

Tuition Fee Procedure

Enabling Policy Statement; Executive Owner; Approval Route:	Our Students - Chief Student Officer - Executive Board
Is the Procedure for internal use only (Non- disclosable) ?	Disclosable
Associated Policy Statements:	N/A
Authorised Owner:	Associate Director, Student and Academic Administration
Authorised Co-ordinator:	Director of Student Life
Effective date:	May 2025
Due date for full review:	May 2028
Sub documentation:	N/A

Approval History

Version	Reason for review	Approval Route	Date
1.0	Migration to POPP and Review of Procedure due.	UEC, EB	29/04/2025

1. Purpose

- 1.1. This Procedure sets out the tuition fee charging principles of the University of Surrey. It explains how tuition fees are re-calculated arising from changes in students' circumstances and the complaints process.

2. Scope and Exceptions to the Procedure

- 2.1. This procedure is applicable to all current students of the University of Surrey.
- 2.2. Data relating to tuition fee management will be reviewed as it becomes available in order to ensure that no group in particular is impacted by difficulties relating to fee management.
- 2.3. This procedure authorises the appropriate staff to allow considerable discretion in their approach to managing student issues.
Students will receive all reasonable support to help them address those issues.

3. Definitions and Terminology

- 3.1. **Tuition Fees** –Amounts due to the University in respect of services provided.
- 3.2. **Sponsor** - Organisations that may provide funds for or contributes toward tuition fees and / or living costs. Any such arrangement remains between the student and their sponsor. Sponsors have no liability for fee payment unless a contractual agreement exists with the University. **Please note:** Parents, family businesses and other family members are not considered to be sponsors, students will be considered by the University to be self-funded in these circumstances.
- 3.3. **OSCAR** - Office of Student Complaints, Appeals & Regulation. Email: oscar@surrey.ac.uk.

4. Procedural Principles

4.1 Principles

- 4.1.1 The University of Surrey charges tuition fees for its programmes and modules of study.

4.2 Tuition Fees

- 4.2.1 Full-time programme tuition fees are charged at a set annual rate and are not calculated in respect of the number of credits being undertaken.

Exceptions:

- Full-time undergraduate and postgraduate taught students repeating modules on a part-time basis, or
- Where a new entrant has recognised prior learning that is communicated to Student Fees Records and via the correct channels (Code of Practice information is available [here](#)).
- Postgraduate Taught students undertaking an unstructured programme on a modular basis will be charged per semester.

- Postgraduate Taught students on a structured part-time programme will pay the part-time annual fee, at the prevailing rate, in year 1 and year 2 of the programme.
- Postgraduate Research fees are invoiced up to the expected end date of the programme within the last year of study.
- Postgraduate students commencing studies after the beginning of the academic year will be liable for the full fee liability due for that period, payable in one instalment within 30 days.
- All students registering for a period of repeat study, with attendance, are liable to pay a tuition fee based on the number of credits being repeated. For students repeating or taking modules on a part-time basis, the fee liability is per semester. If any part of the semester is attended, the fee relating to the semester (or module in the case of PG Taught modular students) is due in full. Fee liability for students repeating on a part-time basis is set using the amount of credits undertaken in each semester.

4.2.2 Students will be liable for the fee under the fee regime in force at their initial registration on the programme, subject to an annual increase. This commitment will be in place for the duration of the programme where a student progresses normally. If a student withdraws (a full withdrawal not a temporary withdrawal) and then re-enters the University, whichever fee regime is in place upon re-entry would then be relevant. Please see guidance for current rates .

4.2.3 The Department for Education (DfE) currently sets the maximum tuition fee chargeable for full-time UK and EU undergraduate students. The University charges the UK Research and Innovation (UKRI) maximum studentship fee to full-time postgraduate UK and EU research students. The University Executive Board sets all other fees.

4.2.4 Tuition Fees for the current year are published on the University's webpages as follows:

4.2.4. (i) [Fees for all new entrants by level](#).

4.2.4. (ii) [Tuition Fee Procedure documents](#).

The Tuition Fee Procedure operates alongside other related University Procedures including the Student Fee and Debt Management Procedure and Admissions Policy. These procedures work together to provide a framework for the setting, payment, collection, and reconciliation of tuition fees.

These procedures may be updated periodically.

4.2.5 Students retain ultimate liability for the payment of their fees, whether invoiced or not, including where sponsorship agreements have been approved.

4.2.6 **Payment of fees**

Tuition Fees are payable in accordance with the Student Fee and Debt Management procedure.

4.2.7 **Sponsored students**

In order for a tuition fee invoice to be issued to a sponsor, a sponsorship form will be required to be submitted prior to Registration. The form must be completed by the student

and the sponsor, and an official sponsor stamp must be applied to the form once this is signed by an authorised signatory of the company/body providing the sponsorship.

If confirmation of sponsorship is not submitted, using the required sponsorship form, by the end of Registration week, students will be required to immediately make satisfactory fee payment arrangements on receipt of the tuition fee invoice. Overpayments will be refunded to the original payee if confirmation of satisfactory sponsorship is subsequently received.

If a student receives partial funding the balance of the annual fee will be invoiced at the same time and payment is due from both parties by the invoice due dates, rather than covering a specific period of time within the academic year.

Sponsor invoices are due in full within 30 days as detailed on the invoice.

4.3 Other Fees

4.3.1 Research support fee

Some postgraduate research degree programmes charge a Research Support Fee (also known as a bench fee) in addition to the tuition fee. The Research Support Fee is charged to cover additional costs incurred by the academic department to support your research, such as consumables, materials, additional specialist training and trips. These costs are not covered by the tuition fee. The Research Support Fee is calculated on a case by case basis depending on the nature of the research project and is independent from the tuition fee status of the student.

If you are made an offer of admission to the University of Surrey, you will be notified of any Research Support Fee applicable in your offer letter.

Students or sponsors should contact the academic supervisor directly for information on the specific breakdown of what their Research Support Fee covers.

Charges for Research Support Fee may be incorporated into the tuition fee invoice raised. Fee payment is due in accordance with the terms specified on the invoice.

4.3.2 Additional Programme costs

Some programmes may charge additional costs for items such as field trips and materials. Information can be found on our [website](#).

4.4 Recalculation of fees

4.4.1 Absence or Withdrawals

Students who wish to withdraw from their programme of study or suspend studies, may do so using information available in the [Regulations](#), however there are strict time limits and fees may still be payable. Please refer to Annex B for details.

4.4.2 Any student changing their mode of attendance (for example from part-time to full-time) will have their fees reviewed and will be invoiced for further fees as necessary, or have the fees amended accordingly if appropriate. **Please note**, the Institution is obliged to report changes to external agencies, for example the UKVI for students on Tier 4 visas, and the Student Loans Company for Home/EU students with loans. These external agencies have their own regulations which may limit changes students can make. This may include changes to:

- course
- mode of attendance
- length of study – increased by repeat years of study
- withdrawals, terminations, and exclusions

4.5 Bursaries and Discounts

- 4.5.1 Details of any bursaries, scholarships and discounts that may be available can be found via the website: [Scholarships and Bursaries](#).

Bursaries for eligible students are linked to income as part of the criteria and Scholarships are merit based awards linked to qualifications and/or results.

4.6 Complaints

4.6.1 Complaints made by students are dealt with locally in the first instance, either within a Faculty or a Central Department.

Where formal Stage 2 complaints are submitted, these will be administered by OSCAR. There is a Procedure for Complaints on the OSCAR webpage.

5. Governance Requirements

5.1. Implementation: Communication Plan

This Procedure will be published on the University website.

Staff are expected to be familiar with this procedure and to contribute to its effective implementation.

5.2. Implementation: Training Plan

5.2.1 Student Fee Records will provide support and guidance, as necessary.

5.2.2 Student Fee Records will provide a training session each time that significant changes are made to this Procedure.

5.3. Review

5.3.1. This Procedure will be reviewed triennially by the University Education Committee and Executive Board.

5.4. Legislative Context and Higher Education Sector Guidance or Requirements

5.4.1. [The Education \(Fees and Awards\) \(England\) Regulations 2007](#).

5.5. Sustainability

5.5.1 This Procedure has no impact on carbon emissions or on energy consumption.

6. Stakeholder Engagement and Equality Impact Assessment

6.1. An Equality Impact Assessment was completed on [dd/mm/ccyy](#) and is held by the Authorised Co-ordinator.

6.2. Stakeholder Consultation was completed, as follows:

Stakeholder	Nature of Engagement	Request EB Approval (Y/N)	Date	Name of Contact
Governance	Review of Procedure		10/01/25	Kelley Padley, Governance Officer
H&S	Review of Procedure	N	14/01/2025	Matt Purcell, Director of Health and Safety
Sustainability	Review of Procedure			Martin Wiles, Head of Sustainability
Academic Freedom / Freedom of Speech	Review of Procedure	N	15 January 2025	Abi Bradbeer, AFFE Project Manager
Finance	Review of Procedure		03/02/2025	Joanne Sexton, Head of Financial Transactions

Annex A

Guidance Document for Tuition Fees

Student Fee and Debt Management Procedure - Includes information on fee liability points and non-payment of fees.

Admissions Policies

Payment of fees

Fees are payable in instalments. The payments need to be made as detailed on your tuition fee invoice and if a change to the record occurs following payment (Thesis submitted earlier than expected registration end date, transferred to Completing (Writing Up) status etc.) any revision to liability will be dealt with by Student Fee Records and any appropriate refund will be handled by the Student Finance Team.

Increase in fees for continuing students:

Currently this is a 4% annual increase, rounded up to the nearest £100.

Undergraduate students taking out a tuition fee loan:

In accordance with published guidelines, eligible UK and EU students studying full-time may be able to take out a Tuition Fee Loan to cover the tuition fees on their behalf. For guidance see our website: [Student Finance](#).

Students may also choose to make full or partial contributions to their fees if preferred. All student liability not covered by the tuition fee loan should be paid as detailed on our website: [How to pay your fees](#).

Students, either not eligible for, or preferring not to take out a tuition fee loan, should refer to our website: [How to pay your fees](#).

Pre-payment/deposit

Postgraduate applicants, excluding Home Postgraduate Taught Students will be required to pay a £3,000 pre-payment/deposit to obtain their Confirmation of Acceptance for Studies (CAS) – please see the [Admissions Policy](#).

Postgraduate students, excluding Home Postgraduate Taught Students, are required to make a pre-payment of at least £3,000 in order to register on a programme – details in the [Admissions Policy](#).

Information on absences/withdrawals

Students withdrawing from their programme of study, or who have an agreed absence, will remain liable for a percentage of fees for all or part of the remaining academic year as detailed below. It is prudent to find out how an individual's fee liability will be affected before suspending studies or permanently withdrawing from the programme and advice can be sought from Student Fee Records by creating a case via <https://support.surrey.ac.uk/support/create-case/>.

Before suspending or withdrawing permanently, students must be encouraged to discuss matters in detail with their academic department and follow the correct procedures for suspension or permanent withdrawal. It is also prudent to discuss the matter with the Student Finance Team who collect student fees. Fee liability following early withdrawal is detailed in our [Student Fee & Debt Management Procedure](#).

**List of European Union (EU) and European Economic Area (EEA) member states
as of January 2025:**

EU member states	Germany	Portugal
Austria	Greece	Romania
Belgium	Hungary	Slovakia
Bulgaria	Ireland	Slovenia
Croatia	Italy	Spain
Cyprus	Latvia	Sweden
Czech Republic	Lithuania	EEA member states*
Denmark	Luxembourg	Iceland
Estonia	Malta	Liechtenstein
Finland	Netherlands	Norway
France	Poland	

- European Economic Area (EEA) member states are not part of the European Union (EU)
- Switzerland is not an EU or EEA member

Annex B

Student classification	Date of absence/withdrawal	Fee liability
Full-time Home Undergraduate Foundation Year or Year 1 (Level 4) for programmes without a Foundation Year	On or before the last day of teaching week 4 in Semester 1	No liability. From the start of the 5 th Teaching week in Semester 1 onwards the liability is the same as Home Undergraduate students continuing their studies
Full-time Home Undergraduate – continuing, Year 1 (Level 4) for programmes with a Foundation Year (Levels 5, 6 & 7) for programmes without a Foundation Year, including the Professional Training Year.	Between the second teaching week of Semester 1 in October and the end of the first teaching week of Semester 2 in February	25% of the annual fee
	Between the end of the first teaching week in Semester 2 in February and on or before the end of the last week of the Spring Vacation.	50% of the annual fee
	On or after the start of the teaching week following the Spring Vacation.	100% of the annual fee
Full-time International Undergraduate Foundation Year or Year 1 (Level 4) only for a programme without a Foundation Year.	On or before the last day of teaching week 4 in Semester 1	No liability. From the start of the 5 th Teaching week in Semester 1 onwards the liability is the same as International Undergraduate students continuing on their studies
Full-time International Undergraduate – continuing Year 1 (Level 4) for programmes with a Foundation Year (Levels 5, 6 & 7) for programmes without a Foundation Year including the Professional Training Year.	Between the second teaching week of Semester 1 in October and the end of the first teaching week of Semester 2 in February	50% of the annual fee
	From the start of the second teaching week in Semester 2 in February	100% of the annual fee
Full – Time and Part –Time Home and International Postgraduate Taught (Sep/Oct entrants)	On or before the last day of teaching week 4 in Semester 1	No liability
	Between the first day of teaching week 5 and 31 December	25% of the annual fee
	Between 1 January and 31 March	50% of the annual fee
	On or after 1 April	100% of the annual fee
Full- Time and Part-Time Home and International Postgraduate Taught – continuing (Sep/Oct entrants) including the Professional Training Year for 24-month programmes	On or before the last day of teaching week 1 in Semester 1	No liability
	Between the first day of teaching week 2 and 31 December	25% of the annual fee
	Between 1 January and 31 March	50% of the annual fee
	On or after 1 April	100% of the annual fee

Full-Time and Part-Time Home and International Postgraduate Taught (Feb entrants)	On or before the last day of teaching week 4 in Semester 2	No liability
	Between the first day of teaching week 5 in Semester 2 and 30 April	25% of the annual fee
	Between 1 May and 31 July	50% of the annual fee
	On or after 1 August	100% of the annual fee
Full-Time and Part-Time Home and International Postgraduate Taught – continuing (Feb entrants) including the Professional Training Year for 24-month programmes.	On or before the last day of teaching week 1 in Semester 2	No liability
	Between the first day of teaching week 2 in Semester 2 and 30 April	25% of the annual fee
	Between 1 May and 31 July	50% of the annual fee
	On or after 1 August	100% of the annual fee
Home and International Postgraduate Research	All dates	Monthly based on the last date of attendance (full month liability for any part of the month attended)
Home and International Postgraduate Taught Modular Self Pacing	All dates	Due in full on registration to a module