

## Fee Schedule and Liability Policy 2022/23

Organisation	Leeds Beckett University
Author(s)	Chloé Purewal, Incomes Manager
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## Fee Schedule and Liability Policy 2022/23

### 1. Fee Setting

**1.1** The University is committed to delivering clear and transparent information about the cost of all courses. In setting, publishing and charging course fees for all courses, the University will consider nationally published guidelines such as those from Student Finance England (SFE), the Office for Students and Research England.

### 2. Course Fees and Student Charges

**2.1** The fees the University may charge a student for the delivery of Educational Services in respect of their course or programme of study (collectively the 'Fees') are split into two categories

Type of fee	What it covers
'Course Fees'	Tuition, together with any examination and registration payable in respect of the particular course or programme of study for which the Student is registered. The Course Fees will cover any in-year reassessments but will not cover where students are required to repeat a module or where the reassessment extends to a subsequent academic year.
'Student Charges'	Charges incurred through the use of facilities and equipment provided to enhance and facilitate the learning/study process and the delivery of the Educational Services, including (without limitation) field trips/residentials, professional examinations, <sup>1</sup> external body registrations, library fines or replacement charges for non-returned library items, fines resulting from the application of the Student Code of Discipline or the Policy, Regulations, and Procedures Relating to Professional Suitability or Professional Misconduct, late payment charges, interest and/or costs associated with late payment and the University's pursuit of unpaid fees.

### 3. Information about Course Fees/Student Charges

**3.1** Details of the Course Fees and Student Charges relating to individual courses will be advertised pre-application online via the University's online prospectus and within the offer letter provided to the applicant. Students (which includes any individual who has accepted an offer of a place made by the University) will therefore be notified of the Fees they will be liable to pay at the earliest possible stage and in any event no later than the date the University makes an offer to them to study on a course. Assuming there are no breaks in your period of study, the Course Fees notified to you in your offer letter will remain unchanged for the duration of your course.

**3.2** Each year, the Board of Governors reviews the Course Fees for courses commencing in the following academic year. Where the Course Fees may or will rise in future years, this will be communicated at the earliest possible opportunity to applicants and students returning to courses after a period of suspension and will only commence from the beginning of an academic year. The University will only increase annual Course Fees in line with inflation, as calculated in line with the Retail Price Index and as approved by the Board of Governors and will be no more than a relevant government cap or limitation on such tuition fee increases. In the event you are a student returning to study after a period of suspension and are adversely affected by any increase in Course Fees, you have the option to terminate your contract with the University.

### 4. Suspension of Study / Withdrawal from a Course - Course Fees and Student Charges

**4.1** All Students will be expected to comply with the University's procedures relating to Suspension of Studies and Withdrawal. Students can find the details of these processes on the University website and in the [Withdrawal Policy and Procedures](#)

**4.2** To ensure that overpayments are not made (by the Student or any sponsor), Students are required to confirm the date of their suspension/withdrawal as soon as possible in writing to their school office, normally on the relevant form.

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<sup>1</sup> 'Professional Examinations' may include examinations required by a professional body to give the student fully accredited professional status. An example of a 'Professional Examinations' would include those examinations required by the ACCA on accountancy courses

**4.3** The date of withdrawal recorded within the University’s corporate student records system, as agreed on the signed Suspension of Studies Request Form / Withdrawal Form, will be used to calculate the Fees a Student is liable for up to the point when they suspend their studies or withdraw (or are withdrawn by the University) from their course.

**4.4** There will be no charge for students who withdraw within fourteen days of the date of accepting a place to study at the University. To do so you must, within the relevant 14-day period, inform the University of your intention to cancel the Contract. A cancellation form is available for this purpose, which you will find [here](#) (although you are not obliged to use this form). In each year of your course you are also entitled to withdraw within fourteen days from the date that teaching begins on your course. To do so you must, within the relevant 14-day period, inform the University of your intention to withdraw. Taught Students should contact their School office. Research Students should contact the Graduate School. A cancellation form is available for this purpose, which you will find [here](#). Completed forms should be submitted before the relevant 14-day period expires. Where you have withdrawn within the above periods, you will be entitled to a full refund of Course Fees for the relevant academic year paid to that point, although you should seek advice from Student Services or the Student Union Advice Service as to the implications for any funding via the Student Loans Company or other bodies.

**4.5** Subject to the Student observing the procedure for withdrawal, Students who withdraw at a later stage than that specified in 4.4, the Course Fee liabilities for that year of study will be re-calculated. The re- calculation will normally be based on the number of term time weeks that have elapsed up to the official withdrawal date (except for courses of less than 6 months duration and where the Course Fees do not exceed £425 and research students) in accordance with 4.8 below. Weeks will be counted from the start of the academic year (i.e. the date teaching starts) up to the date of withdrawal as per the process outlined within the Student Contract.

**4.6** Students will be liable to pay Course Fees in respect of any week (or month in the case of Research Students) which the Student has already started at the point of withdrawal. In other words, any Student who withdraws on a Monday will be charged for the full week and in respect of Research Students, any Research Student who is still studying on the first day of any month will be charged for the full month).

**4.7** Non-attendance at University does not constitute as withdrawal. Fees will only be recalculated upon receipt of the appropriate application for suspension/ withdrawal, submitted in accordance with the University’s withdrawal procedure.

**4.8** A Student’s Course Fee liability will be based on their mode of study and module load at the point at which they enrol. Any subsequent recalculation or reassessment of the Student’s Course Fee liability, such as that related to Suspension of Studies or Withdrawal, will be based on their mode of study (i.e. ‘full’ or ‘part’ time) and module load (i.e. the number of credits attached to that Student’s account) at the point of suspension or withdrawal. Any recalculation of Course Fees based on suspension or withdrawal of a Student will be based on the following calculation methods:

<p><b>Full-time home/ CONTINUING ONLY -EU undergraduate Student (i.e. who started their course prior to the UK’s exit from the EU) with deferred payment of Course Fees under the UK Government’s student finance scheme</b></p>	<p>Course Fees will be re-calculated in accordance with national guidelines published by the Student Loans Company. The amount of the Course Fees which a Student will be liable to pay depends on the point at which they withdraw from the course and which of the 3 liability periods this falls in. The dates of the liability periods and the proportion of the Course Fees payable in each liability period are set out in Appendix A to these Regulations.</p>
<p><b>All other Students</b></p>	<p>The extent of your liability to pay the Course Fees will be re-calculated based on the number of term-time weeks that have elapsed up to the point of withdrawal. Weeks will be counted from the start of the academic year up to the date of withdrawal.</p> <p>Calculations will be based on a percentage of 30 weeks except in the following cases:</p> <ul style="list-style-type: none"> <li>• ‘Long courses’ (taught masters and accelerated learning) - where the base is 45 weeks</li> <li>• Courses of less than 6 months in duration where the total Course Fees for the academic year of the course do not exceed £425 – where following</li> </ul>

	<p>withdrawal beyond the second week of teaching there will be no refund.</p> <ul style="list-style-type: none"> <li>• Research Students will be charged for every month of study they had commenced at the point of withdrawal.</li> <li>• Where the ordinary duration of the course is less than 30 weeks and the Course Fees exceed £425– in these cases, calculations will be based on a percentage of the number of weeks enrolled up to the point of withdrawal compared with the ordinary duration of the course (e.g. if the ordinary course duration was 20 weeks and the student completed 10 weeks of the course before withdrawing, the student would pay 50% of the total Course Fees)</li> </ul>
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**4.9** Monies paid to the University relating to Student Charges will not be returned or recalculated where the student has received the benefit of the service. Where equipment is purchased from a third party for the purpose of studying the course, that third party's refund arrangements will apply. Students should refer to their tenancy agreements for details of any refund process for accommodation fees.

## **5. Student Protection Plan**

**5.1** Where the University is unable to preserve continuity of study to the end of the academic session due to risks crystallising which require the implementation of the University's Student Protection Plan, and where this results in student transfer to another provider or withdrawal, Students will be refunded a proportion of their Course Fees, or where Course Fees are still to be paid, their liability to pay Course Fees will be reduced proportionately. In all cases the proportion of Course Fees payable by the University will represent the unexpired number of weeks to the end of the academic session divided by the scheduled total number of weeks for the same academic session, irrespective of whether a Student is in receipt of SLC support or not.

**5.2** Where the University is unable to preserve continuity of study due to risks crystallising which require the implementation of the University's Student Protection Plan, we will make provision for reasonable compensation to be paid to Students for other relevant costs. Claims will be managed in accordance with the University's Student Protection Implementation Plan process and guidance. Any claims for the reimbursement of additional expenses incurred must be evidenced by original receipts.

## **6. Re-assessment and Repeat Study**

**6.1** No additional Course Fees will be charged for in-year re-assessment or deferred assessments.

**6.2** Students who repeat a level will be charged for the number of modules they are repeating as a pro-rata of the full time Course Fee rate (based on the credit value of those modules). For example, if the whole level consists of 120 credits and the student is required to repeat 60 credits, they will be charged 50% of the full time Course Fees for that level. Students required to repeat the full level, will be charged the at the full time Course Fee rate.

## **7. Payment of Fees**

**7.1** All Students are liable to pay the relevant Course Fees and Student Charges for their course. Unless you meet the criteria for one of the alternative payment arrangements set out in this Schedule, Course Fees are due on or before the start of teaching date for each year of the course.

**7.2** The University will make every effort to remind Students or their sponsors of any Course Fees and Student Charges due, however such notifications are reminders only and Students are contractually responsible for ensuring the timely payment of their Fees in line with our payment terms.

## **8. Payment of Course Fees**

**8.1** Where Course Fees are payable, Students either:

- I. pay their Course Fees in full through personal contribution (a private student);
- II. have the Course Fees paid for in full by a third-party sponsor (for example their employer, another corporate sponsor, a career development loan or, for new Students from outside the UK, by a foreign government agency or loan scheme);
- III. apply to the relevant UK/Channel Islands/Isle of Man agency for tuition fee support and/or a student loan, including Postgraduate Loans\*, to cover the whole or part of the Course Fees; or
- IV. pay the Course Fees through a combination of private funds, sponsorship and/or public funds.

*\*Please note that Postgraduate Loans provided by 'The Student Loans Company' are paid directly to students and not to the University, therefore the payment terms which apply to this category of Student are those outlined for students who pay their own fees in section 9 below.*

**8.2** In the event of any conflict or inconsistency with other payment of fees information or guidance provided for applicants/Students, the terms contained within this document shall prevail.

**8.3** Where reference is made in this document to a stage of a course/programme of study, this refers to the part of a course/programme of study which a Student is scheduled to take in an academic year.

## 9. Payment Terms

### 9.1 Your personal contribution

For the purposes of this section, a Student will be considered to be making a 'personal contribution' where a parent/guardian/family and/or friend(s) is assisting with payment or where a Postgraduate Loan or other fund is paid directly to the Student. Such Students will be regarded as holding primary responsibility for payment of the Course Fees and will be billed directly.

**9.2** Unless otherwise specified in the course literature for your course/programme of study or where a Student has met the eligibility criteria to qualify for one of the alternative payment arrangements outlined in the 'Exception' below, Course Fees are due no later than the official teaching start date for each stage of your course/programme of study.

**9.3** Students who are considered 'overseas' (includes non UK and also EU Nationals commencing study from August 2021):

<b>General Rule:</b>	You must pay in full your own contribution for the academic year prior to or at the teaching start date for your course/programme of study.
<b>Exception:</b>	<p>Where your course/programme of study lasts at least a full academic year and your own contribution for a particular stage of that programme is £425.00 or above, if full payment in accordance with the General Rule above is not possible, and you are not being sponsored for your Course Fees (see section 10.1) you must:</p> <p>I. pay at least 50 per cent of your own contribution prior to the teaching start date for the course in order to be eligible to enrol onto your course/programme of study (and, in order to be issued with the requisite Confirmation of Acceptance of Studies for UK entry clearance (visa) purposes);</p> <p>II. pay the remaining balance of your own contribution within approximately four months from the teaching start date of the course. The exact clearance date is stated in literature available from the University and online at <a href="https://www.leedsbeckett.ac.uk/student-information/money-advice/tuition-fees-and-payments/">The deferred due date is strict and the <u>https://www.leedsbeckett.ac.uk/student-information/money-advice/tuition-fees-and-payments/</u></a> University will endeavour to issue a reminder or invoice, a maximum of 28 days prior to this date.</p>

## All other Students, including overseas Students returning to resume on a subsequent year of study on a course;

<b>Payment by instalments:</b>	<p>Where your course/programme of study lasts at least a full academic year and your own contribution for a particular stage of that programme is £425.00 or above; you will have the option to pay a minimum of half of this contribution (your qualifying payment) prior to or at the teaching start date of your course/programme of study;</p> <p>You must then pay the full balance of your own contribution within approximately four months from the teaching start date of the course. The exact clearance date is stated in literature available from the University and online at <a href="https://www.leedsbeckett.ac.uk/student-information/money-advice/tuition-fees-and-payments/">https://www.leedsbeckett.ac.uk/student-information/money-advice/tuition-fees-and-payments/</a> The deferred due date is strict and the University will endeavour to issue a reminder or invoice a maximum of 28 days prior to this date.</p>
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<b>Payment by Direct Debit (only applicable to students charged at the home (UK) rate and returning EU students continuing their study):</b>	<p>Where: (i) your course/programme of study lasts at least a full academic year, (ii) your own contribution for a particular stage of that programme is £425.00 or above; and (iii) you are charged at the home rate (UK or EU students continuing study and assessed as qualifying to pay at our 'home rate'); you will have the option to pay your own contribution via the University's direct debit payment scheme. In order to pay by direct debit, you must have a UK bank account from which direct debits can be made.</p> <p>You are required to make a minimum percentage payment (your qualifying payment) towards your own contribution to your Course Fees by a means other than direct debit on or before the teaching start date, with the balance to be taken by direct debit in a subsequent series of equal-value instalments.</p> <p>Further details outlining the required minimum percentage payment and the number and schedule of subsequent direct debit payments can be found in literature available from the University and online at <a href="https://www.leedsbeckett.ac.uk/student-information/money-advice/tuition-fees-and-payments/">https://www.leedsbeckett.ac.uk/student-information/money-advice/tuition-fees-and-payments/</a> prior to or at the start of each academic year.</p> <p>The timely completion of the appropriate direct debit instruction is essential. If you choose to pay by direct debit, you are responsible for checking that the correct amounts are being deducted from your account, on the appropriate dates, and should contact the Incomes Office within Financial Services immediately in the event of any discrepancy</p> <p>A default in the payment of instalments will result in your participation in the direct debit payment scheme being terminated and an administration charge of £25 (per defaulted payment) being levied. If this occurs, then the full outstanding balance for that stage of the course/programme of study will become payable immediately (see also section 13). Further details are available on the University's website: <a href="https://www.leedsbeckett.ac.uk/student-information/money-advice/tuition-fees-and-payments/">https://www.leedsbeckett.ac.uk/student-information/money-advice/tuition-fees-and-payments/</a></p>
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## 10. Your sponsor's contribution

**10.1** Where some or all of the Course Fees are to be paid by a sponsor, this fee should, where possible, be paid prior to or at the start of each stage of your course/programme of study. Where this is not possible, you should provide, in place of the required payment, prior to or at the start of each stage of your course/programme of study, written evidence that your sponsor will be directly responsible for payments. You have sole responsibility for acquiring the required evidence of sponsorship and providing it to the University. The University will invoice your sponsor for their proportion of the Course Fees. The University reserves the right to prevent registration and/or enrolment where written evidence of sponsorship has not been provided.

**10.2** The University reserves the right to treat you as a privately funded Student (that is a Student who is responsible for paying her/his own Fees) if you do not provide the required evidence of sponsorship or where sponsorship payments are not forthcoming. In such circumstances, you shall be subject to the payment terms governing payment of Course Fees as outlined in section 9.1 above.

**10.3** Payment will be required strictly within the terms as set out in the invoice (which typically is 28 days from the invoice date). You shall remain liable for any Course Fees not paid by your sponsor.

## 11. Students applying to the UK Government's student finance scheme

**11.1** If you are a home/ continuing EU Student applying for an undergraduate or postgraduate loan under the UK Government's student finance scheme, ideally you should apply for funding prior to each stage of your course/programme of study in line with the processes and requirements laid out by the relevant government scheme. Where a loan is approved, with regard to undergraduate Students, Course Fees will be paid directly to the University by the Student Loans Company. Postgraduate loan payments are made directly to students and therefore payment terms outlined in section 9.1 will apply to Students who are in this category. Please note that postgraduate loan payments may not cover the full cost of your Course Fees and Students remain responsible for full payment of the entire Course Fees.

**11.2** If you are an undergraduate Student who has applied for an amount of tuition fee loan which is less than the full amount charged, payment of the balance will be subject to those payment Terms outlined in section 9.1 and/or in the case of sponsorship, section 10.

**11.3** It is your responsibility to check your eligibility for loans under the UK Government's student finance scheme. Should you be found by the Student Loans Company to not be eligible for funding, it is your responsibility as the student to pay the outstanding liability owed to the University.

11.4 The university will give precedence to the payment of a student's tuition fee liability through loans under the UK Government's student finance scheme over other types of payment such as fee paid directly by the student or any other third party sponsor such as an employer.

## **12. All sponsored and private Students; invoicing and payment**

**12.1** Whilst the University endeavours to issue invoices in good time (i.e. where sponsors require an invoice or where invoices are issued for information to Students on instalment schemes), the late dispatch/receipt of an invoice shall not be taken to mean that there is an extension to the due dates for instalment payments except insofar as this becomes administratively necessary for the University.

**12.2** You and/or your sponsor need not wait for an invoice in order to make payments of amounts known to be due.

**12.3** Invoices for the balance of your own contribution are normally issued in your name to the permanent home address OR email address you have supplied to the University. Invoices are not issued, however, following up-front payments in full

**12.4** The University will accept all payments made ahead of the applicable due date(s) of your selected payment method. The University shall not be liable to pay any interest to you or your sponsor in respect of any advance payment.

**12.5** If you are a sponsored Student, you must ensure that whoever will be responsible for paying your Fees is made fully aware of these payment terms.

## **13. Payment of Student Charges**

**13.1** Payment in respect of Student Charges, as defined in Section 2 is due immediately at the point the charges are incurred or immediately upon notification. In circumstances where the University raises an invoice for such charges, payment is strictly within 28 days of the invoice date.

## **14. Failure to pay Course Fees and Student Charges**

**14.1** The University reserves the right to impose sanctions against any Students for whom Course Fees or Student Charges remain unpaid. Such sanctions may include the imposition of late payment charges (£25 per defaulted payment), and in the case of non-payment of Course Fees, the sanctions set out in 16.1 below.

**14.2** The University may also pursue the outstanding debts through a debt collection agency and through the courts. Any such action will include the recovery of reasonable costs incurred by the University.

**14.3** All Students remain liable for any unpaid Fees where a sponsor or other organisation fails to make the relevant payment.

## **15. Actions open to the University for non-payment of Course Fees and Student Charges**

### **Registration & Enrolment**

**15.1** If you are a prospective Student on a full-time, sandwich or part-time course/programme of study you shall be deemed to have registered once you have accepted the University's offer of a place and agreed to the terms and conditions of the Student Contact

**15.2** If you receive Educational Services without having registered or having been recognised by the University as eligible to continue you:

I. will be liable to pay for those Educational Services and the proportion of the Fees payable by you in such circumstances shall be calculated in accordance with our usual charging policy as set out within this document;

II. will have no rights to Educational Services; and

III. may be subject to immediate exclusion and the disregarding of any work submitted as part of your studies until you have registered or been recognised by the University as being eligible to continue.

### **16. Withdrawal of Educational Services**

**16.1** If you do not pay the Course Fees in line with the payment terms outlined within this policy which apply to you, the University reserves the right to:

- I. withdraw your enrolment and/or registration with the University. For these purposes, withdrawal shall entail the withdrawal of all Educational Services
- II. withhold mark transcripts and academic award certificate;
- III. not permit attendance at a graduation ceremony; or
- IV. not provide academic references,

until such time as you have fully discharged the debt. Academic sanctions will not normally be imposed in relation to non-payment of Student Charges.

**16.2** Withdrawal will only normally be used where you have a significant outstanding Course Fees debt and have not engaged in a dialogue with the University to make adequate arrangements for payment which are acceptable by the University, however use of this sanction shall be at the discretion of the University, acting reasonably.

**16.3** If you are withdrawn on a temporary basis due to non-payment of Course Fees, any such period of withdrawal will not entitle you to a rebate or discount to Course Fees. Please refer to the [Withdrawal Policy and Procedure](#) for further information about the implications of a temporary withdrawal.

**16.4** A Student's payment history may be taken into account by the University should the Student apply at a later date for re-admission/re-enrolment.

### **17. Debt recovery action by the University**

**17.1** The University will take such action, including recourse to legal proceedings, as it deems necessary to recover all outstanding Fees or other debt. Any such action will also include the recovery of reasonable costs incurred by the University in relation to the recovery process. The University also reserves the right to charge interest at a minimum of two per cent above the Lloyds Bank annual base rate where your payments are made after the applicable invoice / instalment due date.

**17.2** Where the University commences legal proceedings for the recovery of debt, the address used for the purpose will usually be the most current permanent home address as supplied by you to the University.

### **18. Methods of Payment**

Students will be able to make payments towards their Course Fees and Student Charges in a range of ways. Full details regarding these methods are available at the following web page: <https://www.leedsbeckett.ac.uk/student-information/money-advice/tuition-fees-and-payments/>



## **19. Questions / Complaints**

**19.1** If you have any questions regarding your Course Fees or Student Charges, please contact the following email address in the first instance: [fees@leedsbeckett.ac.uk](mailto:fees@leedsbeckett.ac.uk)

**19.2** If you have any queries about payment of Course Fees or Student Charges, please contact the following email address in the first instance: [incomes@leedsbeckett.ac.uk](mailto:incomes@leedsbeckett.ac.uk)

**19.3** Should you have a complaint, and wish to do so, you may also invoke the University's official complaints procedure; contact details and further information about this process are available from the following web pages:

<https://www.leedsbeckett.ac.uk/our-university/information-for-students-and-applicants/student-complaints/>

## Appendix A – Student Loans Company liability periods 2022/23

Please note: These liability periods apply only to those students funded through undergraduate government funded loans. These liability periods relate to Course Fees only.

For those students not in receipt of undergraduate government funded loans, please refer to table 4.8 for further information about course fee liability.

### Autumn Starters

Liability Period	Percentage of total fee liability for academic year due	Start Date	End Date
14 day 'cooling off' period*	0%	Up to end date	10 October 2022
1	25%	11 October 2022	3 January 2023
2	50%	4 January 2023	17 April 2023
3	100%	18 April 2023	Onwards

\*See further details at clause 4.4

### Winter Starters

Liability Period	Percentage of total fee liability for academic year due	Start Date	End Date
14 day 'cooling off' period*	0%	Up to end date	6 February 2023
1	25%	7 February 2023	17 April 2023
2	50%	18 April 2023	25 September 2023
3	100%	26 September 2023	Onwards

\*See further details at clause 4.4