



University Campus St Albans Ltd

Fees and Finance Policy

For entry in the 2018/19

academic year

(Academic Year – 1st August 2018 to 31st July 2019)

University Campus St Albans (UCSA)

Fees and Finance Policy 2018/19

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1. Introduction

The purpose of this document is to outline details of our tuition fee policy for all students studying in the 2018/19 academic year.

Studying for a degree is a big decision and a great investment in your future. It is also a big financial investment, so it is important to be aware of the cost of tuition and other essential rules such as when fees must be paid, or when you might be entitled to a refund.

All students are personally liable for the payment of their fees relating to their studies and if payment is to be made by a third party, i.e. Student Finance England, employer or other sponsor, or by a parent or guardian, then it is the responsibility of the student to ensure this is arranged before any payments are due.

University Campus St Albans (UCSA) can provide advice and support if things go wrong or if students get into financial difficulties; our contact details and other useful information can be found at the end of this document.

The Hertfordshire Students' Union also provides impartial advice and support to our students regarding financial matters.

All fees are reviewed on an annual basis.

2. Other tuition related costs

UCSA tries to keep any additional costs to a minimum. However some courses may attract additional costs for activities such as field trips. Students are advised about any additional costs in the offer letter.

3. Withdrawing from the course and Fee liability dates

Students will be liable for their tuition fees for the entire year of study unless they formally notify the University that they wish to withdraw, defer or apply for a suspension of their studies.

Withdrawing from a course is a big decision and students are advised to seek as much advice as possible before taking this step, further details can be found at <https://ask.herts.ac.uk/withdrawing-from-university>

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.

Where fees have been paid by a sponsor, e.g. employer, the University will charge the sponsor a fee for the year based on the fee liability dates.

If a student requests to suspend their studies and then subsequently resumes their studies, the fee liability would also be in line with the liability dates below. For example, if a student commences study in 2018/19, “rests” after the 1st liability date, they will pay 25% of their 2018/19 fee. If they recommence in the academic year 2019/20 and study the full year then they will be liable for 100% of the 2019/20 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.

Students become liable for each year’s tuition fees in three **incremental** stages during the course of their year of study. The dates are dependent on the Semester they begin their studies and are outlined below.

Student starting in Semester A	
Liability Date	Amount Due
Until 27 th September 2018	No fee liability
27 th September 2018	25% of tuition fees
2 nd January 2019	50% of tuition fees
12 th April 2019	100% of tuition fees
Student starting in Semester B	
Liability Date	Amount Due
Until 25 th January 2019	No fee liability
25 th January 2019	25% of tuition fees
12 th April 2019	50% of tuition fees
17 th May 2019	100% of tuition fees
Student starting in Semester C	

Liability Date	Amount Due
Until 31 st May 2019	No fee liability
31 st May 2019	25% of tuition fees
4 th October 2019	50% of tuition fees
3 rd January 2020	100% of tuition fees

4. Payment of Tuition Fees

There are three options:

4.1 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.

4.2 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 quarterly intervals

4.3 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.

5. How to pay?

If you are self-funded, you can either pay in full by Credit card or BACS. If paying by instalments then you must make an initial payment of 25% and then complete a direct debit authority to enable UCSA to collect these. Instalments can be collected on either the 1st or 15th of each month.

6. Hardship - Tuition Fee Scholarship

6.1 Who does this apply to?

This applies to all students who are enrolled on UCSA programme.

6.2 How much is the Tuition Fee Scholarship worth?

The value is £500 for one academic year. This will be deducted from your overall tuition fee.

6.3 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.

6.4 How to apply?

You should arrange an individual confidential discussion with Stephen Fox, the Director of UCSA. You will also be asked to complete an application form with a written summary of your household income and the particular reasons for applying.

7. Sanctions for non-payment of tuition fees

The University provides, on behalf of UCSA, information, advice and support to students who find themselves in financial difficulty or have had their funding delayed. Further details can be found at <https://ask.herts.ac.uk/withdrawing-from-university#search?q=hardship>.

Independent advice can also be found from the Hertfordshire Students' Union.

The University encourages any student unable to pay their tuition fees to contact the UCSA administrator to discuss a payment plan or alternative sources of funding.

However, if a student has not paid the applicable instalment of their tuition fees within 28 days of the liability date, or has not made alternative arrangements which are acceptable to UCSA, we may (without affecting any other right or remedy available to it) do one or more of the following:-

- i. withdraw the facilities of StudyNet
- ii. bar the student from returning in the following year
- iii. bar the student from attending his/her graduation ceremony

- iv. refuse to confer a University award

UCSA may also take more formal steps (through the University) to recover any unpaid tuition fees, such as engaging a debt collection agency and/or commencing legal proceedings. If it does so, the University reserves the right to require the student to pay in addition any costs and expenses (including legal costs) reasonably incurred by the University in recovering the unpaid sums. UCSA also reserves the right to charge the student interest on the unpaid sums on a daily basis at an annual interest rate of 2% above the base lending rate.

The University will withhold examination results from students in debt, but may issue such results in non-standard format to enable students to undertake any referred/deferred assessment. The University will not normally bar the student from attending resit examinations, provided that arrangements have been made with the student to pay the fee or other debt.

Any sanctions will be lifted as soon as the student's debt has been cleared in full.

Students who have withdrawn or applied to suspend their studies will still be contacted to pay any outstanding debt. Students will not be entitled to resume their studies or apply to study a new course until all outstanding debt has been cleared in full.