



Course Fees Policy
For New and Continuing Students
2018/19

Contents:

Introduction	2
Non-EU (International) Students	3
Liability for Payment of Course Fees	4
Methods of Payment of Course Fees	5
Non Payment of Course Fees	5
Withdrawal from a Course of Study	6
Temporary Suspension	7
Refund Arrangements Following Withdrawal/Suspension of Studies	7
Course Fee Transfer	9
APPENDIX 1	10
APPENDIX 2	11
APPENDIX 3	14
APPENDIX 4	15
APPENDIX 5	16

IMPORTANT INFORMATION

New students should be aware that if you do not cancel your contract with the University within 14 days of online enrolment as outlined in paragraph 5 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 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 2018/19/
3. Cooling-Off Period

New Students

At enrolment, a student is liable to pay tuition fees and the University agrees to provide educational services. New students are entitled to cancel this contract, without reason, any time up to 14 days after first enrolling on their course of study. To exercise this right to cancel a student must inform the Student Data Management Department by completing and submitting the Enrolment Cancellation Form (Cooling Off Request to Cancel) (Appendix 1) within 14 days from the date of his/her online enrolment or the date they first attended classes, whichever is soonest. If a new student cancels within 14 days of online enrolment in accordance with the above, the University will refund any monies paid by the student or his/her sponsor at enrolment. The University will make the refund using the same means of payment as used for the initial transaction and the money will be sent to the same person or organisation who made the initial payment to the University. Please also see paragraph 10 which refers to tuition fee deposit refunds for international students.

In the event that a student does not ca Requeatgfl

University do not fully cover the student s full fee liability the student will be required to pay the balance.

There is no right to cancel within 14 days of 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.

4. Fees charged may comprise the following elements:

Course fees (including research supervision and writing-up fees)	for a year/ semester/ term and/ or for a module/ unit
Registration fees	for registration for an award
Examination fees	for external examinations
Other costs	for residential or field trips, visits, course materials, exemptions (APCL and APEL) and bench fees
Reassessment fees	where applicable
Other charges	For administrative services e.g. replacement ID card (see Appendix 3 for a full list)

Non-EU (International) Students

5. The University is entitled to charge higher course fees to international students (under the Education (Fees and Awards) (England) Regulations 2007 as amended).
6. The course fee charged will depend on whether the student is considered to be a UK/EU or Non EU overseas (international) student. The assessment of the status of

Deposit Refunds:

1. Should a student withdraw his/her ~~app~~ in writing prior to a Confirmation

may be subject to any of the following actions by the University pending the type of debt incurred:

- x Withdrawal (in whole or part) of library lending facilities;
- x Removal of access to the University's computer network;
- x Non arrangement of a viva (for research students);
- x The withholding of official letters from the University to third parties, e.g. Academic references, Council Tax Exemption Certificates;
- x Withdrawal of sponsorship of an international student under UKVI regulations;
- x Withholding final results transcripts and award certificates;
- x Ineligibility for the student and/or the student's parents to attend the University's Degree Congregations;
- x Withdrawal from their course.

withdrawn its sponsorship of the student. Sponsored Tier 4 students are required to return immediately to their home country.

32. The University will not consider any request for a refund or reduction of tuition fees from withdrawing non-EU (international) students.

Temporary Suspension

33. In exceptional circumstances students may wish to temporarily interrupt their studies; this is referred to as a suspension of studies. Students do not have the right to suspend their studies; suspension of studies must be approved by the student's University department and/or by any other internal or external body as dictated by the relevant procedures. Students must, however, complete their course within a period of twice the normal duration of the course including any time suspended from studies. E.g. for a three year course, the course must be completed within six years including any time suspended from studies. Students who return to their course of study will be required to agree to the Conditions of Enrolment for the year in which they return which will be an update to their continuing contract with the University.
34. If University sponsored non-EU overseas (international) students suspend their studies, the University is required to inform UKVI and it is expected that students will return to their home country during the period of suspension. UKVI will confirm this in writing and include the date by which the student must leave the UK. The University will not consider any request for a refund or reduction of course fees by suspended non-EU overseas (international) students.
35. UK/EU students who suspend their studies during the academic year will be liable to pay the full course fees for that current year, but any such student may be entitled to a refund or reduction of fees in accordance with the terms outlined in paragraphs 37-42.

Refund Arrangements Following Withdrawal or Suspension of Studies

36. Students who withdraw or suspend their studies part way through the academic year may be entitled to a part refund of the tuition fees paid. There are different refund arrangements dependent on the course and level of study.

a) UK/EU Undergraduate students

Refunds/reductions for course fees are calculated in line with the Student Loan Company liability periods as set out below:

For courses starting in Semester One (September/October) 2018

Period

1 Autumn

810i7.4427 0 5.02 .4810in.f.4306 -1.15242 736.98.0028 September 2018 06 January 20191427 0 (a)1.7epte g57().6()-6.436.op

1	Winter	07 January 2019	28 April 2019	Refund/reduction of 75% of full year s course fees
2	Summer	29 April 2019	31 August 2019	Refund/reduction of 50% of full year s course fees
3	Autumn	01 September 2019 - 06 January 2020		No refund/reduction applicable

IMPORTANT NOTICE: Where a student elects to pay fees via a Tuition Fee Loan and then withdraws or suspends studies, if the payments received by the University do not fully cover the student s full fee liability the student will be required to pay the balance.

b) Full and Part-Time UK/EU Postgraduate Taught students

- i) Full time If a student withdraws or suspends within Semester One they may be entitled to a 50% refund/reduction of the course fees for the full year. If a student withdraws or suspends in Semester Two there is no refund or reduction available.
- ii) Part time Students are charged for all modules recorded in the semester in which they withdraw or suspend.

- x Registration fees;
- x External examination fees;
- x Residential study;
- x Field trips.

Course Fee Transfer

41. 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 course fees to another institution under any circumstances.

APPENDIX 2

APPLICATION FOR RETURNING A DEPOSIT FOR AN INTERNATIONAL STUDENT

Please note the conditions of our course fees policy as stated below

8. Deposit: Non-EU Overseas (international) students studying for an undergraduate or postgraduate taught course must provide a deposit of £4,500 (or the full course fee if less than £4,500) prior to the University issuing the unconditional offer. In some

A: Student details

Student Number:

1: Name: .

2: Correspondence Address (NOT a Post Office Number):

3. Programme of study:

4: Passport Number: .

5: Date of Birth: .

B: Concerning the person who originally paid the deposit:

1.Name:
(include name if the deposit was paid by the student concerned)

2: Correspondence Address (NOT a Post Office Number):
(ignore if the deposit was paid by the student concerned)

Please note that the most effective method of re-payment is by electronic bank transfer, sometimes referred to as a wire transfer. Please provide the following information so that the funds can be transferred correctly and within a reasonable time scale:

Due to money laundering laws the money cannot be returned to any bank other than the one the money was originally transferred from.

3: Full name and address of the bank the money was transferred from:

4: The bank account number:

5: The Swift code of the bank:

6: The IBAN number of the bank account:

7. A contact telephone number:

(ie of the person who had paid the deposit)

Please ensure that the correspondence address provided is the same as that held by the bank for the bank account concerned.

Signed:.....

Date:.....
.....

For Office Use Only:

Signed:.....

APPENDIX 3

Other charges made to students

Charges for 2018/19

Student Services and Student Data Management have a range of charges which it may apply for the services it provides to students who do not meet deadlines, attend scheduled enrolment sessions, lose ID cards or official documentation, request additional copies and certified copies of documents. These charges should be paid in advance and are listed in the table below:-

Replacement ID Card (original free)	£10*
Late enrolment fee (after 31 October for September starters And 31 March for January/February starters)	£50
Duplicate copy of University Award Certificate (original provided free)	£35
Duplicate copy of Edexcel Award Certificate	£35
Certified copies of original documents (charge per original)	£5 each*
To Whom it May Concern (TWIMC) letter to confirm status (three TWIMC letters + one bank letter free additional copies will be charged per copy see notes on TWIMC application form)	£5 each*

*In order to obtain a replacement ID card, replacement Council Tax Exemption Certificate, certified copies or additional copies of letters, you should make your payment direct to Financial Services in Chancellor s Mall, where you will be provided with a receipt. You should then take your receipt to the Student Services (in the Student Centre) to obtain your replacement card.

Notification of Withdrawal Form

This form should be used by students and academic departments to notify withdrawal from a course.

For confirmation of the process please [click](#)

Student No	Student Name
Course Code	Course Name
Academic Year	

Accept Regs date	
Cooling Off Date	
Status	
Last Date of Attendance	
End Date	
Form Printed	

Code	Reason for withdrawal

Other reason - please specify.....

Withdrawal is to be notified to Academic Support Services within 5 working days of becoming known.

	Signature	Date
Student		
Personal Tutor		
AGC (Retention)		
Administrator		

The student must make any request for a refund/reduction of fees in writing to Student Data Management.

Please refer to the University Course Fees policies www.bolton.ac.uk/students under Policies and Procedures.

This form should be returned to Academic Support Services, S1 - Academic Office.

For file use only: Date received: _____ SWD: _____ Load: _____

**delete as appropriate*

For Administrative Purposes:	
Policy Title: Course Fees Policy 2018/19	
Policy Ref	
Version Number	V3
Version Date	July 2018
Name of Developer/Reviewer	Dire