

2021/22 Tuition Fee Regulations

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Edge Hill
University

2021/22 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 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, interrupt or restart their studies.

These Regulations apply to all students; new and continuing, who are undertaking study during the 2021/22 academic year.

Glossary of Terms

Access and Participation Plan

a document published by the University and approved by the Office for Students, 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

approval to postpone assessment to a later date due to extenuating mitigating circumstances;

DoS

Director of Studies;

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;

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;

GBoS

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 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 in or before the 2020/21 academic session will be charged the same rate as Home status students). Exceptions also apply for Irish Nationals with 3 years residency in the UK and Islands and with 3 years residency mixed between UK and Islands and Ireland;

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 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 commissioned 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;

Postgraduate Doctoral Loan

a loan to help with course fees and living costs while you study for a postgraduate doctoral course, such as a PhD, for students who meet the eligibility criteria set by the UK Government;

Postgraduate Loan

a loan to help with course fees and living costs for students who meet the eligibility criteria set by the UK Government;

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)

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

Repeat Year

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

Restart

where a level four student submits a request to repeat during semester one, either on the same or different programme;

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;

Student Awards Agency Scotland (SAAS)

the Student Awards Agency Scotland is an Executive Agency of the Scottish government. It supports eligible Scottish students by paying their tuition fees, as well as offering bursaries and supplementary grants. It also assesses students applying for loans;

Sandwich Placement

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

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 paying their own tuition fee, they are not in receipt of a tuition fee loan 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 in the event that a student is found to have breached Student Disciplinary Regulations;

Student Finance

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

Student Loans Company (SLC)

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 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;

Writing-up Period

When a PhD student has completed the expected period of registration and no longer requires substantial supervision but is yet to complete their final submission (within a fixed period).

Purpose

These Regulations are produced annually for potential applicants, current students and University staff to provide clarity of the University's tuition fee administration for academic year 2021/22.

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 and can all be accessed via the following link edgehill.ac.uk/documents/tuition-fee-regulations/.

Regulations

1 General Principles

- 1.1 The University holds an annual review of all tuition fee charges;
- 1.2 Tuition fees may increase each year in line with inflation, and where permitted, government policy. Additional income from tuition fees is invested in supporting student opportunities particularly on access, student success and progression;
- 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 Plan¹. Full-time fees for the Channel Islands 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, and may be uplifted each academic session to reflect the Retail Prices Index (RPIX);
- 1.5 Following the decision by the UK Government to leave the EU, EU, other EEA and Swiss nationals will no longer be eligible for Home fee status and undergraduate and postgraduate financial support from Student Finance England for courses starting in academic year 2021/22;
- 1.6 EU, other EEA and Swiss national students who commenced study in or before the 2020/21 academic session will be charged the same rate as Home status students and will also be able to access the same financial support for the duration of their programme providing, they continue to meet all relevant requirements;

¹ www.edgehill.ac.uk/documents/access-participation-plan/

- 1.7 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 and Irish Nationals with three years residency in Ireland who may access tuition fee support only;
- 1.8 Fees are published on the University website in advance of the academic year;
- 1.9 Unless advised otherwise, all fees, refunds, credit notes and waivers are calculated in GB pounds sterling;
- 1.10 All taught and research degree provision is covered by the University's Tuition Fee Regulations;
- 1.11 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 Island governments, Student Finance, Health Education England, ELCAS, NHS Business Services Authority or NWAS;
- 1.12 All new and continuing students become liable for tuition fees following full completion of the University enrolment process to enable a 'registered' status. For a more detailed summary of tuition fee liability please refer to the 2021/22 Home Tuition Fee Liability Procedure;
- 1.13 The contractual fee is confirmed to each student at the point of enrolment by means of formal invoice, where there is no external funding provider;
- 1.14 If funding has been secured from the SLC, SAAS, 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 issued for sponsored students i.e. Faculty of Education professional learning students;
- 1.15 Tuition fees will not be reduced for students who enrol or start their course after it has commenced;
- 1.16 Tuition fee charges apply to each registered year of study, unless otherwise indicated;
- 1.17 Home status students pay the published fee rate for the registered academic session;
- 1.18 The University reserves the right to charge for Recognition of Prior

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.

Learning/Recognition of Experiential Learning (RPL/RPEL) 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 against the curriculum;

- 1.19 The University reserves the right to correct administrative errors identified during invoicing and to take action 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 soon as possible;
- 1.20 Students repeating a module, placement or programme of study will be charged at the standard fee rate for the current academic session, except in cases where students have the opportunity to improve upon placement grading, where there will be no fee liability;
- 1.21 Students referred to Study for Honours or with Student Initiated Credit will normally become liable for a tuition fee, calculated upon the standard credit price and the total number of required credits studied. Students should be aware that they may not be funded by Student Finance for this period of study;
- 1.22 Requests by Faculties/Areas for waiver of a student or course tuition fee must be formally submitted to the University's Directorate and a response received prior to any applicant/student communication regarding tuition fee liability;
- 1.23 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);
- 1.24 Failure to pay tuition fees may result in exclusion from the University and referral for external recovery of the debt. For more detailed information please see the University's Student Tuition Fee Debt Policy.

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 history of residence;
- 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 (see 2.5);
- 2.5 Applicants/students who believe their fee status has been wrongly assessed should contact the Admissions Office immediately on 01695 650950 prior to enrolment.

3 Payment of Tuition Fees

- 3.1 Unless otherwise stated, the tuition fee is for the full academic year;
- 3.2 It is the student's responsibility, upon enrolment, change to mode of study or curriculum, to engage with University requirements by checking the fee they are being charged and committing to payment arrangements;
- 3.3 Queries relating to invoicing must be raised immediately by contacting the relevant area as per Appendix 1;
- 3.4 A change to 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 Any payment made towards a tuition fee must be accompanied by information to enable us to identify the student account such as the student's name, ID number and date of birth and where possible, an invoice number;

Student Finance

- 3.6 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 2021/22 Guidance for Payment of Tuition Fees;
- 3.7 Where students have been granted a tuition fee loan from Student Finance, the University will receive the tuition fee directly from the Student Loans Company. Students must apply for their tuition fee loan each year by the deadline set by Student Finance for new and continuing students;
- 3.8 In cases where Student Finance awards funding which does not match the tuition fee, students will be personally liable to pay the difference to the University;
- 3.9 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

- 3.10 Students who have previously studied at HE level, may not be awarded funding for a second course, regardless of how far back this dates. Future entitlement to Student Finance is affected by previous study which 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.
- 3.11 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 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 edgehill.ac.uk/study/fees-and-funding/previous-study/;

Self-funding Students

- 3.12 Students who pay their own tuition fee directly to the University are deemed to be self-funding;
- 3.13 Students are required to confirm their intention to self-fund their studies during online enrolment and in doing so acknowledge liability and commitment to pay;
- 3.14 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 Masters 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;
- 3.15 Fees may be paid by the following methods:
- Debit or credit card
 - Recurring card payment.
- 3.16 Instalment plans are offered subject to the length of each academic year and must be arranged with the Lead Credit Controller within Academic Registry. On-line payment facilities are available, see 2021/22 Guidance for Payment of Tuition Fees;
- 3.17 For undergraduate and postgraduate study tuition fee payment dates 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 arrangements are agreed in accordance with module study dates;

- 3.18 The University operates a strict course of action for collection of tuition fees. Failure to make payment of at least one third of the fee by the date set by the University will result in the University initiating credit control procedures which could lead to a review of registration and possible referral of debt for external collection. See 2021/22 Guidance for Payment of Tuition Fees;
- 3.19 The University expects fees to be paid within 30 days from the date of invoice, unless a regular payment arrangement is agreed. 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;
- 3.20 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, or to refer the debt to the University's contracted debt collection agency³;

Sponsored Students

- 3.21 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 during enrolment, confirmation from their sponsor, on company letterhead, 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, if required
 - Signature and contact details of an authorised person, including email and telephone number;
- 3.22 Students must provide a sponsor letter each academic year;
- 3.23 The University will invoice sponsors directly for the confirmed contribution and expects payment within 30 days of the date raised;
- 3.24 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 See also the University's Student Tuition Fee Debt Policy

- 3.25 Students are responsible for informing the Academic Registry of any change in employment which would negate their sponsorship by emailing TuitionFees@edgehill.ac.uk;

NHS Bursaries

- 3.26 Continuing Home status students on NHS funded programmes must make an application to the NHS Bursary Unit for payment of their tuition fee (and bursary entitlement) each academic year;
- 3.27 Where postgraduate students qualify for a 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. Students must put their request in writing to the University's Finance Office. Refunds will be paid net of any scholarship or bursary overpayment, to the originating account or bank card.

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 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;
- 7.2 Edge Hill graduates undertaking postgraduate study may qualify for tuition fee remission subject to meeting eligibility criteria, see 2021/22 Alumni Fee Remission Procedure;
- 7.3 Where relevant, some postgraduate provision in Faculty of Health, Social Care and Medicine attracts undergraduate student support funding. For further information students should search for their course via the Edgehill website and view the funding information tab specific to their programme. Alternatively, students can seek advice directly from Student Finance.

8 Research Students

- 8.1 Postgraduate research students (PGRs) include PhD, Professional Doctorate and MRes students who are liable for fees as stated in the Research Degree Fee Policy;
- 8.2 Graduate Teaching Assistants and externally funded studentships may be awarded a tuition fee waiver where criteria is met and notification is submitted to Academic Registry and approved by Directorate;
- 8.3 MRes students pay an annual fixed fee for the duration of the course, charged according to their full-time or part-time registration;

9 Sandwich Year

- 9.1 Although UK universities are entitled to charge fees for sandwich years, Edge Hill University is waiving this student liability. The tuition fee cost for undertaking a sandwich year will be met through the 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 edgehill.ac.uk/international/study-abroad-and-erasmus/study-abroad-ehu-students.

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 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 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 edgehill.ac.uk/study/fees-and-funding/tuition-fees;
- 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 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 do, however, reserve the right to 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 expected to check their University email address regularly;
- 13.3 Students are responsible for ensuring the University has an accurate record of contact details, this includes telephone/mobile number, personal email address and postal address;
- 13.4 Any changes to contact details can be made on the 'Students Homepage' edgehill.ac.uk/services/student-record. Please refer to the Student Terms and Conditions for details on the University's Communication Policy at

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

edgehill.ac.uk/documents/student-communication-plan or for further information visit edgehill.ac.uk/guides/how-we-will-communicate-with-you;

- 13.5 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 or by phone on 01695 657274;
- 13.6 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 before any adjustment will be made to tuition fee liability;
- 14.3 University and Students' Union staff at Collaborative, Academic Partner institutions, who undertake study for personal development, may be considered for partial fee remission under the conditions set out in the 2021/22 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 Students will be charged in line with the 2021/22 Home Tuition Fee Liability Procedure edgehill.ac.uk/documents/home-tuition-fee-liability-procedure/ according to their last recorded date of attendance/engagement, as confirmed within the Withdrawal Procedures 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 2021/22 Home Tuition Fee Liability Procedure 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 will incur tuition fee liability for the current academic session and may incur liability for the next academic session, according to their period of registration (see 2021/22 Home Tuition Fee Liability Procedure);
- 16.2 Upon return, 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).

17 Restart

- 17.1 Students who are granted the opportunity to restart will incur tuition fee liability for the current academic session in line with their period of registration (see 2021/22 Home Tuition Fee Liability Procedure) and will be charged the full fee for the next academic year at the published rate (which may include an increase from the year in which study commenced).

18 Repeat Year

- 18.1 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 2021/22 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).

19 Transferring Study

Transferring within Edge Hill University

- 19.1 For course transfers mid-year, where both courses hold the same tuition fee, there should be no additional fee liability;
- 19.2 Students who transfer between courses 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;
- 19.3 Students that are planning a transfer that 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;

Transferring into Edge Hill University

- 19.4 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;

- 19.5 Research degree students transferring into the University will be charged at the standard fee rate, according to their mode of study, for that academic session

Transferring from Edge Hill University to another institution

- 19.6 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 2021/22 Home Tuition Fee Liability Procedure.

20 Outstanding Tuition Fees

- 20.1 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 International Administration will review registration if no arrangement is in place for repayment of such monies. This may lead to withdrawal from programme;
- 20.2 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 will become a debtor to the University;
- 20.3 Continuing professional learning students undertaking modular based study will not be permitted to register onto further modules where a debt has been referred and remains unpaid;
- 20.4 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;
- 20.5 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. The formal certificate will be withheld until full payment 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;
- 20.6 Students with outstanding debt and no repayment arrangement in place will be referred to an external debt collection agency appointed by the University;
- 20.7 The University reserves the right to commence court proceedings, where appropriate, to effect recovery of the debt.

21 Financial Support

- 21.1 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/;
- 21.2 In addition to a range of government help available, eligible students experiencing financial difficulties may be able to access help from the University's Student Support Fund. For further details please contact the Money Advice Team in Student Services or view edgehill.ac.uk/studentervices/moneyadvice/. The Team can also offer personal advice and guidance on financial matters including budgeting.

22 Queries

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

23 Complaints

- 23.1 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 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

edgehill.ac.uk/documents/access-participation-plan/

2021/22 Discretionary Staff Fee Remission Scheme

edgehill.ac.uk/documents/discretionary-staff-fee-remission-scheme/

2021/22 Guidance for Payment of Tuition Fees

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

2021/22 Home Withdrawal and Interruption of Studies Tuition Fee Liability Procedure

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

International Student Fee Policy

edgehill.ac.uk/documents/international-student-fee-policy/

2021/22 Postgraduate Taught and Research: Alumni Fee Remission Scheme

edgehill.ac.uk/documents/postgraduate-taught-and-research-alumni-fee-remission-scheme/

Student Tuition Fee Debt Policy

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

Student Terms and Conditions

edgehill.ac.uk/guides/student-terms-and-conditions/

Withdrawal Procedures

edgehill.ac.uk/documents/collection/academic-regulations/

2021/22 Research Degree and Writing-up and Assessment Fees

edgehill.ac.uk/documents/research-degree-writing-up-and-assessment-fees/

Annexes

Appendix 1

Contacts

Academic Registry

Fees, Scholarships and Bursaries Team

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Graduate School

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International Administration

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Endmatter

Title	2021/22 Tuition Fee Regulations
Policy Owner	Assistant Registrar - Fees, Scholarships & Bursaries
Approved by	Pro Vice-Chancellor University Secretary - Lynda Brady
Date of Approval	15 February 2021
Date for Review	