC as soon as a place at the University has been secured. For additional guidance please visit www.edgehill.ac.uk/study/money-matters/previous-study/

3.5 Self-funding students

- 3.5.1 Students will be classed as self-funding if they pay their tuition fees themselves;
- 3.5.2 All self-funding students are required to sign a 'University Payment Contract' to acknowledge liability and timely payment;
- 3.5.3 Dependent upon UK residency, some postgraduate students (excluding PGCE, MSc Nursing and Midwifery) eligible for a tuition fee loan will be classed as self-funding as in some cases the Postgraduate Loan and Postgraduate Doctoral Loan will be paid directly to the student and not the University;

- 3.5.4 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 2018/19 Guidance for Payment of Tuition Fees;
- 3.5.5 Failure to make payment of at least one third of the tuition fee by the date set by the University 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 2018/19 Guidance for Payment of Tuition Fees;
- 3.5.6 The University expects fees to be paid within 30 days from the date of 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 and possible referral of debt for external collection;
- 3.5.7 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 agency³.

3.6 Sponsored students

- 3.6.1 If an employer or other organisation agrees to pay all or part of a student's tuition fee the University will refer to them as a sponsor. It is the student's responsibility to provide to the University at enrolment, confirmation from a sponsor, on company letterhead, for the attention of Academic Registry or faculty, detailing the following:
- The student's full name (and University ID number if known)
 - The amount of contribution towards tuition fees
 - 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
 - Signature of an authorised person;
- 3.6.2 Students must provide a sponsor letter to support each academic year;
- 3.6.3 The University will invoice sponsors directly for the appropriate amount and will expect payment within 30 days of the date of the invoice;

³ See also the University's Credit Control Policy and Procedures

- 3.6.4 Regardless of sponsorship the student remains personally liable for payment of tuition fees;
- 3.6.5 Students are responsible for informing the University of any change in employment which would impact on their sponsorship.

3.7 NHS Bursaries

- 3.7.1 Continuing Home/EU status students on NHS funded programmes must make an application to the NHS Bursary Unit for payment of tuition fees (and bursary entitlement) each academic year.

4. Partnership/Co-delivery

- 4.1 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);
- 4.2 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 for part time and full time students normally lies with the University.

5. Part Time Students

- 5.1 Students registered on part-time undergraduate programmes may be eligible for funding for payment of tuition fees and support costs;
- 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 with the exception of PGCE study may be eligible for tuition fee remission subject to meeting eligibility criteria, see 2018/19 Postgraduate Taught and Research: Alumni Fee Remission Scheme;
- 6.2 Postgraduate students who meet eligibility criteria may apply for a contribution of costs to study from the Government via the SLC.

7. Research Students

- 7.1 Graduate Teaching Assistants and externally funded Studentships/Doctoral

Tutors must inform Academic Registry and provide evidence if they have been awarded a tuition fee waiver. Academic Registry will then communicate with the relevant Department to verify the fee waiver;

- 7.2 Students (including Graduate Teaching Assistants) will become liable and charged a 'writing up' fee at the end of their expected term of registration, subject to meeting criteria set out in 2018/19 Doctoral Student Fees: Writing-up and Post-Final Viva;
- 7.3 Students who are required to make major amendments or revise and resubmit their thesis for re-examination will be required to pay an amendment or resubmission fee at the published rate;
- 7.4 Research students who meet eligibility criteria may apply for a contribution of costs to study from the Government via the SLC.

8. Sandwich Year

- 8.1 Undergraduate students who take a sandwich placement will be charged a tuition fee for their placement year in accordance with Student Support Funding Regulations applicable to the year of placement;
- 8.2 Eligible students may apply to the SLC for funding.

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 programme⁴. 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 possible until all outstanding fees relating to the previous session have been paid. The remainder of tuition fees must be paid within four 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 the International

⁴With the exception of students who are in receipt of funding from the William D Ford US Federal Loan Program

Student Fee Policy.

11. Additional Charges associated with study

- 11.1 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.
- 11.2 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 and specific bespoke equipment.

12. Communications

- 12.1 Invoices and credit control letters will be sent to student's term time address. However Academic Registry and faculties do reserve the right to send communications to either addresses held on the student record system;
- 12.2 Upon enrolment all students are issued with a University e-mail address which will be used to make contact in regards to tuition fees. Students are expected to check their University email address on a daily basis;
- 12.3 It is the student's responsibility to ensure the University has an accurate record of contact details in relation to telephone number, email address and postal address;
- 12.4 Any changes to address, telephone number or personal email address can be made on the 'Students Homepage'. Please refer to the Student Handbook for further details on the University Communication Policy.

13. Staff

- 13.1 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;
- 13.2 University and Students' Union staff, and those on the Registered Tutor Scheme at Collaborative partner institutions, who undertake study for personal development may be considered for partial fee remission under the conditions set out in the 2018/19 Discretionary Staff Fee Remission Scheme;
- 13.3 All staff schemes are subject to qualifying criteria and special application procedures apply. For further information please contact the HR Manager, Business Support, Head of HR, Students' Union or Faculty Partnership Officer for staff as partner institutions.

14. Withdrawal

- 14.1 Students will be charged a tuition fee in line with the 2018/19 Home/EU Withdrawal and Interruption of Studies Tuition Fees Liability Procedure;
- 14.2 Students will be charged according to the last date of attendance stated on the Student Withdrawal and Interruption of Studies form. If an authorised withdrawal form has been submitted for a student a withdrawal letter will be sent outlining this date and students have 10 working days to dispute the date stated;
- 14.2 The University may instigate a University-Led withdrawal by University Directorate for non-payment of tuition fee;
- 14.3 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;
- 14.4 Students who withdraw from one course to commence a new course within the same academic session carrying a different tuition fee cost will have their tuition fees calculated according to registration periods. The University would not normally charge for duplicate registration;
- 14.5 For further details please refer to the Student Withdrawal Procedures <https://ehu.ac.uk/App26WithdrawalProcedures>.

15. Interruption of Studies

- 15.1 Students who interrupt their studies will incur liability for tuition fees for the current and next academic session, according to their period of registration (see 2018/19 Home/EU Withdrawal and Interruption of Studies Tuition Fees Liability Procedure) and will be charged at the published rate for the year of study (which may include an increase from the year in which study commenced);
- 15.2 Students who interrupt their studies to repeat the year will be liable for tuition fees for the current academic session in line with their period of registration and full fees for the next academic year at the published rate (which may include an increase from the year in which study commenced).

16. Outstanding Tuition Fees

- 16.1 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;
- 16.2 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;

- 16.3 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;
- 16.4 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 and the debt will be referred for external collection. 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;
- 16.5 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;
- 16.6 The University reserves the right to commence court proceedings, where appropriate, to effect recovery of the debt.

17. Financial Support

- 17.1 The University's extensive Scholarship Scheme is outlined in its Access and Participation Plan. Further information can be obtained from the Scholarships Officer, Academic Registry. Exclusions apply - please see the University web pages for clarification edgehill.ac.uk/scholarships/;
- 17.2 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/studentsservices/moneyadvice/. The Team can also offer personal advice and guidance on financial matters including budgeting.

18. Queries

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

19. Complaints

- 19.1 Students who believe that their tuition fees have been charged or calculated incorrectly should contact tuitionfees@edgehill.ac.uk immediately;
- 19.2 Complaints in relation to the operation of these regulations should be addressed to the Academic Registrar. 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.

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;

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;

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;

DoS

Director of Studies;

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;

Interruption of Studies

suspension of studies;

International (students)

students that come to study at Edge Hill University who are normally domiciled outside the EU as determined by a fee assessment at application;

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;

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 outcome and assessment criteria;

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 Students (OfS)

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

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 five and six;

Scholarship

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

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;

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 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;

Student Support Fund

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

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;

TEF

The Teaching Excellence Framework aims to recognise and reward excellence in teaching and learning, and helps inform prospective students' choices for higher education;

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);

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;

Viva

an exam where students give a verbal defence of their written thesis;

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
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