

2023/24 Guidance for Payment of Tuition Fees

EFFECTIVE FROM 01 AUGUST 2023

Summary

This document sets out the University's expectation and guidance relating to payment of tuition fees.

Glossary of Terms

Self-funding

students who are not in receipt of a tuition fee loan, have no contractual sponsorship for payment of their tuition fee and/or who have opted to make direct payment towards their fee;

Student Loans Company (SLC)

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

Purpose

These guidance notes are provided to help students understand how and when to make payment of their tuition fee. They provide options that may be available and clarify how and when they operate.

Guidance

Home status students on a **full time undergraduate** programme with tuition fee liability are generally eligible for a **tuition fee loan** from the government, unless excluded because of previous study¹. **Part-time undergraduate** students registered for at least 25% of a full time programme may also apply for a non-means tested tuition fee loan. Applications are made via Student Finance at gov.uk/student-finance and funding must be in place prior to enrolment. Once awarded, the tuition fee is paid directly to the University by the Student Loans Company (SLC), on behalf of the student. Students who have not secured funding at the start of their programme must engage with payment of their tuition fee. Students will be expected to evidence and communicate the actions they are taking towards securing funding.

UK domiciled **postgraduate** students may apply for a contribution towards the cost of their studies in the form of a loan from the government, subject to meeting defined eligibility criteria. Applications for a Postgraduate Master's or Doctoral Loan are made via Student Finance at gov.uk/student-finance. Dependent upon UK residency, postgraduate loans are paid directly to the student in instalments. Students must make arrangement to pay their tuition fee to the University by the published date(s) listed below. By exceptional arrangement, Northern Ireland students have their fee paid direct to the University as part of their funding arrangement.

Undergraduate or postgraduate students may have their fee **sponsored** or **part-sponsored** by an employer or other agency. Students who are receiving sponsorship must provide, in advance of their studies, written notification from the sponsor on official letterhead, or purchase order, confirming the amount they are contributing towards the tuition fee. Confirmation of sponsorship must be provided for each academic year of study and relate to registered course/modules for that

¹ www.edgehill.ac.uk/study/money-matters/previous-study/

period only. Family and friends are not considered to be sponsors. Further guidance may be viewed at www.edgehill.ac.uk/finance/tuition-fees/sponsored-students/. Regardless of sponsorship, students remain personally liable for payment of their tuition fees and will be pursued in the event of non-payment from the sponsor or funder. This includes research students in receipt of external studentships and professional learning students, where employers have initiated study.

Students resident in **Jersey, Guernsey and Isle of Man** may apply for funding from their respective governments. In some cases, this may include a self-funding contribution from the student, based upon household income.

All undergraduate and PGCE/PGDE students not in receipt of a tuition fee loan are regarded as **self-funding**. Due to funding arrangements, postgraduate taught and research students, including those undertaking professional development, are also regarded as **self-funding**, except for MSc Nursing and MSc Midwifery programmes and students domiciled in Northern Ireland. Exception is also made where research students have secured a Graduate Teaching Assistant contract.

The University offers two payment arrangements:

- Payment in full at enrolment by debit or credit card
- Recurring card payment in three equal instalments, due as follows:

Undergraduate, Integrated Masters, PGCE/PGDE, MSc Nursing and MSc Midwifery

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
April 2024 start	15 May 2024
	15 August 2024
	15 November 2024

Postgraduate taught and research (Excluding MSc Physician Associate Studies)

September – October 2023 start	14 October 2023
	3 Jan 2024
	15 April 2024
January 2024 start	1 Feb 2024
	9 Apr 2024
	8 Oct 2024
February 2024 start	15 Feb 2024
	4 Jun 2024
	1 Oct 2024

April 2024 start	15 May 2024
	15 August 2024
	15 November 2024

MSc Physician Associate Studies

September 2023 start	2 October 2023
	3 Jan 2024
	22 April 2024

Payment is due on the above dates or the first working day thereafter.

Professional Development

All intakes	Payment due 30 days from invoice date
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Students will be notified separately during enrolment if payment arrangements differ to those outlined above.

Payment and arrangements for recurring card payments may be made online on the University's secure website at www.edgehill.ac.uk/payments.

The University reserves the right to amend the recurring card payment arrangement, without direct notice, where modules have been added to the curriculum, thereby increasing fee liability, and where students granted Alumni Fee Remission do not comply with eligibility criteria relating to payment of their fee. Likewise, where modules are cancelled or following withdrawal or interruption, scheduled payments will be reviewed. In all cases, the card holder will be notified of the change via their personal email address provided during the plan set up.

Self-funding students are required to set up a new recurring card payment for each year of study.

Failure to pay tuition fees may result in exclusion from the University and referral for external recovery of the debt. Please see the University's Student Debt Policy for more detailed information.

Key to Relevant Documents

This guidance document refers to the following document, which you may find useful.

Student Debt Policy

www.edgehill.ac.uk/documents/student-debt-policy/

Home Tuition Fee Liability Procedure

www.edgehill.ac.uk/documents/home-tuition-fee-liability-procedure/

Annexes

This guidance does not contain any additional information.

Endmatter

Title	2023/24 Guidance for Payment of Tuition Fees
Policy Owner	Assistant Registrar: Fees & Bursaries
Approved by	Pro Vice-Chancellor University Secretary
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