

## Fees Regulations for 2016/17

<b>Executive Regulation Owner:</b>	Philip Severs, Director of Finance, Finance Directorate
<b>Signature of Executive Regulation Owner:</b>	
<b>Approving Body (if different):</b>	N/A
<b>Operational Regulation Owner</b>	Debbie Warr, Head of Corporate Reporting, Finance Directorate
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## **1 Tuition fees - general matters**

- 1.1 All students at the University will pay a tuition fee for their course or research programme unless the course/research programme is provided under a contract for funding by a third party and students are not required to pay a tuition fee.
- 1.2 Students are personally liable for payment of the full tuition fee unless the fee is paid on their behalf by a third party. However, if a third party does not pay the full fee, or any part of it, it must be paid by the student.
- 1.3 Unless a student exercises their statutory right to cancel their contract with the University within 14 calendar days of accepting their offer, or within 14 calendar days of enrolling (if enrolment takes place fully online), they are liable to pay tuition fees for the full period that they are enrolled as a student.
- 1.4 The level of tuition fee to be paid for each academic year of study depends on:
  - how the student is classified for fees assessment purposes (i.e. whether or not the student is assessed as a UK/EU student)
  - the length of the course
  - the mode of study (e.g. full-time or part-time)
  - whether the course/programme of study is delivered at the University's Sheffield campuses, with or through a collaborating or partner organisation, with or through an employer in the UK or abroad, or by distance learning.
- 1.5 The initial amount of tuition fee that a student is required to pay will be notified when they receive the University's offer of a place. This will be notified via UCAS or, where the application is not processed through UCAS, by the University or by the relevant collaborating or partner organisation.
- 1.6 All payments of tuition fees should be made in accordance with the timings set out in the student's offer letter and/or the University's invoice and should be made in pounds sterling. Payments can be made online at [epay.shu.ac.uk](http://epay.shu.ac.uk) using a debit/credit card, or directly into the University's bank account:

## **2 Designated Courses**

- 2.1 Where a student is assessed as a UK/EU student for fees assessment purposes and chooses to study a designated course (as defined by Regulations made under the Teaching and Higher Education Act 1998 and explained in the paragraph below), the maximum amount of tuition fee that the University may charge is specified by the UK government.
- 2.2 This currently means that the government has set a maximum fee of £9,000 that institutions are able to charge to UK/EU students studying full-time at undergraduate level, including on a Bachelor's or Integrated Master's degree, Foundation Degree, or for a Higher National Certificate (HNC) or Higher National Diploma (HND) award, or for a Certificate in Higher Education (CertHE) award, or for a Diploma in Higher Education (DipHE) award.
- 2.3 The University reserves the right to make changes to its tuition fees if the government's requirements in relation to the maximum amount of tuition fees that institutions may charge changes. Such changes, whether they reduce or increase the maximum amount of tuition fee, will take effect for relevant students in accordance with the terms of government policy. The University will publish details of any changes on its website and in the information about tuition fees applicable to a student's year of entry.

## **3 Full-time and part-time courses**

- 3.1 Full-time, undergraduate courses normally consist of 120 credits in an academic year. If a student is enrolled for less than 90 credits in an academic year they will be part-time.
- 3.2 Full-time, postgraduate courses normally consist of 180 credits in an academic year. If a student is enrolled for less than 90 credits they will be part-time.

## **4 Assessment of students' fee status**

- 4.1 The fee status of students is assessed in accordance with the relevant UK government regulations. Under the current regulations a student's fee status is assessed as "Home", "Island", "European Union" or "International". This assessment is based on the student's immigration status and history of residence. A student's fee assessment status will be notified to them in their offer letter. Students may contact the University's Admissions and UK Recruitment office if they believe they have been incorrectly assessed.

## **5. Tuition fee increases**

- 5.1 The University reviews tuition fee levels annually and reserves the right to increase fees for academic years subsequent to the student's first year of entry to the

University, subject to any maximum specified for designated courses by the UK government. Such increases will normally reflect changes in the University's costs for delivering courses and programmes of study. Information about the amounts by which tuition fees will increase will be made available to prospective students, including through the University's website.

- 5.2 Where a student's fee status is assessed as "International" and they commence their first year of study on their chosen course in 2016/17 they will pay the same amount of tuition fee for each year of study on this course, with no inflationary increases.

## **6 Additional charges associated with study**

- 6.1 Currently the University's full-time undergraduate tuition fee includes:

- membership fees for professional bodies where membership is relevant to the course and future employment; and
- any UK field trips that are a required part of the course

- 6.2 Full-time undergraduate students who choose to take a placement year will receive a full waiver of the tuition fee for that year.

- 6.3 All other costs and charges associated with study on all courses and programmes at undergraduate and postgraduate level will be paid by the student. Examples of such additional costs include:

- UK field trips and visits that are not a required part of an undergraduate course and for postgraduate courses
- overseas field trips and visits
- professional body membership fees for postgraduate students
- equipment and materials, other than consumables that are an integral part of taught study
- printing, books, publications and other personal study resources and consumables.

An indication of the additional costs associated with the main activities on specific courses is made available on the University's website.

- 6.4 Bench fees: bench fees are payable for study on certain research degree programmes. The amount payable will depend on the research programme and the student's fee status. Currently, bench fees are payable by students studying for the following research degrees:

MPhil/PhD - Research Degrees: Materials and Engineering Research Institute

MPhil/PhD - Research Degrees: Biomedical Research Centre

MPhil/PhD - Research Degrees: Sport and Physical Activity.

## **7 Deposits and pre-payments**

- 7.1 The University may require students to pay a deposit in order to secure a place and receive services prior to enrolment. Currently:
- students domiciled in South Asia are required to pay a deposit of £3000. This applies to both undergraduate and postgraduate students from India, Pakistan and Sri Lanka.
  - all other postgraduate international students are required to pay a deposit of £1000.

Deposits are only refundable in specific circumstances. The conditions applying to refunds of deposits are set out in the University's Terms and Conditions.

- 7.2 Students studying on a short course (less than 20 weeks in duration) must pay the entire tuition fee prior to commencement of the course.
- 7.3 All international students who are full-time and who are responsible for paying the tuition fee themselves, whether undergraduate or taught postgraduate, must pay 50% of the tuition fee (less any deposit) prior to enrolment for each year of study.

## **8 Non-payment of tuition fees**

- 8.1 If payment of any tuition fee due is not made by the date stipulated the student will become a debtor. The University's Terms and Conditions set out what will happen if a student is in debt to the University. In addition, the University may take action to recover the debt.

## **9 Refunds**

- 9.1 Students are entitled to a refund of any over-payment of tuition fees.
- 9.2 The other circumstances in which University will refund tuition fees are set out in the University's Terms and Conditions.
- 9.3 Any refund of tuition fees as a result of a student's withdrawal from their studies will be conditional on the student having officially notified the University in the form specified. Information about how to do this is available from Faculty helpdesks. Any refund will be calculated from the official date of withdrawal.
- 9.4 Refunds of tuition fees paid on a student's behalf by a third party will be made to that third party.
- 9.5 Refunds will be made:
- to the bank account from which the funds originated
  - to the original debit/credit card where the original payment was made by that method
  - in pounds sterling.