



STUDENT FEES POLICY

Undergraduate students funded for courses by Student Finance England, Wales, Northern Ireland, or Student Awards Agency Scotland (“UK Student Finance”)

Applicable to fees due for the 2026/27 Academic Year

1. INTRODUCTION

- 1.1 **This Fees Policy is specifically for students using loans from UK Student Finance to pay for their tuition only.** “UK Student Finance” is defined for the purposes of this policy as by “Student Finance England, Wales, Northern Ireland” and “Student Awards Agency Scotland” collectively. Any students who are paying BU their tuition fees directly to BU should refer to the relevant policy; “Student Fees Policy – Self Funded Students” (Section 8 – S8). This will include where a student receives funding directly from UK Student Finance and then pays this to the University e.g. Home postgraduate.
- 1.2 **This policy deals, principally, with undergraduate and postgraduate tuition fees and any reference to fees in this document will relate to such tuition fees.**
- 1.3 Bournemouth University (the University or BU) is committed to a fair and transparent policy in respect of charges made to a student at BU (whether they study at BU or a Partner provider).
- 1.4 **Tuition fee loans** - UK students undertaking undergraduate study lasting one or more academic year(s) may defer payment of tuition fees by taking a tuition fee loan from UK Student Finance in accordance with published guidelines. Key points are as follows:
- i) Students who require funding from UK Student Finance must apply for funding for each academic year.
 - ii) Students may also choose to make a full or partial contribution to their fees at the time of registration.
 - iii) Students may be required to provide the University with evidence that they have applied for a tuition fee loan from UK Student Finance and that their application has been accepted.
 - iv) If UK Student Finance withdraws financial support or refuses to pay all or part of a student’s tuition fees, the student will be responsible for the fees and must pay promptly as they fall due.
 - v) Where a student becomes responsible for their fees then the University’s Student Fees Policy – Self Funded Students will apply (S8).
 - vi) Defaults on payment are treated seriously and may lead to a student being withdrawn from the University due to non-payment (S6).
- 1.5 **Contact details** - It is important that students keep their contact details up to date, as this will allow the University to communicate with them promptly on important matters, including matters related to tuition fees.
- 1.6 **Exceptions** - Any exceptions to this policy must be approved by BU’s Finance Director or authorised representative. Such exceptions will need appropriate supporting documentary evidence from the applicant.

2. FEES & PAYMENT

Fees

- 2.1 Tuition fees are incurred annually.
- 2.2 Information about individual tuition fees and any additional charges is issued to students with their offer letter. Tuition fees may increase through the period of the programme (S2.4). Help on tuition fees is available through the Future Students Enquiry Team who can be contacted on 01202 961916 or by email at futurestudents@bournemouth.ac.uk for prospective student. For current students, the askBU Students Service Team can help with any enquiries and can be contacted on 01202 969696 or by email at askBU@bournemouth.ac.uk.
- 2.3 Financial information on overall student tuition fees for all programmes, including repeat fees, is available on the Student Intranet (S8). Information on Scholarships, Discounts and Placements is set out in this Policy (S4). Changes to fees must be approved by Finance, any information provided by un-authorised staff in this respect will be advisory only.
- 2.4 The University reviews its fees and its fees policies annually. These are set at least one year in advance and are available on the University website (S8). The upper limit an institution may charge undergraduate full-time UK students for their tuition fee is currently set by the UK Government. All other fees and additional charges are set by the University.

- 2.5 Students retain responsibility for the payment of their fees, even if they are sponsored by a third party. The only exception is for students on programmes that have been directly commissioned by a third party (e.g., some nursing programmes).
- 2.6 Refugees/Asylum seekers - Students with refugee status will be charged Home fees for the purpose of tuition fees. For Asylum Seekers, the fee level appropriate to their country of origin will be charged 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 part way through the academic year.

Payment

- 2.7 If a student chooses to make a payment then they can pay by:
- 2.7.1 debit or credit card (Online Payment Gateway), or
 - 2.7.2 through the authorised online payment platform (Flywire).
- 2.8 Bank transfer can be used but only in exceptional circumstances and through direct correspondence with the fees team
- 2.9 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. Bank transfers may incur a fee at the student's bank (or that bank's intermediary bank) and these are payable by the student.
- 2.10 Where a debit or credit card is used, the student can set up a recurring payment to facilitate the payment of future instalment.
- 2.11 A student experiencing difficulties in relation to fee payment should email fees@bournemouth.ac.uk at the earliest opportunity.

3. STUDENT LOAN

- 3.1 A student will agree to pay their tuition fees to the University before, or on, the programme start date. This is done as part of the 'Online Registration and Payment' process.
- 3.2 If UK Student Finance has agreed to provide the students with funding before the programme start date, the University will confirm the loan is in place and available to be drawn during the registration process.
- 3.3 If UK Student Finance has not agreed to provide the student with funding before the programme start date, the University will require the student to apply for a loan promptly, to ensure funding is in place by 1 December of the year when the course starts.
- 3.4 If UK Student Finance agrees to provide the student with funding after the programme start date but before 1 December in the year that the course starts, the student will not be subject to debt management.
- 3.5 If UK Student Finance withdraws financial support or refuses to pay all or part of a student's tuition fees, the student will be responsible for the fees and must pay promptly as they fall due and, in these circumstances, the University's Student Fees Policy – Self Funded Students will apply (S8).
- 3.6 Failure to either secure appropriate loan funding from UK Student Finance or pay the tuition fee owed within 8 weeks of 1 December in the year that the course starts will result in the student being withdrawn from their programme of study. In such circumstances, students should refer to the Student Tuition Fee Payment Management - Process & Guidelines (S8).
- 3.7 If a student is experiencing difficulties with their loan application with UK Student Finance, they should seek support from the BU Student Money Advice team via AskBU.

4. SCHOLARSHIPS, DISCOUNTS AND PLACEMENTS

- 4.1 **BU graduates** - A 20% 'loyalty' discount is available for BU graduates (first degree or above) on the published fee for all year/s of any further programme(s). Repeat units and Foundation degrees are excluded from the 'loyalty' discount scheme.
- 4.2 **BU staff** - A 25% discount (10% for BU International College affiliated staff) is available to students who

are members of staff employed directly by BU (or its Associate Partner Colleges and SUBU) on a permanent basis. A letter of validation (confirming employment status) will be required from the appropriate Human Resources Department. Where a programme lasts more than one academic year, these discounts are applicable for subsequent years subject to the student still being employed by the University (or its Associate Partner College). Fee waivers on certain programmes are also available for staff as part of their development, (S8).

- 4.3 **BU staff family** - A 20% staff family discount is available for any student who has an immediate family member (S4.5) working directly for BU. The staff member must be a permanent member of staff having worked (full or part-time) for BU for at least one calendar year prior to the award of the discount. Where a programme lasts more than one academic year, this 20% discount is applicable for all years but will cease to apply if the family member leaves the employment of BU.
- 4.4 **Student family** - A 10% student family discount is available (for each year of study) for any student who has an immediate family member (S4.5) who is currently studying at BU or has graduated from BU.
- 4.5 **Family eligibility** - an immediate family member means the student's: Brothers or sisters; Children; Husband, wife, or civil partner; Parent; Grandparents or grandchildren. For the purposes of this policy this will include relatives that are beyond biological relations, such as step, half or adopted.
- 4.6 **Evidence:** Any claims for discounts will require appropriate evidence, such as: Birth certificate(s); Marriage certificate(s); or Civil partnership certificate(s).
- 4.7 **Maximum discount** - 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 20% (or 25% if that student is also a member of staff entitled to a discount under s4.2).
- 4.8 The discounts referred to above shall only apply if the student qualifies for the discount on the course start date for the respective academic year.
- 4.9 Discounts will be applied annually for each complete year of study (i.e., a course which is 15 months in duration will be awarded one year's discount).
- 4.10 Discounts are subject to normal academic progression (i.e., a discount would not apply where a student decides, or is required, to repeat some, or all, of their programme).
- 4.11 Full details of all scholarships and discounts are provided on our Fees and Funding web pages (S8).
- 4.12 **Placements** - A student who undertakes a placement as part of their BU course may be eligible for a reduction in tuition fees for that year. It is the responsibility of funded students to notify their loan provider that they will be undertaking a placement so that the tuition fee element of the loan can be adjusted accordingly. More information about placements and placement year funding can be found on the BU website (S8).

5. INTERRUPTION OF STUDIES – LIABILITY & REFUNDS

- 5.1 Under the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013, students have the right to change their minds and cancel within 14 days of accepting their offer from the University or within 14 days of their enrolment date. **Students must inform the University in writing if they want to cancel during this period.**
- 5.2 If a student cancels within 14 days of their programme start date, the University will notify UK Student Finance of the cancellation. The student will not have any loan liability with UK Student Finance as no payment will be levied by the University.
- 5.3 **Students who wish to withdraw from BU after the programme start date must inform the University in writing.** Any student considering such action should refer to the advice on withdrawal/interruption of studies (S8). The official withdrawal date will be recorded as the date on which the withdrawal form was received by the University from the student.
- 5.4 For students who are withdrawn or suspended by the University, the official withdrawal or suspension date will be the date on which the University reached its decision to withdraw or suspend the student.
- 5.5 **Students who wish to put their studies on hold after the programme start date of must inform the**

University through the requisite form. Any student considering such action should refer to the advice on withdrawal/interruption of studies (S8).

- 5.6 **Liability** - Where a student has withdrawn from or interrupted their studies, or have been withdrawn or suspended by the University, part way through an academic year the University will adjust the student's liability for tuition fees on the University records for that student in accordance with the table below. The University will notify the UK Student Finance of the adjustment of the students' liability for tuition fees because of their cancellation, withdrawal, suspension, or interruption of studies **Liability will be in accordance with the official cancellation, withdrawal, suspension or interruption date (as appropriate) so it is essential that students should inform the University through the requisite form at the earliest opportunity.**
- 5.7 Withdrawing, or interrupting, after the programme start date may affect the number of years of the student loan. Students should, therefore, consult with UK Student Finance if they are thinking about withdrawing or interrupting.
- 5.8 For students who withdraw from or interrupt their studies after the programme start date, or who are withdrawn or suspended by the University, the University will refund fees as set out in the table below (S5.10) from the official cancellation, withdrawal, suspension, or interruption date.
- 5.9 Where the student interrupts their studies, or is suspended, but returns the following academic year, the University will calculate fees due based on the liability due to the University (S5.10 - Liability) and fees paid by the student within the interrupted academic year and the returning year. The total fees due over the two periods will not exceed the published programme fee based on the year of entry.
- 5.10 **Liability/Refund: dates and percentages** - The loan adjustment advised to UK Student Finance for students undertaking study lasting for one or more academic years shall be calculated in accordance with the following table:

Start	Academic Year	Cancellation/Withdrawal/Interruption/Suspension Dates	Liability*	Refund**
Autumn Sep/Oct	2026/27	First 14 calendar days from programme start date	0%	100%
		From calendar day 15 of start date until 31 December 2026	25%	75%
		1 January until 31 March 2027	50%	50%
		On or after 1 April 2027	100%	0%
Winter Jan/Feb	2026/27	First 14 calendar days from programme start date	0%	100%
		From calendar day 15 of start date until 31 March 2027	25%	75%
		1 April until 30 June 2027	50%	50%
		On or after 1 July 2027	100%	0%
Other Start Dates	2026/27	1 - 14 calendar days	0%	100%
		15 - 90 calendar days	25%	75%
		91 - 180 calendar days	50%	50%
		181 calendar days or more	100%	0%

* Student liability in percentage terms of the full fee. Scholarships and discounts will be recalculated in line with the student's tuition fee liability.

** This is the maximum potential refund that will be given; the actual refund will depend on payments made.

5.11 **ANY REFUND OF FEES WILL BE MADE DIRECTLY TO THE RELEVANT FUNDING BODY.**

6. DEBT COLLECTION, WITHDRAWAL & SUPPORT

6.1 If a student fails to pay their fees, or fails to agree to a repayment plan, in line with this Policy, the University

will take steps to recover the debt. The debt process is set out in more detail in the Student Tuition Fee Payment Management - Process & Guidelines (S8).

- 6.2 The following steps may be applied if payment is not made:
 - 6.2.1 the University will withdraw the student from their programme,
 - 6.2.2 the student will not be permitted to re-enrol unless fees are fully paid before the start of re-enrolment,
 - 6.2.3 the student will not be issued with a final degree certificate, although this does not affect the validity of any degree award. Where a student is withdrawn before completion of the degree course, they may be eligible for an interim award (such as a Cert HE or a PG Dip);
 - 6.2.4 and the University may also refer tuition fee debt to external solicitors and/or debt collection agents to pursue the recovery of monies owed.
- 6.3 The University will seek to be sympathetic to, and understanding of, each student's financial circumstances. A student experiencing financial difficulties in relation to tuition fee debt should email fees@bournemouth.ac.uk at the earliest opportunity.
- 6.4 Information on financial support that may be available to students suffering financial difficulty can be found on the BU website (S8). Students Service Team at Poole House, Fern Barrow, Talbot Campus, Bournemouth, BH12 5BB, telephone the askBU Students Service Team on 01202 969696 or email askBU@bournemouth.ac.uk for further information.
- 6.5 Students requiring advice on how to manage their debts can obtain free, confidential, and independent advice from SUBU Advice. They can be contacted on 01202 965779 or by email at subuadvice@bournemouth.ac.uk.
- 6.6 Only the University's Finance Team are authorised to vary fees or agree payment schedules on behalf of the University. Academic tutors and other employees of the University cannot make such variations.
- 6.7 Students with outstanding tuition fees owing to the University will not be entitled to any payment in relation to any bursary or scholarship administered by the University unless a repayment plan that is acceptable to the University is in place.

7. DISPUTES & APPEALS

- 7.1 A student who disputes the tuition fee the University has applied should contact the University's Finance helpline as soon as possible by email to fees@bournemouth.ac.uk. If the dispute cannot be resolved, the student may make a complaint under the Students Complaint Policy and Procedure (S8). Debt recovery action will not be pursued, and the sanctions referred to above will not be applied whilst an appeal about an outstanding debt is in progress.
- 7.2 A student can appeal against withdrawal for non-payment of fees only on the following grounds:
 - BU has failed to follow its own procedure.
 - the student provides new information that would have been relevant to a request to extend the withdrawal date that the student could not reasonably have provided before the withdrawal.
 - the decision to withdraw was unreasonable in the circumstances.
- 7.3 The University's process for a student to appeal its decision to withdraw a student for non-payment of fees is set out in the Student Tuition Fee Payment Management - Process & Guidelines (S8).
- 7.4 Except for challenges to a withdrawal decision, if a student considers that BU has failed to apply or act in accordance with this policy they should submit a complaint within the Student Complaints Process (S8).

8. USEFUL LINKS

Description	Link
Student Fees Policy – Self Funding Students	www.bournemouth.ac.uk/students/help-advice/important-information Policies and Procedures - Finance
Student Fees	https://www.bournemouth.ac.uk/study/postgraduate/fees-funding/fees
Repeat Fees	What happens if I need to repeat a unit? Bournemouth University
Scholarships and discounts	www.bournemouth.ac.uk/scholarships
Staff discounts on programmes	POLICY - Staff Discounts on BU Accredited Programmes.docx
Placements	www.bournemouth.ac.uk/students/help-advice/financial-support/placement-year-funding
Student Withdrawal/Interruption	www.bournemouth.ac.uk/students/help-advice/looking-support/thinking-interrupting-your-studies-or-leaving-bu.
Student Tuition Fee Payment Management Policy	Student tuition fee payment management Policy and Process
Financial Support	http://www.bournemouth.ac.uk/students/help-advice/financial-support/placement-year-funding
Students Complaint Policy	http://www.bournemouth.ac.uk/students/help-advice/looking-support/making-complaint