



STUDENT FEES POLICY

**Applicable to Fees due for the
2013-2014 Academic Year**

1. INTRODUCTION

- 1.1 Bournemouth University is committed to a fair and transparent policy in respect of charges made to students of Bournemouth University (whether they study at Bournemouth University or a partner college)
- 1.2 The University believes it is in the interests of the student, and where applicable the student's sponsor(s) (an organisation or employer who is funding the student) and the University that the students receive prompt notification of any fees or charges due to the University, along with the arrangements for payment. Students and/or their sponsors are responsible for prompt payment.
- 1.3 Students retain ultimate responsibility for the payment of their fees, even where they have a sponsorship agreement. The only exception is for students on programmes which have been directly commissioned by a third party (e.g. some nursing programmes).
- 1.4 Defaults on payment are treated seriously and may lead to sanctions being taken against the student, which are described in Section 9 below.
- 1.5 Information about programme fees and additional charges (such as field trips, cost of materials etc) is issued to students with their offer letter. Information for all programmes is also available on request. Information about library and accommodation charges is available from the respective service and on the University website.
- 1.6 The University reviews its fees and its fees policy annually. Tuition fees are liable to change year on year but are set at least one year in advance and are available on the University website.
- 1.7 The upper limit an institution may charge undergraduate [full-time] UK and EU students for their tuition fee are currently set by the Government whilst fees for undergraduate [full-time] Channel Island and Isle of Man students are annually negotiated and set by Universities UK with the Islands Authorities. All other fees are set by the University. [
- 1.8 UK/EU students undertaking [undergraduate study lasting one or more academic year, may defer payment of tuition fees by taking a tuition fee loan from the Student Loan Company in accordance with published guidelines. Students may also choose to make a full or partial contribution to their fees at the time of registration. Where appropriate students may be required to submit their Financial Assessment Form, confirming loan details to the University.
- 1.9 Students not eligible to, or not electing to, defer payment by taking tuition fee loans are normally required to pay their fees in full prior to enrolment. See Section 2 for information about paying by instalments where available.
- 1.10 Fees can be paid by, credit card, debit card, bank transfer, cheque, cash or sterling banker's draft. Instalment payments can be made by credit card or debit card only. Fees may be paid online, by post, by telephone or in person. Cheques should be made payable to 'Bournemouth University' and should clearly state on the reverse the student's name, reference number and programme of study.

2. PAYMENT BY INSTALMENT

- 2.1 Students undertaking a programme of study lasting one or more academic year and paying online by debit/credit card may elect to pay their fees in three instalments. If opting to pay in instalments 34% of the fee (after any deposits or discounts have been applied) should be paid on or before enrolment. 33% will be due no later than three calendar months from the first payment and the remaining 33% will be due no later than six calendar months from the first payment. If students are unable to pay online by credit/debit card, this instalment facility is not normally offered.
- 2.2 On an exceptional basis, the University may approve an offline variable payment method and/or extended payment plan with the student. This option is not available to non EU students on a tier four visa as would breach the visa requirements as stipulated the UK Border Agency
- 2.3 Students should ensure that sufficient funds are available *before* instructing the University to process the payment/s. Where a student defaults on an instalment the University will apply an administration charge of £20. The University will apply a further £20 administration charge for each subsequent due date while the instalment remains unpaid. See also Section 9: Non-Payment of Fees.

3. DEPOSITS FOR POSTGRADUATE APPLICANTS

- 3.1 Non-EU taught and research postgraduate applicants are required to pay a deposit as follows:-
- Non-EU Student £2,000.00.
- 3.2 This deposit will be non-refundable except in the following circumstances:
- An applicant fails to meet their academic or English language conditions of offer; and/or
 - An applicant is refused a visa to enter the UK **provided that** the reason for refusal is not due to a fraudulent application.
- 3.3 The deposit must be paid by the date stated in the offer letter.
- 3.4 The balance of the fee will become due on registration/enrolment (see Section 2 for information about paying in instalments)

4. PAYMENTS BY DEBIT OR CREDIT CARD

- 4.1 The University will not levy a transaction charge for payment of fees by debit or credit card. Students should ensure that sufficient funds are available *before* instructing the University to process the payment/s. Failure to ensure funds being available may result in a charge of £50.00 being levied by the University

5. FEE FOR APPLICANTS WITH REFUGEE STATUS

- 5.1 Students with refugee status will normally be charged the fee level appropriate to their country of origin until such time as the formal right to domicile in the UK is granted by the Home Secretary. Where a change of fee status occurs part-way through the academic year, the revised fee will be applied as from the following academic year. Students will not be entitled to a fee refund where their refugee status changes partway through the academic year.

6. SCHOLARSHIPS AND DISCOUNTS

- 6.1 Full details of all Bursaries, Scholarships, Loans and Grants are provided on our Fees & Funding webpages at: <http://www.bournemouth.ac.uk/futurestudents/funding/>
- 6.2 A 5% early payment discount is available to students (other than UK/EU, Channel Island or Isle of Man Undergraduates) who pay the full fee due to the University within 7 days of enrolment. This 5% discount is not available to sponsors.
- 6.3 A 20% 'loyalty' discount for Bournemouth University graduates (first degree or above) on the published fee for the first year of any further programme(s) at full time mode of study and for the first and subsequent years at part time mode of study . Please note: Repeat Units and Foundation Degrees are excluded from the 'loyalty' discount scheme as they are not a first degree. Programmes which complete over a 15 months period will only receive one award of discount.
- 6.4 A 25% discount is available to students who are members of staff employed directly by the University (or its Associate Partner Colleges) on a permanent part or full time basis. A letter of validation (confirming employment status) will be required from the appropriate Human Resource Department. Where a programmes last more than one academic year, 25% discount is applicable subject to student still being employed by the University (or its South West Regional Partners)
- 6.5 A student may be eligible for one or more of the above discounts in any one academic year; however the maximum discount available to a student in any one academic year will not exceed 25% (or 30% if that student is also a member of staff).

7. WITHDRAWAL AND SUSPENSION OF STUDIES

- 7.1 Students wishing to withdraw from or suspend their studies before completion must inform the University in writing (unless they have been withdrawn or suspended by the University). Only once this written notification has been received will the withdrawal or suspension be processed and University records amended. The official withdrawal or suspension date will be recorded as the date on which the written notification was received from the student (or the date on which the University reached its decision to withdraw or suspend the student).
- 7.2 Where a student has withdrawn from or suspended their studies part way through the academic year in accordance with Section 7.1 above, the University will adjust the student's liability for tuition fees on the University records for that student.
- 7.3 For students who have taken a tuition fee loan from the Student Loans Company, the University will notify the Student Loans Company of the adjustment of the student's liability for tuition fees as a result of their withdrawal or suspension.
- 7.4 For all other students, it is the responsibility of the student or their sponsor to initiate any request for a refund of tuition fees in respect of their withdrawal or suspension. **Please note that any request for a refund will be calculated in accordance with the table in Section 7.6 below and from the official withdrawal (or suspension) date.** Where the student suspends from their programme but returns the following academic year, the University will waive the fee charged for the suspended (previous) year's study
- 7.5 Any request for a refund must be submitted via completion of a 'refund claim' form and within 60 days of the official withdrawal date. Any claims received by the University after 60 days will be invalid.

7.6 The refund due to students undertaking study [lasting for one or more academic years shall be calculated in accordance with the following table:

Start	Academic Year	Withdrawal Dates	Liability*	Refund
Autumn (Sep-Dec)	2013/14	From day 1 of start date until 5th January 2014	25%	75%
		6th January until 4th May 2014	50%	50%
		5 th May until 11th July 2014	100%	0%
Winter (Jan-Apr)	2013/14	From day 1 of start date until 4 th May 2014	25%	75%
		5 th May until 11th July 2014	50%	50%
		12th July until 22nd September 2014	100%	0%
Other Start Dates (May-Aug)	2013/14	1 - 103 calendar days	25%	75%
		104 - 211 calendar days	50%	50%
		212 - 272 calendar days	100%	0%

* Student liability in percentage terms of full fee.

Minimum Liability: 25%

For programmes where the students have to pay a deposit at the time of offer, the deposit is non refundable.

8. NON-PAYMENT OF FEES AND OTHER MONIES

- 8.1 As set out in Section 1.3 students retain ultimate responsibility for the payment of their fees and all other monies owing to the University regardless of any sponsorship arrangements.
- 8.2 The University will try to accommodate the needs of its students wherever reasonable. Where students are having problems paying tuition fees, or any other monies owing, it is essential that they contact the University as soon as possible to discuss any alternatives.
- 8.3 Should students default on, or miss, a payment of fees or other monies owed to the University, the University will view this very seriously. If payment remains outstanding, despite reminders, the following sanctions may be applied:
- Withdrawal of Student library borrowing rights; and/or
 - Withdrawal of Student IT rights; and/or
 - Withdrawal from programme of study.

Additionally, students will:

- not be permitted to re-enrol;
- not be issued with a final award certificate; and
- not receive their certificate/s should they attend the Awards Ceremony.

until all outstanding fees and any other outstanding monies owed to the University have been paid.

- 8.4 Students with outstanding fees or any other monies owing to the University will not be entitled to any payment in relation to any bursary or scholarship administered by the University.
- 8.5 Should payment be received within a reasonable timescale, and providing that students have not missed any substantial or critical elements of their programme, they may be permitted by the University to resume their studies.
- 8.6 Withdrawal from a programme of study, even for a short period, may lead to students missing essential parts of their programme requiring additional time, possibly as much as an additional year, to complete their studies. This may affect any funding that the student may receive and their student visa (if the student requires one).
- 8.7 The University may refer unpaid fees to external agencies to pursue payment. In addition, the University may exclude students with unpaid fees from its premises and seek recovery through the courts.
9. Mitigating circumstances may be considered based on individual student circumstance/s and is at the discretion of the Executive Director of Finance and Performance and /or delegated officer.

10. INFORMATION ON FINANCIAL SUPPORT

- 10.1 Information on fees and funding, including financial support that may be available for students, can be found at <http://www.bournemouth.ac.uk/futurestudents/funding/>.

Further information is also available from askBU, The Base, Fern Barrow, Talbot Campus, Bournemouth, BH12 5BB, United Kingdom, Tel +44 (0) 1202 969696, email askBUstudents@bournemouth.ac.uk