

2023/24 International Student Fee Policy

EFFECTIVE FROM 01 AUGUST 2023

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Summary

This document outlines the agreed policy for payment and refunds of international student tuition fees.

Glossary of Terms

Not applicable.

Purpose

This Policy sets out tuition fee structures and charging arrangements for the benefit of international students and University colleagues. It is to be read in conjunction with the University Tuition Fee Regulations.

Policy

Fee Payment Arrangements:

Undergraduate and Postgraduate students

Students are required to pay a deposit of at least 50% of their tuition fee¹. This must be paid after acceptance of offer and prior to either issuance of Confirmation of Acceptance to Study (CAS), or before enrolment, if a CAS is not required. An acceptance of an offer and the receipt of this deposit are necessary before a CAS letter can be issued by the University.

Continuing students must pay 50% of their tuition fee prior to enrolment on the next cycle of study and then follow the payment schedule detailed below.

Remaining tuition fees are to be paid in three equal instalments on the dates below:

August - September 2023 start	15 October 2023 15 January 2024 15 April 2024
January 2024 start	15 February 2024 15 May 2024 15 August 2024

For students in receipt of funding from the William D Form US Federal Loan Program, payment will be made in line with the confirmed payment schedule.

For government sponsored students, separate arrangements will apply; as agreed with individual government agencies.

¹ Except for students who are in receipt of funding from the William D Ford US Federal Loan Program

Study Abroad Programme

For students applying via a partner institution, where the partner institution is paying the student fees and an agreement with EHU has been signed:

- Applicable fees must be paid in full by the end of the first month of study each semester.

For direct applicants:

- A 50% deposit is required or, if in receipt of Federal Financial Aid, evidence must be provided before confirmation of a place or a Confirmation of Acceptance to Study letter can be issued by the University. The remaining fee must be paid prior to enrolment.

Pre-sessional and Short Term Summer and Winter Programmes

Fees must be paid in full prior to enrolment and by any latest payment dates published in relation to specific programmes.

Withdrawals:

Undergraduate and Postgraduate students

The table below sets out fee liability, determined by the last date of attendance/engagement as outlined in the University Withdrawal Procedures www.edgehill.ac.uk/registry/programme-withdrawal

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

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

Within ten working days from the course start date or completion of enrolment, whichever is the later	25%
Attendance from the third week	50%
Attendance in the second term	100%
Attendance in the third term	100%

Pre-sessional and Short Term Summer or Winter Programmes

The table below sets out tuition fee liability.

Attendance in the first week	50%
Attendance from the second week	100%

Study Abroad Programme (package: tuition and accommodation)

The table below sets out tuition fee liability.

Fee element	Tuition	Accommodation
Attendance in first week	0%	100%
Attendance in second week	25%	100%
Attendance in third week onwards	100%	100%

Refunds (applicable to all)

Refunds will be paid net of any scholarship or bursary overpayment and via the originating payment method or to the William D Ford SU Federal Loan Program, as applicable.

If a programme is cancelled by the University, any deposits and/or fees paid towards the programme will be refunded in full via the originating payment method.

It may take up to 6 weeks for a refund to be processed.

Please note:

Cases which fall under Edge Hill University's Extenuating Mitigating Circumstances Policy may be considered outside of these regulations.

Failure to adhere to these payment regulations may result in a University-led withdrawal and, where applicable external debt collection referral.

Key to Relevant Documents

This policy refers to the following relevant documents:

Tuition Fee Regulations

www.edgehill.ac.uk/documents/tuition-fee-regulations/

Return of Title IV Funds (R2T4) Policy for US Direct Loans Programmes

www.edgehill.ac.uk/documents/return-of-title-iv-funds-r2t4-policy-for-us-direct-loans-programmes-policy/

Annexes

This policy does not contain any additional information.

Endmatter

Title	2023/24 International Student Fee Policy
Policy Owner	Assistant Registrar: Fees & Bursaries
Approved by	Pro Vice-Chancellor University Secretary
Date of Approval	28 February 2023
Date for Review	