

Course Fees Policy
For New and Continuing Students
2022/23

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IMPORTANT INFORMATION

New students should be aware that if you do not cancel your contract with the University within 14 calendar days of online enrolment or 14 days after the published start of the course as outlined in paragraph 3 below, then you will be deemed to have read and accepted the Conditions of Enrolment and will be in a contract with the University and you will be liable to pay the University full tuition fees for your course for the current academic year.

Introduction

1. This policy applies to students on all University courses (taught and research) except those collaborative provision courses where it is agreed that the collaborative partner will collect the course fees.
2. Course fees are reviewed annually by the University and published in advance of the course start date. The fees for a student's course of study will be set for the normal duration of that course subject only to inflationary increases – measured by the Consumer Price Index (CPI) recorded in March each year to take effect for subsequent start dates. Undergraduate fees are subject to a maximum regulated fee set by the government - currently £9,250 for 2022/23. The University is able to charge

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communicates their withdrawal to the University they may be entitled to a refund of fees paid in accordance with the refund terms outlined in paragraphs 36-41.

Students continuing, transferring or resuming study

There is no right to cancel within 14 days for continuing students re-enrolling for subsequent years of study, for students transferring to a new course or for students resuming studies after a period of suspension. If having re-enrolled online, you fail to notify the University of your intention not to continue your studies by the first day of the semester you are due to re-start your studies then you will remain liable for the full course fees.

IMPORTANT NOTICE: Where a student elects to pay fees via a

circumstances, the University reserves the right to request a deposit equal to the full fees for the first year of study. Applicants will be advised of the level of deposit they must pay by the International Admissions Team.

- b. Overseas (international and EU/EEA) students studying for a postgraduate research degree at the University of Bolton must provide a deposit equal to the full fees for the first year of study.

Deposit Refunds:

1. Should an applicant withdraw his/her application in writing prior to a Confirmation of Acceptance to Study (CAS) being issued then his/her full deposit will be refundable. The International Admissions Team will provide advice and guidance on the Refund Process to applicants.
2. Once a CAS has been issued and in the case of a visa refraTT1 1 T on of AcraT8nii Asa bntererTd

14. Full-time and part-time UK and Continuing EU undergraduate and PGCE/CertEd students. It is the responsibility of the student to apply to SFE for financial

The University may only reimburse any monies paid in accordance with this policy using the same means of payment and to the same person or organisation as per for the initial transaction.

Non Payment of ~~Course~~ ~~U.S.~~ ~~MC~~ Q BT /P4<</MCID 0.002 Tw 10.02 -0 0 128111.3 -1.15 Td ()Tj LBody Q BT /P7agina

29. Whilst the University will inform SFE (via the Student Loan Company) or other sponsor of students' withdrawal,

For courses starting in Semester One (September/October) 202 2

Period		
1	Autumn	1 September 2022 – 02 January 2023 Refund/reduction of 75% of full year's course fees
2	Winter	03 January 2023 – 16 April 2023 Refund/reduction of 50% of full year's course fees
3	Summer	17 April 2023– 31 August 2023 No refund/reduction applicable

For courses starting in Semester Two (January/February) 20 23

Period		
1	Winter	03January 2023 – 16 April 2023 Refund/reduction of 75% of full year's course fees
2	Summer	

If a student withdraws or suspends within Semester One then they may be entitled to 50% refund/reduction of course fees for the full year.
If a student withdraws or suspends in Semester Two there is no refund/reduction available.

37. For students studying on courses with non-standard entry dates calculations will be applied as above with the necessary revised dates.
38. Distance learning students who have received access to study materials will be liable to pay their course fees in full.
39. The University will not refund the following charges where payments have been made to third parties on behalf of students:
 - Registration fees;
 - External examination fees;
 - Residential study;
 - Field trips.

Course Fee Transfer

40. Students who transfer to another institution during the academic year will be liable to pay course fees to the University of Bolton in accordance with this policy. The University will not transfer all or part of any course fees to another institution under any circumstances.



ENROLMENT CANCELLATION FORM
(Request to cancel within 14 days)

To : Student Data Manager
Student Data Management
The University of Bolton
Deane Road
Bolton
BL3 5AB

email: sdm@bolton.ac.uk

Students starting a NEW course of study only are entitled to cancel their enrolment within a period of 14 calendar days from online enrolment or within 14 days of the published start date of the course.

I hereby confirm that I am a new student and I give notice to cancel my enrolment.

Name: Student Number:.....

Course/Programme:.....

Address:
.....
.....
.....

Tel:

Email:

Signature:.....

Date:

APPENDIX 4

Form R7

(This form should be typewritten and completed by the Director of Studies)

Notification of Withdrawal of Registration

Submitted by
Position

1. The Candidate

Name:

Title of research programme:

2. Registration

Registered for: *MPhil
 *MPhil/PhD with effect from:
 *PhD

Mode of study

3. Reasons for Withdrawal of Registration

- (a) Academically unsatisfactory
- (b) Transferred to another institution
- (c) Medical problems
- (d) Financial reasons
- (e) Change of employment
- (f) Domestic difficulties
- (g) Pressure of other commitments
- (h) Other (

Signature of Candidate _____ Date

Signature of Director of Studies _____ Date

Name

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