

Tuition Fee Policy 2017/18

1 Introduction

- 1.1 The University tuition fees are contained in the tuition fee schedule and can be viewed on the University website at <http://www.chi.ac.uk/study-us/fees-finance/tuition-fees> .
- 1.2 The Department for Business Innovation and Skills (BIS) sets the maximum fee chargeable for full time home and EU undergraduate students. Tuition fees for full time Channel Island and Isle of Man undergraduate students are set by each of the three island authorities. All other tuition fees are set by the University. Visit <http://www.chi.ac.uk/study-us-0/fees-finance> for further tuition fee information.
- 1.3 Students retain the ultimate liability for payment of their fees, whether invoiced or not. This includes where a sponsor has agreed to pay the fee, should they subsequently default.
- 1.4 The University reserves the right to exclude any students who do not pay their fees or make satisfactory arrangements to pay during the course of their studies. Students in debt to the University are not permitted to re-register for the following academic year until all academic related debt has been paid in full.
The university debt policy can be found at <http://d3mcbia3evjswv.cloudfront.net/files/Debt%20Policy%202015-16%20-%20agreed%20by%20ChET%2022%20Sept%202015.pdf?tA0x1RmIT2eP0Zc qGLGDBHZOYsNWXYBX> .
- 1.5 The University reserves the right to claim any late payment charges, interest, legal or other debt collection costs from students who fail to pay in accordance with any agreements made with the University.
- 1.6 Home and EU students undertaking undergraduate courses or Post Graduate Certificate in Education (PGCE) programmes may be eligible for a tuition fee loan. For further information on tuition fee loans please visit the Student Finance England (SFE) website at <https://www.gov.uk/apply-online-for-student-finance> . Students who choose not to undergo assessment through SFE will be charged the full fee.

2 Deposits from International Students

- 2.1 All new students on credit bearing courses, who are assessed as liable to pay the International fee rate, are required to pay a deposit of £2,000 to confirm their acceptance of a place on a course.
- 2.2 Deposit refunds will be made where a prospective student can provide documentary evidence that their visa application has been declined or where the course offer has been withdrawn or where they fail to meet academic entry requirements. Where fraudulent activity is suspected or the student does not have sufficient finance backing as per UK visa rules, the University reserves the right to withhold deposits.

3 Payments

3.1 Tuition fees are due for payment on or before the start of each academic year, or at the start of each registration period for non-standard start dates.

3.2 Self-financing students have the option to pay fees by instalment as follows;

For courses commencing in September and running over a full academic year

Instalment One: 26th September Instalment Two: 1st February

Or by eight equal monthly instalments commencing 26th September

The University operates an on-line payments facility which enables these instalments to be paid automatically.

<https://onlinepayments.chi.ac.uk/open/default.asp> .

The University reserves the right to levy a late payment fee of £200 if these instalment dates are not met.

3.3 Students who have applied for a loan through SFE to meet the cost of their tuition will receive written confirmation of their entitlement from the Student Loans Company (SLC). Students will be required to provide evidence of this funding during the registration process.

3.4 Students in receipt of funding, either in full or part, from a third party sponsor, such as a commercial or charitable organisation, must complete an official University sponsorship form either prior to, or at registration in each academic year. The University will then invoice the sponsor directly. The sponsorship form can be downloaded from the University website at <http://www.chi.ac.uk/study-us/fees-finance/tuition-fees/how-pay-tuition-fees> .

3.5 Where a sponsor fails to pay, the student is liable for outstanding amounts (See 1.3 above)

4 Non- Payment of Tuition Fees

The university takes the payment of fees seriously and will take appropriate action to recover any unpaid debts. A copy of the debt policy can be viewed by following this link <http://www.chi.ac.uk/%3Cfront%3E/about-us/how-we-work/policies/finance>

5 Refunds Relating to Withdrawal or Intermission from the University

5.1 Prior to any consideration for a refund, all necessary withdrawal or intermission procedures must have been completed by the student and the details recorded in the student records system by the Academic Registry office.

5.2 Any full time or part time undergraduate or PGCE student who withdraw or intermit within the first two weeks of semester will receive a full refund of any contribution to fees paid directly to the University.

For those who withdraw or intermit after two weeks but before the start of semester two a fee equating to 25% of the annual fee is payable.

Students who withdraw or Intermit between the start of semester two but before returning from the Spring break are liable to fees at 50% of the annual rate.

For those who withdraw or Intermit having returned from the Spring break, the full annual fee is payable.

This policy includes those who intermit mid-year with the intention of returning to restart a whole academic year and is in line with SLC fee instalment dates.

Only where exceptional mitigating circumstances can be demonstrated can a variation to this policy be agreed and then only with the approval of the Pro Vice-Chancellor (Student Experience).

When a full time undergraduate student returns from intermission the fee charged is dependent on the date of the resumption of study. For those returning from September, 100% of the annual charge is payable. Returners from the start of semester two, 75% of the annual charge is payable and for those returning after the Spring break, 50% of the annual charge is payable.

5.3 For students withdrawing or intermitting from a full time Postgraduate taught or any research programme, fees are calculated pro rata based on 52 weeks.

5.4 Where a student has taken a tuition fee loan and their date of withdrawal / intermission results in the University receiving an overpayment from SLC, we will return funds to the SLC who should then adjust the student's liability accordingly.

5.5 Part time Postgraduate taught students who withdraw or intermit from their course during the year will be liable to pay the full module fee for each module commenced in the academic year.

6 Erasmus Study Abroad

Students who undertake an Erasmus year abroad as part of their course will be charged a fee of £1,350 for the year. Where the length of study abroad is restricted to one semester the standard full time fee applies. This policy also applies to non-Erasmus study abroad.

7 Repeat Year of Study

Students who are given the option of repeating a year of study at Board of Examiners will be liable to a full years' fee.

8 PGR Nominal Registration fee

8.1 Nominal registration fee entitles the student to an ID card, access to IT and library facilities. It does not provide for supervisory support from academic colleagues. Students requiring support from academic staff to complete their application for MPhil/PhD study should follow the Pre-PhD Research Study route. The current fee for Pre-PhD is £930 and entitles the student to six tutorials with a member of academic staff over a twelve month period.

9 Postgraduate Taught (PGT) Courses

9.1 Postgraduate Taught (PGT) Students

A 'writing up' fee will be levied where a postgraduate taught student has carried out the required minimum period of registration and has met all requirements for taught elements of the programme, with the exception of submission of the dissertation. In these circumstances the student will be considered to be no longer using the Faculty specialist facilities e.g. laboratories although he/she can continue to make use of the University's general facilities including IT and the Learning Resources Centre, and have access to their Supervisor. The writing up fee will be charged from the academic year following the initial dissertation phase invoice and will be charged annually thereafter in accordance with the University's Academic Regulations. These can be viewed on the university website by following the link <http://www.chi.ac.uk/%3Cfront%3E/about-us/how-we-work/policies/academic-policies> .

9.2 Postgraduate Research (PGR) Students

The University may allow transfer to the writing up phase for both full and part-time candidates for a period not exceeding twelve months in the first instance. The supervisor(s) must confirm that the period of candidature for either the MPhil or PhD has been completed, upgrade has taken place (in the case of a PhD candidate), research is substantially complete as determined by the Research Degrees Group and External Research Degrees Committee (for University of Southampton candidates), and the thesis is being written up. Where a candidate is writing up for longer than 6 Months (Full Time) and 12 months (Part Time), a fee becomes payable.

10 Make-up Module Fee

Where a Board of Examiners requires a student to make good a credit gap in their academic profile of normally more than 30 credits at undergraduate level before progressing on their programme, a fee per module will apply. An administration fee of £120 per module will be charged where a student on an undergraduate or postgraduate taught (exceptionally) programme, without prior mitigating circumstances, requires a make-up module arising from irrevocable failure, as a consequence of non-submission at both attempts.

11 Discounts

Alumni Discount

Students who completed an undergraduate course at Chichester and notify our Sales Ledger team (salesledger@chi.ac.uk) that they are registered on our alumni database, who undertake a first postgraduate taught course (excluding PGCE) or postgraduate research degree at the University will receive a 10% reduction in fees for each year of study.

12 Recognition of Prior Learning (RPL) and (RPIL)

Students who enter with credit will normally be charged £220 per 30 credits or £150 per 20 credits for each module for which RPL/RPIL applies.