

## **Fee Schedule and Liability Policy 2016/17**

### **1. Fee Setting**

**1.1** Our university is committed to delivering clear and transparent information about the cost of all courses. In setting, publishing and charging tuition fees for all courses, our university will consider nationally published guidelines such as those from Student Finance England (SFE) and the Higher Education Funding Council for England (HEFCE).

### **2. Course Fees, Other Fees and Student Charges**

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

Type of fee	What it covers
'Composite Fees'	Tuition, together with any examination, registration or other fees payable in respect of the particular course or programme of study for which the Student is registered.
'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/residential, professional examinations, 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 settlement.

### **3. Information about Fees/Charges**

**3.1** Applicants/students will be notified of the fees that would apply to them at the earliest possible stage. Details of the Tuition Fees, Other Fees and Student Charges relating to individual courses will normally be advertised online and/or be provided within the offer letter to the student. In some cases, tuition fees and charges will be advertised through written prospectuses and/or other written documents.

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

**4.1** All students will be expected to comply with our university's procedures relating to Suspension of Studies and Withdrawal. Students can find the details of these processes on our university at the following address (under 'Student Contract'): <http://www.leedsbeckett.ac.uk/public-information/student-regulations/>

**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 and normally in writing.

**4.3** The date of withdrawal recorded within our university's corporate student records system, as agreed on the signed Suspension of Studies Request Form / Withdrawal Form, will be used to calculate the course fees and

charges 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** Any student who withdraws from their course in the first 14 days of teaching within that academic year will not be charged a course fee for that year.

**4.5** Subject to the student observing the procedure for withdrawal, fee liabilities 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. 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** The university will charge for any week (or month in the case of Research Degree Students) the student has already started at the point of withdrawal (i.e. any student who withdraws on a Monday will be charged for the full week).

**4.7** A student's fee liability will be based on their position at the point at which they enrol. Any subsequent recalculation or reassessment of the student's 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 tuition fee charges based on suspension or withdrawal of a student will be based on the following calculation methods:

<b>Full-time home/EU undergraduate Student with deferred payment of Composite Fees under the UK Government's student finance scheme</b>	<p>Our fees will be re-calculated in accordance with national guidelines published by the Student Loans Company.</p> <p>The amount of the Composite Fees which you will be liable to pay depends on the point at which you 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 fees payable in each liability period are set out in Appendix A to these Regulations.</p>
<b>All other Students</b>	<p>The extent of your liability to pay the Composite Fee 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 for long courses (taught masters and accelerated learning) where the base is 45 weeks.</p> <p>If you are a Research Student, you will be charged for every month of study you had commenced at the point of withdrawal.</p>

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

**5.1** No additional fees will be charged for in-year re-assessment or deferred assessments.

**5.2** Students who repeat a level will be charged at the set rate per credit point. Students whose repeat programme of study is sufficient to fall within the definition of full-time mode will be charged at the full-time fee rate.

## **6. Payment of Fees**

**6.1** All students will be expected to pay the relevant fees and charges for their course. Fees are due on or before enrolment on each year of the course, however this policy outlines where alternative payment arrangements exist which are available and are subject to the criteria outlined being met.

**6.2** The university will make every effort to remind students or their sponsors of any fees 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.

## **7. Payment of Composite Fees**

**7.1** Where a Composite Fee is payable, Students either:

- I. pay their Composite Fees in full through personal contribution (a private student);
- II. have the Composite Fees paid for in full by a third-party sponsor (for example their employer, another corporate sponsor, a career development loan or, for students from outside the European Union, 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 Composite Fees; or
- IV. pay the Composite 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 8 below.*

**7.2** 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.

**7.3** 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.

## **8. Payment Terms**

### **8.1 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 Composite Fee and, where an invoice is necessary, will be billed directly.

**8.2** 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' of 8.3 below, Composite Fees are due prior to or at the official start date for each stage of your course/programme of study.

**8.3 Students who are liable for fees at the overseas rate:**

<b>General Rule:</b>	You should ensure that you have paid in full your own contribution for the academic year prior to or at the official 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 £295.00 or above, if full payment in accordance with the General Rule above is not possible, in addition to satisfying the requirements of 9.1, you must:</p> <ol style="list-style-type: none"><li>I. pay at least 50 per cent of your own contribution prior to the official start date for the course in order to be eligible to enrol onto your course/programme of study, and, in the case of overseas applicants, in order to be issued with the requisite Confirmation of Acceptance of Studies for UK entry clearance (visa) purposes;</li><li>II. pay the full balance of your own contribution within approximately four months from the official start date of the course. The exact clearance date is stated in literature available from the University and online at <a href="http://www.leedsbeckett.ac.uk/studenthub/tuition-fees-payment.htm">http://www.leedsbeckett.ac.uk/studenthub/tuition-fees-payment.htm</a> prior to or at the start of each academic year. 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.</li></ol>

All other Students, including overseas Students returning to resume study on a course already commenced:

<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 £295.00 or above; you will have the option to pay a minimum of half of this contribution (your Qualifying Payment) prior to or at the official start date of the stage 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 official start date of the course. The exact clearance date is stated in literature available from the University and online at <a href="http://www.leedsbeckett.ac.uk/studenthub/tuition-fees-payment.htm">http://www.leedsbeckett.ac.uk/studenthub/tuition-fees-payment.htm</a> prior to or at the start of each academic year. The deferred due date is strict and the University will endeavor to issue a reminder or invoice a maximum of 28 days prior to this date.</p>
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<p><b>Payment by Direct Debit (only applicable if a Student is charged at the home (UK/EU) rate):</b></p>	<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 £295.00 or above; and (iii) you are charged at the 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 fees by a means other than direct debit prior to or at the start of the academic session, 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="http://www.leedsbeckett.ac.uk/studenthub/tuition-fees-payment.htm">http://www.leedsbeckett.ac.uk/studenthub/tuition-fees-payment.htm</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 shall share the responsibility for ensuring 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 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="http://www.leedsbeckett.ac.uk/studenthub/tuition-fees-payment.htm">http://www.leedsbeckett.ac.uk/studenthub/tuition-fees-payment.htm</a></p>
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## **9. Your sponsor's contribution**

**9.1** Where some or all of the Composite 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 Composite Fee. The University reserves the right to prevent registration and/or enrolment where written evidence of sponsorship has not been provided.

**9.2** 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. In such circumstances, you shall be subject to the payment terms governing payment of Composite Fees as outlined in section 8.1 above.

**9.3** 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 Composite Fees not paid by your sponsor.

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

**10.1** If you are a home/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, Composite 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 8.1 will apply to students who are in this category. Please note that postgraduate loan payments may not cover the full cost of your tuition charges and students remain responsible for full payment of the entire composite fees.

**10.2** 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 8.1 and/or section 9 in the case of sponsorship.

**10.3** It is your responsibility to check your eligibility for loans under the UK Government's student finance scheme.

## **11. All sponsored and private students; invoicing and payment**

**11.1** Whilst the University endeavors 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.

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

**11.3** Invoices for the balance of your own contribution are normally issued in your name to the permanent home address you have supplied to the University. Invoices are not issued, however, for up-front payments or Qualifying Payments for instalment schemes

**11.4** The University accepts 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.

**11.5** 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. However, if you are sponsored through the UK Government's student finance scheme, you do not need to take any steps to do this.

## **12. Payment of student charges**

**12.1** 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 our University raises an invoice for such charges, payment is strictly within 28 days of the invoice date.

## **13. Failure to pay course fees and charges**

**13.1** The university reserves the right to impose sanctions against any students for whom course fees or charges remain unpaid. Such sanctions may include the imposition of late payment charges, withdrawal of some or all of our university services, withholding of mark transcripts and award certificates and the suspension of a student's registration.

**13.2** 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.

**13.3** All students remain liable for any unpaid fees or charges where a sponsor or other organisation fails to make the relevant payment.

#### **14. Actions open to the University for Non-payment of composite fees and student charges**

##### **Registration & Enrolment**

**14.1** 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 terms and conditions of registration.

**14.2** 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
- 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.

#### **15. Withdrawal of educational services**

**15.1** If you do not pay the Composite Fees in line with the payment terms outlined within this policy which apply to you, the University reserves the right to withdraw your enrolment and/or registration with the University. For these purposes withdrawal shall entail the withdrawal of all Educational Services (including, for the avoidance of doubt, the provision of academic references).

In cases where any such debts remain unresolved you will not:

- I.receive your academic award certificate;
  - II.be permitted to attend a graduation ceremony; or
  - III.be provided with academic references;
- until such time as you have fully discharged the debts.

**15.2** Withdrawal will only normally be used where you have a significant outstanding Composite Fee debt and have not engaged in a dialogue with the University to make adequate arrangements for payment which are acceptable by the University.

**15.3** If you are withdrawn on a temporary basis due to non-payment of Composite Fees, any such period of withdrawal will not entitle you to a rebate or discount to fees.

**15.4** 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.

## **16. Debt recovery action by the university**

**16.1** The University will take such action, including recourse to legal proceedings, as it deems necessary to recover all outstanding 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.

**16.2** 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.

## **17. Methods of Payment**

Students will be able to make payments towards their course fees and charges in a range of ways. Full details regarding these methods are available at the following web page: <http://www.leedsbeckett.ac.uk/studenthub/tuition-fees-payment.htm>

## **18. Questions / Complaints**

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

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

**18.3** Should you have a complaint, and wish to do so, you may also invoke our university's official complaints procedure; contact details and further information about this process are available from the following web pages: <http://www.leedsbeckett.ac.uk/studenthub/complaints.htm> .

## **Appendix A – Student Loans company liability periods 2016/17**

### **Autumn Starters**

<b>Liability Period</b>	<b>Percentage of total fee liability for academic year due</b>	<b>Start Date</b>	<b>End Date</b>
14 day 'Cooling off period' from start of teaching	0%	Up to end date	09 October 2016
1	25%	10 October 2016	09 January 2017
2	50%	10 January 2017	24 April 2017
3	100%	25 April 2017	Onwards

### **Winter Starters**

<b>Liability Period</b>	<b>Percentage of total fee liability for academic year due</b>	<b>Start Date</b>	<b>End Date</b>
14 day 'Cooling off period' from start of teaching	0%	Up to end date	05 February 2017
1	25%	06 February 2017	24 April 2017
2	50%	25 April 2017	25 September 2017
3	100%	26 September 2017	Onwards