

Student Fees Regulations for 2023/24

Senior Regulation Owner:	Ryan Keyworth - Chief Finance Officer or Delegate (Director of Finance)
Approving Body (if different):	Debbie Warr – Interim Director of Finance, Finance & Procurement Directorate
Operational Regulation Owner	Kay Simpson, Head of Finance (Students)
Effective Date:	01/08/2023 (approved on 19/06/2023)
Date(s) of Approval of Amendments (since last review date):	N/A
Effective Date of Amendments (if different):	N/A
Review Date	12/06/2023

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 A student is liable to pay tuition fees for the full period that they are enrolled as a student, unless they exercise their statutory right to cancel their contract with the University within 14 calendar days of accepting their offer (or as students are required to enrol online rather than face to face on University premises, within 14 calendar days of enrolment) as detailed in the University's [Terms and Conditions](#). If a student chooses to leave their course within the first three weeks of the course starting then the University will refund any tuition fees paid in full, however any deposit paid will be retained as a contribution towards the University's reasonable costs and losses.
- 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 the student is assessed as a Home or International student). See section 4.1;
 - the length of the course;
 - the mode of study (e.g. full-time or part-time);
 - whether the student is eligible for a discount. See information on the [University website](#) for further information on discounts offered;
 - 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 *Prospective students for full time undergraduate courses will be notified of their tuition fee (together with all other Contract Information) by email after they receive their offer via UCAS. For other courses, they will be notified of the tuition fee and the other Contract Information when they receive their offer from the University or the relevant collaborating or partner organisation. See section 6 for Additional Charges associated with study and the Terms and Conditions for what is included within the Contract Information.*
- 1.6 For designated courses (see section 2 which explains when a course is a designated course), the fee quoted on the online prospectus is the fee per year of the course. For non-designated courses, the fee quoted on the online prospectus is for the whole course unless otherwise stated. Where a non-designated course is to be taken over more than one year, the whole course fees are divided into annual fees through a financial calculation to which a rounding mechanism is applied. This can sometimes mean that there is a nominal variation between the quoted fee from the prospectus and the fee charged to the student.

There are some circumstances in which a student taking a break in study or engaging in retakes may be charged an additional fee, which will be notified to them at the time.

- 1.7 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. Domestic payments can be made online at <https://epay.shu.ac.uk> or directly into the University's bank account. Overseas payments should be made via Flywire, using our [International](#) Student Payment Portal

Sheffield Hallam University	
Sort Code	40-41-07
Bank	HSBC Bank Plc
Bank Address	Carmel House, Sheffield
Account Name	Sheffield Hallam University General Account
Account Number	91274163

2 Designated Courses

- 2.1 Where a student is assessed as a Home 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 section 2.3 below), the maximum amount of tuition fee that the University may charge is specified by the UK government.
- 2.2 Section 2.1 also applies to students who commenced their first year of study prior to 2021/22 and were assessed as EU students for fees assessment purposes.
- 2.3 For students commencing their studies from the academic year 2017/18, this currently means that the government has set a maximum fee of £9,250 per year that institutions are able to charge to Home 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. Students who commenced their studies between 2012/13 and 2016/17 will continue to pay £9,000 per year for the duration of their course.
- 2.4 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. Any changes affecting applicants will be sent to them by email at key points in the application cycle, prior to entering into an enrolment contract.

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 applicants' fee status

- 4.1 The fee status of applicants is assessed in accordance with the relevant UK government regulations. Under the current regulations an applicant's fee status is assessed as "Home or "International". This assessment is based on the applicant's immigration status and history of residence. For more information on fee statuses please visit the UKCISA or DFE website. An applicant's fee status will be notified to them before enrolment in their offer letter, in a fee assessment outcome email or in an email which includes all other Contract Information if they have applied and received their offer of a place through UCAS. Applicants may contact the University's Admissions office if they believe they have been incorrectly assessed.
- 4.2 The fee statuses for students who commenced their first year of study prior to 2021/22 were "Home", "Island", "European Union" or "International". Students who commenced their first year of study prior to 2021/22, and who were assessed as "European Union" fee status, are eligible to pay the same fee as students with "Home" Fee status from 2021/22.

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. Such increases will normally reflect inflationary changes in the University's costs for delivering courses and programmes of study. The remainder of this section explains those courses which may be subject to fee increases in years subsequent to the student's first academic year, and how any increases are calculated.
- 5.2 For courses where tuition fee increases may apply, the precise amount of any increase will be confirmed to returning students as part of re-enrolment and prior to being re-enrolled.

5.2.1 Home Undergraduate Students (and PGCE students)

As referred to in section 2, the maximum fee level for Home undergraduate students is capped by the government.

Students commencing study from 2017/18:

The fee level for students who commenced their first year of study on their chosen course from 2017/18 will be £9,250 in 2023/24, and the fee will remain at £9,250 until 25/26. This is in line with the maximum fee level confirmed by the government. The fee from 2025/26 may increase in line with any inflationary increases applied by the government. For illustrative purposes in 2017/18 the government applied a 2.8% uplift based on the RPI-X inflation measure; there were no inflationary increases in 2018/19, 2019/20, 2021/22, 2022/23 and the government have confirmed that there will be no inflationary increase to fee levels in 2023/24.

5.2.2 Home Postgraduate Taught Students (excluding PGCE students)

Students commencing on a postgraduate taught course of more than one academic year from 2018/19 will not be subject to an inflationary uplift on their course fees.

5.2.3 Home Postgraduate Research Students

The University aligns its tuition fees for Home postgraduate research students with the indicative fees published by UK Research and Innovation (UKRI). Any inflationary increases in students' tuition fees will be in line with the increases to the UKRI published fees (for illustrative purposes only the increase in 2023/24 is 2.5%). Returning students will be advised of any inflationary changes to their course fee for the academic year as part of re-enrolment and prior to being re-enrolled.

5.2.4 International Students

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

Where an international student commenced their studies before 2016/17 the tuition fees may be subject to an annual inflationary increase. This increase will be based upon the RPI-X inflation measure published in the first quarter of the preceding calendar year (for illustrative purposes only the first quarter 2022 RPI-X measure was 9.1%).

All fee increases are rounded up to the nearest five pounds sterling (£5).

Fee increases for contracts and commissioned courses will be in line with those specified in the relevant contract.

6 Additional charges associated with study

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

- membership fees for professional bodies, during your time at the University, 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 commencing their studies from 2018/19 onwards, who choose to take a placement year, will pay a £1,200 placement fee (based on a fee of £1,850 of which £650 is waived) during their placement year.

Where a full-time undergraduate student commenced their studies before 2018/19 they will receive a full fee waiver during their placement 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 to cover extra costs incurred during postgraduate research.

There are five bench fee bands, which for students commencing their studies in 23/24 are rated at at £0, £2100, £5250, £8400, and £12600 per year depending on the expected requirement to make use of specialist research facilities and/or consumables.

Given the range of research that can be undertaken within each degree programme, some courses will be aligned to two or more bench fee bands. The potential bench fee bands for each course will be set out for potential applicants via the online prospectus and projects will be assigned to a specific band at the point of application. Once assigned, the band value will remain fixed for the duration of each student's period of study, unless there are substantial changes to the nature of their research programme.

- 6.5 Recognition of Prior Learning (RPL): A review of our RPL policy is underway which may lead to a new approach in future years, but for the 23/24 academic and financial year there will be no charge to individual students for recognition of prior learning at undergraduate level.

There will be a standard charge of £50 per application for recognition of prior learning for courses at postgraduate level.

For employer led programmes, there may be an additional charge to the employer if RPL activity is required for their students and is more complex. Any such charges will be included within the express terms of the formal contract with the employer.

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 commencing study from September 2023/24 that received their offer letter after 2nd December 2022:

- Students domiciled in Bangladesh, Iran and Ghana are required to pay 100% of their fee prior to issuance of their Confirmation of Acceptance for Studies (CAS). This applies to both undergraduate and postgraduate students from these domiciles.
All other undergraduate and post graduate taught international Students are required to pay a deposit of £3,000 on acceptance of their offer in order for a CAS to be issued.

Students that commenced study prior to September 2023/24 or received their offer letter for 2023/24 prior to 2nd December 2022:

- Students domiciled in South Asia are required to pay a deposit of £3,000. This applies to both undergraduate and postgraduate students domiciled in India, Pakistan, and Sri Lanka.
- All other undergraduate and postgraduate taught international students are required to pay a deposit of £1,000 on acceptance of their offer in order to receive a CAS.

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 International students studying on a short course (less than 21 weeks in duration) must pay the entire tuition fee prior to commencement of the course.

7.3 All international students who are on a full-time course and who are responsible for paying the tuition fee themselves, whether undergraduate or taught postgraduate, must pay:

Students commencing study from September 2023/24 that received their offer letter after 2nd December 2022:

- A further £5,000 of the tuition fee, prior to enrolment for each year of study. If the remaining tuition fee (less initial deposit) is less than £5,000 then the remaining tuition fee should be paid.

Students that commenced study prior to September 2023/24 or received their offer letter for 2023/24 prior to 2nd December 2022:

- 50% of the tuition fee (less any deposit) prior to enrolment for each year of study.

8 Transferring in or out of University

8.1 If you transfer from one University to another, your new University will tell the Student Loans Company. If you transfer during the academic year, and are paying your fees by Tuition Fee Loan, your Tuition Fee Loan may be split between the two Universities.

8.2 Where you are paying your fees by Tuition Fee Loan and you transfer to Sheffield Hallam, the University will inform the Student Loans Company and calculate your tuition fee based on when you transferred, and how much of your Tuition Fee Loan has been paid to your first University. If your first University has already received an instalment of your tuition fee from the Student Loans Company, Sheffield Hallam will not charge you again for that term, but you will first need to tell our Fees team about this - email: invoicing@shu.ac.uk

Example: If you registered at an alternative University in September, and transferred to Sheffield Hallam in November, your tuition fee loan would be paid as follows:

Term 1: 25% of your alternative University fee would be paid to the alternative University

Term 2: 25% of your Sheffield Hallam fee would be paid to Sheffield Hallam University

Term 3: 50% of your Sheffield Hallam fee would be paid to Sheffield Hallam University

- 8.3 For Postgraduate students your fee will be calculated based on an individual credit basis, considering any external credit to be transferred in. Once it has been agreed which modules will be confirmed as meeting the relevant learning outcomes under the University's Recognition of Prior Learning Scheme (RPL) you will be advised of the course modules of study you will need to take and the amount of the course fee you will need to pay.

9 Non-payment of fees

- 9.1 If payment of any tuition fee due (or other charges due, as detailed in section 6) 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 and, if unsuccessful, may use our external debt collection agency to recover the debt.

10 Refunds

- 10.1 Students are entitled to a refund of any over-payment of tuition fees or other charges.
- 10.2 The other circumstances in which University will refund tuition fees or other charges are set out in the University's Terms and Conditions.
- 10.3 Any refund 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 [Hallam Help](#). Any refund will be calculated from the official date of withdrawal.
- 10.4 Refunds of fees paid on a student's behalf by a third party will be made to that third party.
- 10.5 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.
- 10.6 Refunds will be paid within 14 days of receipt of the relevant information from students.