

Tuition Fee Policy 2019/20

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/feesfinance/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 Home and EU students undertaking undergraduate courses or certain post-graduate 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>.
- 1.4 Students retain the ultimate liability for payment of their fees, whether invoiced or not. This includes where a national body or other sponsor has agreed to pay the fee, should they subsequently default.
- 1.5 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://www.chi.ac.uk/%3Cfront%3E/about-us/how-we-work/policies/finance>.
- 1.6 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.

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 The deposit is non-refundable except where a prospective student can provide documentary evidence that their visa application has been declined for reasons beyond their control or where the University withdraws their course offer .

3 Payments

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

3.2 Self-financing students who are undertaking a course starting in September and running over a full academic year may choose to pay fees in instalments as follows:

- a) in two equal instalments, payable on 26 September and 1 February; or
- b) in 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 will levy an administration fee of £200 if payments are not received by the dates set or agreed.

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/feesfinance/tuition-fees/how-pay-tuition-fees> .

3.5 The student is responsible for ensuring that their sponsor makes payments as agreed. Where a sponsor fails to pay, the student is liable for outstanding amounts.

4 Non-Payment of Tuition Fees

4.1 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

5.1 Prior to any consideration for a refund, all applicable University procedures (e.g., withdrawal, intermission) must have been completed by the student and the details recorded on the student records system by Academic Registry.

5.2 Any full time or part time undergraduate or PGCE student who withdraws or intermits will be liable for tuition fees as follows:

Date of withdrawal or intermission:	Fee liability (as a percentage of full-year fees):
After you accept your offer, but before you have registered and before your chosen course has started	0%
After you have registered and after your chosen course has started, but before the start of semester two	25%

After the start of semester two, but before the end of the Spring break	50%
After the end of the Spring break	100%

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.

When a full-time undergraduate student returns from intermission, the fee charged is dependent on the date of the resumption of study:

Date of return:	Fee liability (as a percentage of full-year fees):
At the start of the academic year, i.e., in September	100%
From the start of semester two	75%
After the end of the Spring break	50%

5.3 For all other students, including non-UK or non-EU students, students withdrawing or intermitting from a full time Postgraduate Taught or any research programme, and any other students, fees are calculated pro rata based on 52 weeks, and taking into account any sunk costs to the University.

5.4 If the University receives an overpayment from a sponsor or other funding body, the overpayment will be returned.

5.5 In the unlikely event that the University becomes unable to deliver all or part of a course due to circumstances beyond its control (force majeure) and/or due to insolvency or an equivalent position, it will seek alternative arrangements as set out in the University's Student Protection Plan.

In extreme cases, a lack of suitable alternatives may mean that the University has to terminate a student's course of study unilaterally. In such cases, a commensurate refund will be given in accordance with the University's Student Protection Plan.

Any such refund will be subject to any legal requirements placed on the University by any statutory or equivalent process. In calculating the amount of the refund, by default the above structure will apply, subject to such modification as the Pro Vice-Chancellor (Student Experience) shall reasonably determine, taking into account (amongst other elements) the timing of the decision, the impact on the student(s), and the alternative arrangements available in the circumstances.

The University will also provide appropriate compensation where this is fair and reasonable and where it is not prohibited from doing so. For example, the University would consider providing transport or funding for transport if the alternative arrangements mean that students are taught in a different location.

5.6 No fee waiver may be agreed other than in exceptional circumstances and with the express written agreement of the Pro Vice-Chancellor.

5.7 If you think you may be entitled to a refund or to compensation under this policy, please contact the University's Academic Registry.

If you are unhappy with the way your request is handled, you may contact the Deputy Vice-Chancellor.

6 Placements and Study Abroad

6.1 Students who undertake a full-year placement or year abroad as part of their course, including an 'Erasmus' placement or year abroad will be charged a fee for the year. Where the length of placement or study abroad is restricted to one semester the standard full time fee applies.

7 Repeat Year of Study

7.1 For the avoidance of doubt, students who repeat a year of study will be liable to a further full year's fee.

9 Postgraduate Taught (PGT) Courses

9.1 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-wework/policies/academic-policies> .

10 Postgraduate Research (PGR) Students

10.1 The University may allow transfer to Nominal Registration (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 or major review has taken place (in the case of a PhD candidate), research is substantially complete, as determined by the Research Degrees Group, there is no requirement for substantial supervision, and the thesis is being written up.

If a research student is on nominal registration for longer than six months (FT) or 12 months (PT), a fee becomes payable and will be charged annually thereafter in accordance with the University's Higher Degree Regulations. These can be viewed on the following link;

<https://www.chi.ac.uk/about-us/policies-and-statements/academic-and-student-support>

11 Make-up Module Fee

11.1 Where a Board of Examiners requires a student to make good a credit gap in their academic profile before progressing on their programme, a fee per module will apply.

An administration fee of £160 per module will be charged in addition 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.

12 Discounts

12.1 Students who complete an undergraduate course at University of Chichester and who notify our Sales Ledger team (salesledger@chi.ac.uk) that they are registered on our alumni database, are entitled to an alumni discount on a first postgraduate taught course (excluding PGCE) or postgraduate research degree at the University – this is currently a 15% reduction in fees for each year of study.

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

13.1 Students who enter with credit will normally be charged £230 per 30 credits or £160 per 20 credits for each module for which RPL/RPIL applies.