

HE TUITION FEE POLICY – 2024/2025

1. Introduction

- 1.1. This HE Tuition Fee Policy (The “Policy”) sets the framework of charges that you should read carefully *before* you accept any offer to study at University Centre Bishop Burton. In this document “we”, “our”, “us”, “UCBB” and the “College” refer to University Centre Bishop Burton and Bishop Burton College.
- 1.2. SFS International students from the United States of America (USA) should see the separate HE Tuition Fee Policy for Students from the USA document which contains details about how to apply for Federal Student Aid.
- 1.3. The College is committed to maintaining a fair and transparent policy for the setting of tuition fees. In establishing such a policy, the College takes account of the directives on fees from the Office for Students (“OfS”) and the UK Government policy, but will also take into consideration other factors, including but not limited to, the likely impact on students and recruitment levels and the needs of its local communities as well as local and national economic conditions.
- 1.4. The actual fee charged for each course will be determined by the College’s Senior Leadership Group (SLG) and The Governing Body. Fees will be published annually. This policy will be reviewed once a year except where significant changes in Government policy necessitate a more immediate review.
- 1.5. Studying at UCBB means you will need to pay an annual tuition fee. The tuition fee amount for your course is set out in your Offer Letter. You are obliged to make arrangements for payment of fees at the beginning of your course. Further details regarding fees can be found on the [University Centre Fees and Finance](#) page on the website.
- 1.6. Your liability to pay Tuition Fees arises when you register (when the College accepts your enrolment). However, you will not be liable for Tuition Fees in your first Academic Year, if you withdraw from your Course within 14 calendar days of completing Registration or within 14 calendar days from the first published day of term, whichever is the latest date. This period is your cooling-off period.

2. Responsibilities (Staff)

- 2.1. All College staff involved in advice, guidance, enquiries, applications and enrolment will be able to explain the following:

- a) The total fees and charges for undertaking each programme of study
- b) The different elements which constitute such fees
- c) When and how fees are payable
- d) How courses that are additional to the main programmes of study are treated for fee purposes
- e) The College's refund procedures
- f) The appropriate support mechanisms to address issues of financial hardship (HE Bursaries)

3. Higher Education fee charges

3.1. The policy applies to all students but fees are charged according to the type of programme a student is following and the level, so students should ensure they read the relevant section. Your fee status will be assessed when an offer is made and in accepting this offer, you are confirming that you accept your assigned fee status. Your tuition fee status is determined to be either a "Home" or "Overseas" student. If you think your fee status is incorrect, for example, you are being assessed as an Overseas student when you should be a Home student, then you need to contact us immediately by emailing admissions@bishopburton.ac.uk so we can review.

3.2. The total amount payable shall be:

- a) The basic delivery costs for the course including charges for Registration, tuition, supervision and examination and is payable for each year, or part of the year for which the student is registered, including placement years.
- b) Any essential materials and equipment costs relating to the course. For example, to cover specialist clothing, materials or field trips. Details of any additional costs and charges for your course may be found on the relevant course pages on the UCBB website or in the durable PDF sent with your offer letter. You are responsible for payments of any such costs.
- c) Reduced by the full amount of any contribution received from a third party. This reduction will be applied firstly to those elements of the overall fee which are payable on enrolment, and secondly to those elements of the fee which relate to items or services delivered continuously throughout the entire duration of the course.

3.3. The level of your fees will be determined based on the first year that you commence your studies on the programme and in subsequent years this tuition fee may be subject to an inflationary increase. Once fees are confirmed each year, they will be published on the [University Centre Fees and Finance](#) page on the website.

3.4. The tuition fees for 2024/25 will be as follows:

Table 1: "Home" Tuition Fees

| Type | Full-time | Part-time |
|-----------------------------------------|-------------------|--------------------------------------------|
| BA/BSc Degree (including Top Ups) | £8,950 per annum | £4,475 per annum (BA/BSc Top-up degree) |
| Foundation Degree | £8,950 per annum | £5,966 per annum (Over 3 years) |
| HNC/HND | £7,500 per annum | £3,750 per annum |
| HE Certificate | £7,500 per annum | £5,000 in year 1 and £2,500 in year 2 |
| Cert Ed/PGCE | £7,000 per annum | £3,500 per annum |
| Postgraduate student (MSc) ¹ | £8,950 per annum | £4,475 per annum |
| Overseas full time student | £12,782 per annum | n/a |

¹ Our alumni students qualify for a £1,500 fee discount when progressing to study a master's programme. This is applied to the year one fee for full-time students and a reduction of £750 per year will be applied in Year 1 and Year 2 for part-time students.

3.5. When students commence during the Academic Year, for example, in January or April, they are charged for the percentage of the Academic Year they are studying. This is calculated using module credits, for example, if a student studying the full Academic Year is undertaking 120 credits and the students commencing January are studying 60 credits before 31st July (end of Academic Year) they will be charged 50% of the tuition fees that year and the same rule is applied for each subsequent Academic Year studied.

4. Overseas students (excluding SFS International students from the USA)

4.1. For funding purposes, an "overseas" student is defined as one who does not meet the criteria defining a "home" student as set out in the guidance published by the UK Council for International Student Affairs – [England: HE Fee Status](#)

4.2. Overseas Higher Education students are charged a fee of £12,782 for 2024/25

4.3. If you require a Confirmation of Acceptance for Studies ("CAS") for a student visa application UCBB will not be able to issue one to you until we have received your tuition fee payment and, if you are planning to live on campus, your accommodation fees in cleared funds. The deadline for payment of all Overseas student tuition fees in full is the 1st August 2024. Please allow for as much time as possible to deal with your visa formalities.

4.4. Bishop Burton College is your official student visa sponsor. We will supply you with a CAS letter which will contain a unique reference number that you need for your visa application. You cannot apply for your visa without a CAS number.

4.5. A CAS will not be issued more than six months in advance of your course start date as this is the earliest you can apply for your student visa. See the International Students section on our website for more details about applying for your CAS:

<https://www.bishopburton.ac.uk/international-students>

5. Tuition Fee Payments:

5.1. All students are expected to pay fees at enrolment. This may be by:

1. Student loan – you must have evidence that you have applied for a loan. This will normally be a letter from Student Finance England containing a student support reference number.
2. Self-funding - Debit Card/Credit Card payment
3. Direct debit – payment of a deposit at enrolment by debit/credit card followed by direct debit payments for the balance.
4. Evidence from the employer that they agree to pay
5. Enhanced Learning Credits for Armed Forces (ELCAs) (terms and conditions apply). See <https://www.enhancedlearningcredits.com/> for details.

As part of the enrolment process, you will be asked to confirm which of the above methods you intend to use to pay your tuition fee.

5.2. HE students paying their tuition fees via a student loan should make arrangements to have a confirmed loan in place before the start of the programme and no later than six weeks after the start date of the course. The College will contact students after the six-week period who have not got an approved loan in place or have not yet paid their tuition fees.

5.3. HE Full Time students, responsible for their own fees and not in receipt of a student loan, are billed in this proportion 40/40/20 on a termly basis. Payment will be taken at enrolment for term 1, by the 15th January for term 2 and by the 15th April for term 3.

5.4. HE Part Time students are billed in 4 equal instalments, due at enrolment and then on the last working day of November, January and March.

5.5. MSc students, whether self-funded or who have applied for funding, pay in 3 equal instalments. This will normally be in October, January and April.

- 5.6. Overseas students pay the full fee before enrolment.
- 5.7. Students not in receipt of a student loan wishing to pay their course fees on an instalment basis will be expected to complete a Direct Debit Mandate document confirming this at enrolment. Students should note the following:
- a) Tuition fees are charged on an annual basis for the length of the programme being studied
 - b) A student's continued attendance on a course is dependent on the payment of each instalment by the due date.
 - c) Failure by a student to fulfil any of the terms and conditions of an instalment agreement could result in the student becoming immediately liable for the full outstanding balance and may result in suspension and non-access to the College's systems.
 - d) The original copy of each instalment agreement shall be lodged in the Finance Office.
 - e) All instalments must be paid in full before the course ends
 - f) Where a student has defaulted on previous instalment payments, they will not be offered this facility again, without prior approval of the Finance Director.

6. Non-Payment of Fees

- 6.1. You are responsible for all fees associated with your course, even where third party payments have been arranged. The College will always seek to recover fees directly from you in cases where payment has not been made except where you are enrolled on a directly funded course such as an apprenticeship.
- 6.2. If a sponsor or third party fails to pay some or all of the tuition fee on behalf of a student, the student will become liable for the payment of the outstanding amount on the date on which it was due from the sponsor or third party.
- 6.3. Where fees are being paid by a student loan, payments will need to be confirmed within six weeks from the student enrolment date. After six weeks the Finance Director will authorise an invoice to be sent to the student for the amount outstanding. Failure to pay within 30 days of the invoice could result in the student being suspended from their studies.
- 6.4. Students who fail to pay fees, no matter their mode or length of attendance and proposed method of payment, will be charged the amount that the College should have received from Student Finance England. This will be 25% after confirmation of enrolment, 25% at the start of term 2 and 50% at the start of term 3.

- 6.5. If you do not pay your fees in accordance with this Policy, the UCBB reserves the right to restrict access to UCBB premises and facilities, to suspend or finally withdraw your enrolment with UCBB.
- 6.6. The College also reserves the right to withhold admittance to graduation ceremonies in relation to overdue course-related debt. Payment will be requested for any unpaid debt prior to attendance of graduation ceremonies in such cases.
- 6.7. If you are experiencing difficulties with your tuition fee payments, you should discuss this with the College at the earliest opportunity by contacting finance@bishopburton.ac.uk. We will seek to be understanding of your individual financial circumstances and will take all reasonable steps to support you.

7. Change of Intention to Register

- 7.1. By accepting an offer, the student agrees to the College's terms and conditions. The College recognises that acceptance of an offer can take place significantly in advance of the start of the course however students must notify the College of a change of intention where they;
- Choose not to take up their place or defer to the following year
 - Withdraw before the start of term 1
 - Withdraw within 14 calendar days of completing Registration or within 14 calendar days from the first published day of term, whichever is the latest date
 - Transfer to another institution without such notification, the College will assume a student has taken up their place, this may mean a student becomes a debtor.

8. 'Cooling off Period' Cancellation of Registration

- 8.1. New students have the right to cancel their registration with the College within 14 calendar days of accepting an offer from University Centre Bishop Burton or from the completion of the contract, defined for these purposes as registration. For 14 calendar days from the day after a student completes registration or for 14 calendar days from the day after the start of term, whichever is later, a student can withdraw from the College without incurring financial penalty. It is the student's responsibility to ensure that this notification reaches the College in a timely fashion; usually this will be before the end of the cooling off period or within 1 working day of the end of the cooling off period. At the very latest a student must ensure that any notification to cancel is sent to the College no later than the end of the 14th day of the cooling off period.

9. Liability

9.1. The College understands that from time to time students may need or want to withdraw from or suspend their studies. In many cases, fees will be due and students will be charged a percentage of the fees for the year.

10. Break in Study

10.1. The College allows students to take a formal break during the course of their studies and this must be agreed between you and UCBB. A break in studies is approved for a defined period of time, after which you will be expected to return to your course. For the purposes of financial assessment; the break in study is usually a maximum of two academic years (dependent upon the regulations of the awarding university). Students taking a longer break in study may have their fee status reassessed.

10.2. When returning from a break in study, you will be liable to pay the balance of the original tuition fee amount published for the academic year in which you started your break in study. For example, if a student began their break in study in December, being liable for 25% of the fees when the student returned the following December they would be liable for the remaining 75%. Taking a break in study may affect the total tuition fees payable for your course and could affect your future entitlement to tuition fees and maintenance loan funding.

10.3. Students who interrupt their studies, no matter their mode or length of attendance and method of payment, will be charged the amount that the College should have received from Student Finance England at the date they interrupt their studies. See table 2 for more details.

11. Material Changes

There are occasions where the College or validating university needs to make a change to the material information regarding a course, usually to improve the student experience, and students are consulted and changes are made with student agreement. If changes are required post enrolment and the student is not in agreement, the student may be entitled to a partial refund. For further details please see the student refund and compensation policy and the Student Protection Plan.

12. Waiver of Fees

12.1. In certain circumstances the College will consider applications to waive fees, however, the College will always seek to recover monies owed to it for tuition fees. In the event a student is unable to meet the payment date of an invoice, the College will attempt to contact the student

by e-mail, telephone and letter. If the College does not receive a reply and/or debts remain, sanctions may be applied.

13. Refunds and Reduced Liability (HE Students)

13.1. Cancellation by the College of a course or module will generate an automatic full reduction of tuition fees if there are no suitable alternative modules or course to which the student can transfer. If suitable alternatives are available, agreement will be sought from the student before any transfer is made. Where a student wishes to withdraw from their course part way through the academic year for whatever reason, subject to a student observing the procedure for withdrawal, the College will adjust the liability for tuition fees, or refund tuition fees already paid based on the following calculation:

| Table 2: Tuition fee liability | Annual tuition fee payable | |
|--------------------------------------------------------------------------|------------------------------------------|------------------------------------|
| | Home students with SLC tuition fee loans | All other Home fee-paying students |
| Student withdraws during: Fee liability | | |
| Before the start of the course or within the 14-day 'cooling off period' | 0% of full fees | 0% of full fees |
| Term 1 (from the first day of term 1 but before the start of term 2) | 25% of full fees | 40% of full fees |
| Term 2 (from the first day of term 2 but before the start of term 3) | 50% of full fees | 80% of full fees |
| Term 3 (from the first day of term 3) | 100% of full fees | 100% of full fees |

13.2. Any request for a refund or reduced liability of tuition fees will be calculated from the official withdrawal date. Students who withdraw from their studies, no matter their mode or length of attendance and method of payment, will be charged the amount that the College should have received from Student Finance England at the date they terminate their studies (See Table 2).

13.3. Refunds will normally only be issued to "home" students (or their sponsors) in the following circumstances:

- a) After a course is cancelled by the College.
- b) Where a student is overcharged for his/her course.
- c) Where a student transfers between College courses on academic grounds and there exists a price differential between the two courses necessitating a refund.
- d) As per the HE Refund and Compensation Policy (for non-continuation of study) 2.17

e) As per the HE Student Suspension of Studies policy OP1.307

13.4. Scale of Refund:

- a) When a student's course is cancelled by the College the student shall be entitled to a full refund of all fees paid.
- b) A student who is overcharged shall be entitled to receive a refund equivalent to the full amount of the overpayment.
- c) Examination and/or registration fees will only be refunded when the College has not incurred any expenses regarding examination entries or registrations on behalf of the student.

13.5. The UCBB will pay any refunds to whoever paid the fees so usually Student Finance England, a third party (e.g. sponsor/employer) or the student themselves if self-funded.

13.6. For "Overseas" students the tuition fee will only be refundable in the following circumstances:

- a) The College's entry requirements are not met
 - b) A visa is refused which causes the application to be withdrawn (evidence will need to be provided)
 - c) The target number of overseas students across all courses has been met by the last date of enrolment for the academic year. Under these circumstances, an administrative fee of £150 will be retained by the College out of the fees paid.
 - d) In exceptional circumstances, where evidence is reasonably provided.
- In all other circumstances, the full fees are due and no refund will be issued.

13.7. No refunds or compensation will be paid in cash.

13.8. UCBB accepts no liability for losses arising from exchange rate fluctuations or bank charges.

14. Apprenticeships

14.1. Employers are contractually required to pay the agreed amount for each Apprentice as set out in the signed contract between the employer and the College and a payment schedule will be agreed at the time of the contract being signed.

14.2. For employers with a levy account this will be on a monthly basis from their Digital Apprenticeship Service (DAS) account unless the funds are insufficient, at this point the employer is liable for the amount due for that month and until funds are available in the DAS.

14.3. Employers who do not hold a DAS account are liable for the payment of the agreed amount in the time frame set out in the payment schedule.

15. Other fees not related to tuition

15.1. Residential fees are charged, please see the HE accommodation guide for more details and costs.

16. Deposits

16.1. The College may require students to pay a deposit in advance of registration; details will be included in course and pre-registration information. The deposit fee for residential accommodation is £250.00 for 2024/25, see Student Accommodation Agreements CQD160.

17. Complaints

17.1. Students who consider this policy to have been incorrectly applied in their individual case or who have a concern about the accuracy of the fee they are being charged or the decision about the termination of their studies and cancellation of their registration with the College on financial grounds may bring a complaint under the College complaints procedure.

18. Related Documents

| | |
|-------------------------------------------------------------------|----------|
| HE Student Protection Plan 2024/25 | |
| HE Refund and Compensation Policy (for non-continuation of study) | 2.17 |
| HE Suspension of Studies Procedure | OP 1.307 |
| HE Suspension of Studies Policy | 1.05 |
| HE Student Suspension of Studies | CQD64 |
| HE Tuition Fee Policy for Students from the USA | tbc |
| Complaints Procedure | OP 2.03 |
| Student Accommodation Agreements | CQD160 |
| Student Residential Agreement | CQD167 |

Updated: February 2024

By: Director of MIS

Policy Approval

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| Approval by: Corporation | Date: 19 March 2024 |
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