

Tuition Fee Policy

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Section / Dept:	Student Services and Administration
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Related policies:	Student Fee and Debt Management Policy/Admissions Policy
Policy history:	Revised policy

Version History

Version	Author	Revisions Made	Date
1	Kate Hedley-Boxall	First Draft	22/02/2016
2	Kate Hedley-Boxall	Revisions	24/10/2016

Approval History

Equality Analysis

Version	Reviewed by	Comments	Date
1	Angie Cousins	Clear statement of the policy – nothing to add or amend	12/05/2016

Committee Sign Off

Version	Committee Name	Date of Sign Off
2	Executive Board Fees, Bursaries and Scholarships Group	16/11/2016

1	Introduction
1.1	Purpose
1.1.1	This Policy sets out the tuition fee charging principles of the University of Surrey. It explains how tuition fees are recalculated arising from changes in students' circumstances and the appeals process.
1.2	Scope
1.2.1	This policy is applicable to all current students of the University of Surrey
1.3	Equality Analysis
1.3.1	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.
1.4	Definitions
1.4.1	<p>Tuition Fees – Annual amounts due to the University in respect of services provided.</p> <p>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.</p> <p>OSCAR - Office of Student Complaints, Appeals & Regulation. Email: oscar@surrey.ac.uk</p>
1.5	Legislative context
1.5.1	The Education (Fees and Awards) (England) Regulations 2007
1.6	Health & Safety Implications
1.6.1	N/A
2	Policy
2.1	Principles
2.1	The University of Surrey charges fees for its programmes of study.
2.2	Tuition Fees
2.2.1 (a)	<p>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.</p> <p>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 Fees and Funding via the correct channels (Code of Practice information is available here - http://www.surrey.ac.uk/quality_enhancement/framework/assessment/index.htm)</p>
(b)	Postgraduate Taught students undertaking an unstructured programme on a modular basis will be charged per semester.
(c)	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.
(d)	Postgraduate Research fees are invoiced up to the expected end date of the programme within the last year of study.
(e)	Postgraduate students commencing studies after the beginning of the academic year will be liable for the full fee liability due for that period.
(f)	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.
2.2.2	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 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.
2.2.3	The Department for Education (DfE) sets the maximum tuition fee chargeable for full-time UK and EU undergraduate students. The University charges the Research Councils UK (RCUK) maximum studentship fee to full-time postgraduate UK and EU research students. The University Executive Board sets all other fees.
2.2.4	Tuition Fees for the current year are published on the University's webpages as follows: 2.1.6. (i) Undergraduate fees for new entrants can be found at http://www.surrey.ac.uk/undergraduate/fees/ 2.1.6. (ii) Postgraduate Taught fees for new entrants can be found at http://www.surrey.ac.uk/postgraduate/pgt-fees 2.1.6. (iii) Postgraduate Research fees for new entrants can be found at http://www.surrey.ac.uk/postgraduate/pgr-fees 2.1.6. (iv) Fees for continuing students can be found at http://www.surrey.ac.uk/currentstudents/money/fees/Undergraduate%20Fees/ 2.1.6. (v) Tuition Fee policy documents can be found at: http://www.surrey.ac.uk/policies/
2.2.5	The Tuition Fee Policy operates alongside other related University policies including the Student Fee and Debt Management and Admissions Policy. These policies work together to provide a framework for the setting, payment, collection and reconciliation of tuition fees. These policies may be updated periodically.
2.2.6	Students retain ultimate liability for the payment of their fees, whether invoiced or not, including where sponsorship agreements have been approved.
2.3	Other fees
2.3.1	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

	<p>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.</p> <p>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.</p> <p>Students or sponsors should contact the academic supervisor directly for information on the specific breakdown of what their Research Support Fee covers.</p> <p>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.</p>
2.3.2	<p>Additional Programme costs</p> <p>Some programmes may charge additional costs for items such as field trips and materials. Information can be found at http://www.surrey.ac.uk/currentstudents/money/fees/</p>
2.3.3	<p>Payment of fees</p> <p>Tuition Fees are payable in accordance with the Student Fee and Debt Management policy.</p>
2.3.4	<p>Sponsored students:</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Sponsor invoices are due in full within 30 days as detailed on the invoice.</p>
2.4	Recalculation of fees
2.4.1	<p>Absence or Withdrawals</p> <p>Students who wish to withdraw from their programme of study or suspend studies, may do so using information available in the Regulations (http://www.surrey.ac.uk/quality_enhancement/regulations/), however there are strict time limits and fees may still be payable.</p> <p>Please refer to Annex B for details.</p>
2.4.2	<p>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 reduced 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</p>

	<p>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:</p> <ul style="list-style-type: none"> • course • mode of attendance • length of study – increased by repeat years of study • withdrawals, terminations, and exclusions
2.5	Bursaries and Discounts
2.5	<p>Details of any bursaries, scholarships and discounts that may be available can be found via the following link:</p> <p>http://www.surrey.ac.uk/discover/fees-funding</p> <p>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.</p>
2.6	Complaints/Appeals
2.6	<p>Complaints made by students are dealt with locally in the first instance, either within a Faculty or a Central Department. Where a Complaints Panel is to be convened, this will be administered by OSCAR. There is a Procedure for Complaints on the OSCAR webpage.</p> <p>All other queries should be directed to OSCAR (Office of Student Complaints, Appeals and Regulation). Information can be found at the link below:</p> <p>https://www.surrey.ac.uk/surreynet/departments/ssa/assessment_awards/oscar/index.htm</p>
3	Governance Requirements
3.1	Responsibility
3.1.1	<p>The Director of Student Services and Administration has overall responsibility for this policy. The Head of Fees and Funding is responsible for the effective operation of tuition fee policy procedures. Staff are expected to be familiar with this policy and to contribute to its effective implementation.</p>
3.2	Implementation
3.2.1	<p>This policy will be implemented on 1st October 2016 and will be available on the University Policies web page and www.surrey.ac.uk/currentstudents/money</p>
3.3	Exceptions to this Policy
3.3.1	<p>This policy authorises the appropriate staff in Student Services and Administration and the Student Services Centre to allow considerable discretion in their approach to managing student issues. Students will receive all reasonable support to help them address those issues.</p>
3.4	Supporting information
3.4.1	<p>Bursaries and scholarships - Undergraduate http://www.surrey.ac.uk/discover/undergraduate-tuition-fees-bursaries-scholarships-2016-entry</p> <p>Financial information for Postgraduate students http://www.surrey.ac.uk/content/postgraduate-fees-and-financial-support</p>

Student Welfare

www.surrey.ac.uk/currentstudents/money/
www.surrey.ac.uk/currentstudents/health/
http://www.surrey.ac.uk/policies/dignity_at_work_and_study_policy.pdf

University regulations

www.surrey.ac.uk/quality_enhancement/regulations/index.htm

List of European Union (EU) and European Economic Area (EEA) member states as at February 2016:

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

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

Annex A

Guidance Document for Tuition Fees

Student Fee and Debt Management policy:

http://www.surrey.ac.uk/policies/student_fee_debt_management_policy.htm

Includes information on fee liability points and non-payment of fees.

Admissions Policies:

<http://www.surrey.ac.uk/apply/policies/undergraduate-admissions-policy>

<http://www.surrey.ac.uk/apply/policies/postgraduate-admissions-policy>

<http://www.surrey.ac.uk/apply/policies/postgraduate-research-admissions-policy>

Payment of fees

Fees are payable in two 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 Continuing (Writing Up) status etc.) any revision to liability will be dealt with and communicated to the student as necessary at the time of the change and any appropriate refund will be handled by the 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 are able to taking out a Tuition Fee Loan to cover the tuition fees on their behalf. For guidance see <http://www.surrey.ac.uk/currentstudents/money/support/undergraduate/index.htm>. 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 in the link here:

<http://www.surrey.ac.uk/currentstudents/money/fees/Pay%20your%20fees%20online/>

Students, either not eligible for, or preferring not to take out a tuition fee loan, should refer to

<http://www.surrey.ac.uk/currentstudents/money/fees/Pay%20your%20fees%20online/>

Pre-payment/deposit

International undergraduate and postgraduate applicants will be required to pay a £2000 pre-payment/deposit to obtain their Confirmation of Acceptance for Studies (CAS) – please see the Admissions Policy at <https://www.surrey.ac.uk/apply/policies>

All Postgraduate students, including UK and EU students, are required to make a pre-payment of at least £2000 in order to register on a programme – details in the Admissions Policy at

<https://www.surrey.ac.uk/apply/policies>

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 Fees and Funding by emailing feesandfunding@surrey.ac.uk.

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 here:

http://www.surrey.ac.uk/policies/student_fee_debt_management_policy.htm

Annex B

Student classification	Date of absence/withdrawal	Fee liability
Full-time UK/EU/Channel Island Undergraduate Year 1 (Level 4) only	On or before 31 October	No liability. From 1 November onwards the liability is the same as UK/EU/Channel Island Undergraduate students continuing on their studies
Full-time UK/EU/Channel Island Undergraduate - continuing (Levels 5, 6 & 7)	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 30 April	50% of the annual fee
	On or after 1 May	100% of the annual fee
Full-time International Undergraduate Year 1 (Level 4) only	On or before 31 October	No liability. From 1 November onwards the liability is the same as International Undergraduate students continuing on their studies
Full-time International Undergraduate – continuing (Levels 5, 6 & 7)	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 day following the end of the first teaching week in Semester 2 in February	100% of the annual fee
UK/EU and International/Channel Island Postgraduate Taught (Sep/Oct entrants)	Between 17 October 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

UK/EU and International/Channel Island Postgraduate Taught (Feb entrants)	Between 6 February 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
UK/EU and International/Channel Island Postgraduate Research	All dates	Monthly based on the last date of attendance (full month liability for any part of the month attended)

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