

University Campus St Albans (UCSA)

Tuition Fees Payments Policy 2015/16

Contents

1. Introduction.....	2
2. Payment of Tuition Fees.....	2
2.1 Student Loan.....	2
2.2 Self-Funded	2
2.3 Employer sponsored.....	2
3. How to pay?.....	3
4. Fee discounts for alumni and staff.....	3
5. Hardship - Tuition Fee Scholarship	3
6. Withdrawal and refunds.....	4

1. Introduction

The purpose of this document is to outline the different ways a student can pay for their course as well as the liability for the tuition fees if he/she withdraws from the planned programme of studies.

All fees quoted by UCSA were correct at the time of publication and are reviewed on an annual basis.

2. Payment of Tuition Fees

There are three options:

2.1 Student Loan

To apply for a student loan to pay all or part of your tuition fees, please apply to <https://www.gov.uk/student-finance> . If eligible, the tuition fee will be paid directly by the Student Loans Company. A student must bring a copy of their student finance application to enrolment. A student will not be permitted to enrol without proof of application. A student will be allowed up to 14 days after enrolment to provide their student loan application number. If for any reason a student is not successful in their student loan application they become liable for their tuition fees or they will not be able to continue their course. Part time students with UCSA can apply for a maximum of **£4,500 per year** to cover the cost of their tuition fees. If the tuition fee is higher, the student will be responsible for paying the difference. Students are only allowed funding for one repeat year of study. It is the responsibility of the student to inform UCSA and Student Finance England of any change in circumstances that may impact on their funding.

2.2 Self-Funded

If the student is paying all or a portion of the tuition fees there are two ways to pay:

- 100% of the tuition fees at enrolment onto your course
- By four equal instalments : 25% of the tuition fees payable upon enrolment and a further three payments by direct debit at two monthly intervals.

2.3 Employer sponsored

If the **employer** is paying the tuition fees, the student will need to provide evidence of this in writing at or before registration. The student must ask the employer to complete the sponsorship form. If the student leaves this employment during the academic year the employer needs to arrange any repayment of the fees with the student, as UCSA does not adjust the fees payable in this case. Following receipt of this form an invoice will be sent to the sponsor in respect of the fees for the full year. Invoices are due for payment normally in full within 21 days.

3. How to pay?

If you are self-funded, you can either pay your first instalment by cheque or credit card and then you must complete a direct debit authority to enable UCSA to collect the next three instalments. Instalments can be collected on either the 1st or 15th of each month.

4. Fee discounts for alumni and staff

There is a discount for alumni from either Oaklands College or the University of Hertfordshire if they have successfully completed an award bearing programme in the last 5 years that lasted at least one academic year. The discount of 25% applies only to degrees lasting 4 years.

Staff currently employed by either Oaklands College or the University of Hertfordshire, with at least one year's continuous service, are also eligible to a discount of 25% on any course offered by UCSA.

5. Hardship - Tuition Fee Scholarship

Who does this apply to?

This applies to all students who are enrolled on specific programmes where the annual tuition fee is higher than the maximum amount that can be secured through a tuition fee loan (i.e. £4,500 is the maximum tuition fee loan available for part time courses delivered by University Campus St Albans). The difference between the total tuition fee and the maximum amount that can be secured by a tuition fee loan is the 'top up' fee paid directly by the student. In 2015/16 this is £1000.

How much is the Tuition Fee Scholarship worth?

The value is £500 for one academic year. It will take the form of a reduction in the overall 'top up' fee by £500 per year. Therefore you will need to make payment of the remaining £500 from your own finances.

What are the criteria?

The scholarship can only be made in exceptional circumstances on the basis of hardship. This is a discretionary award and each application is looked at individually and assessed on its own merits. As a guide typically the household income will be below £21,000 although individual circumstances vary and therefore each application will be treated on a case by case basis.

How to apply?

You should arrange an individual confidential discussion with Stephen Fox, the Director of University Campus St Albans. You will also be asked to complete an

application from with a written summary of your household income and the particular reasons for applying.

6. Withdrawal and refunds

Students must formally notify withdrawal by using the standard UH withdrawal form and sending this to the relevant course leader. The form is available from the UCSA administrator and the relevant course leader. The student may claim a fee refund, if they have paid a fee greater than the revised fee applicable on the withdrawal date. UCSA may, at its discretion, refuse a fee refund if the student uses any other method of notifying withdrawal. To claim a fee refund the student must contact UCSA producing the appropriate receipt for fees paid and complete the necessary refund request form. This refund request form is available from the UCSA administrator.

The UCSA policy on fee liability applies to all students regardless of the source of funding for the tuition fee.

If you need to apply for a refund, please check the information below to determine whether you are eligible for a refund and if so, how much you are entitled to.

For courses commencing September 2015 the following withdrawal dates apply to your fee liability:

Withdrawal Date	Fee Liability
On or before 11th October 2015	Nil
Between 12 October 2015 and 3 January 2016	25% of annual tuition fee
Between 4 January 2016 and 10 April 2016	50% of annual tuition fee
On or after 11 April 2016	100% of annual tuition fee

For courses commencing January 2016 the following withdrawal dates apply to your fee liability:

Withdrawal Date	Fee Liability
From 18th January to 31st January 2016	Nil
Between 1st February and 22nd April 2016	25% of annual tuition fee
Between 23rd April and 27th May 2016	50% of annual tuition fee
On or after 28th May 2016	100% of annual tuition fee