



HE Tuition Fee Policy and Procedure 2019/2020

It is the policy and intention of Myerscough College to determine fee levels, waivers and refunds that encourage access to courses whilst ensuring financial viability. This policy follows the guidelines set by the Office for students and UCLan for the charging of fees.

This Tuition Fee Policy has been produced for the benefit of potential applicants, current students and College staff and applies to students enrolled in the 2019/20 academic year.

In those areas where the College has discretion to determine fee levels, fees will be set with due regard for financial viability and market forces. Conscious of its mission however, the College makes provision through the operation of its Tuition Fees Policy to encourage access to its courses amongst all sections of the population with ability to benefit.

The College will notify applicants and students as early as possible of the total fees due for their courses, including any additional costs, along with the arrangements for payment. Where, for reasons outside the control of the College, there is, exceptionally, a need to increase fees previously notified to applicants and students, or to impose additional costs, the College will apply the principles below to minimise the impact on students.

Equally, the College believes that students and/or their sponsors are responsible for prompt payment. Defaults on payment are treated seriously and will lead to the application of sanctions which could inhibit a student's ability to continue in their studies.

Students who have previously studied at higher education level, regardless of how far back this dates, should be aware that future entitlement to Student Finance is affected by previous study. Previous study includes time spent on a full time higher education course or any specifically designated publicly funded HE course, whether or not in the UK. Students that do not qualify for a tuition fee loan will be required to self-fund. The regulations are complicated and students should seek advice from the College as soon as possible.

This policy details the various fees charged to students across College, including the processes for waivers and refunds.

This policy applies to all Higher Education students.

Procedure

Full-time Higher Education students pay a tuition fee per annum to Myerscough College. For part time students, the tuition fee is based on a rate per module.

Myerscough College offers limited bursary schemes for any students paying the higher tuition fees. Please refer to Myerscough College and UCLan websites for details.

1. For each course of study the College will set, publish and charge tuition fees for the course year, including sandwich placement years. The level of tuition fees for the course will be set and published before the start of the application process. Where it is not possible to confirm the total costs of a modular course, the College will provide as much information as possible for example the likely number of modules and the cost of individual modules that are available. The only increase in fees for second and subsequent years of a course will be limited to increases in inflation based on the Retail Price Index.
2. All costs that relate to items that are essential to complete the course of study will be included in the tuition fees. For some courses, there may be essential costs for some items but these will be kept to a minimum. There may also be costs that relate to items that are not essential to complete the course of study and hence are optional for students and not included in the tuition fee. A list of the essential costs and the optional costs for each course of study will be published on the course factsheet. This will include confirmation or an estimate of each type of optional cost wherever possible. The College reserves the right to charge for Accreditation of Prior Experiential where this is used as a contributory element to a programme of study – at the discretion of the Principal.
3. Tuition Fees / Facilities and Resources Welcome Package include:
 - Scheduled course tuition, academic, technical and administrative support, printing facilities and use of course equipment and facilities
 - Course-related induction activities
 - Course assessment and awards
 - Access to the College's library and online resources, including on-campus wi-fi, networked and remote access to the College's virtual learning environment
 - Use of the College's estate and resources for scheduled activities and learning support
 - Use of the College's technical equipment and materials, identified by the course teaching team as essential for the completion of the course
 - Students repeating module/s, placement or programmes of study will be charged at the relevant rate according to their programme and year of study.

4. In determining fee levels, the College will consider nationally published guidelines where these exist. Fees for full time undergraduate Home/EU status students are set in accordance with the levels permitted by the UK Government. The College operates a common fee structure for all its courses, unless published as an exception as approved by the College's Governing Body. No additional discounts may be offered without the approval of the College's Governing Body. Any proposed increase in fees beyond the published amounts will require the approval of the College's Governing Body and be in line with any access agreement in place with the Office for Fair Access. Increases will only be permitted in exceptional circumstances to applicants where offers of a place have not yet been made by the College. For the avoidance of doubt, increases in tuition fees will not be made for applicants who have received offers regardless of whether the offers have been accepted. Deferred applicants will be charged the applicable fee at the start of their study. There will be no increases in tuition fees for enrolled students save as in respect of inflation as set out at 1 above.
5. Where it is intended to increase fees beyond the amounts previously notified pursuant to point 4 above, the College will:
 - notify applicants as early as possible of the increased fees;
 - explain why it is necessary to increase fees;
 - consider carefully any representations made by affected applicants either as to the amount of the fee increase and/or to the timing of payment of the increased fee;
 - consider any evidence of hardship submitted by applicants and offer assistance where it reasonably can.
6. The College will ensure that the Tuition Fees Policy is operated fairly and consistently across the institution.
7. The College will ensure the prompt collection of tuition fees.
8. The College operates a scholarship and a bursary scheme which are approved from time to time by the College's Board and for which separate arrangements and procedures apply.
9. The College may reduce the tuition fee for a student subject to receiving such documentary evidence, as it requires. Tuition fee reductions and discounts in operation for the 2019–2020 academic year are listed in Appendix 1.
10. When a student completes the enrolment process and registers or re-registers for their course, they become personally liable for the payment of tuition fees (except where the College holds a separate contract with an employing authority/government agency or other officially recognised body for the payment of fees). This includes arrangements where students obtain sponsorship or funding, should the sponsor default or where funding is refused under the rules operated by Student Finance.
11. They remain liable for those fees for the whole of the registration period unless they formally withdraw from the course. The College applies a policy of non-completion charges where a student withdraws from their studies. Details of such charges are provided in Appendix 2. Where a student is granted an approved interruption to study, their fee liability will be reduced as set out in Appendix 2.

12. Should a student's tuition fee liability change during the academic year due to a requested change in mode of study, or additional registration of modules, it is the student's ultimate responsibility to ensure that financial provision is made to cover any additional tuition fee liability.
13. Where exceptional circumstances force a student to withdraw from a course, which were unknown to the student at the point of enrolment, that student may request a review of the tuition fee charged, and the College may request such documentary or any other evidence, as it shall reasonably require to be able to consider such a request.
14. The College will develop and operate flexible procedures for the payment of fees to the benefit of students and the College. If an instalment arrangement is agreed an administration fee up to a maximum of £20 will be charged for both full-time and part-time students. Contact the Finance Office for further details. Arrangements will vary according to type of fee.
15. The College has special requirements for the payment of fees and deposits by international students as set out Appendix 3.
16. The College adopts a supportive approach to its students with regards to the collection of tuition fees. The College will take steps to obtain the payment of tuition fees and course costs and in doing so will provide assistance to students where reasonable to help them meet their financial obligations. (For the avoidance of doubt, this does not include financial assistance unless otherwise specifically agreed). Where necessary and proportionate, the College reserves the right to apply one or more of the following sanctions to any student who defaults on payment of tuition fees:
 - withdrawal of College library and computing facilities;
 - termination of enrolment and withdrawal from the course;
 - instructing the University to withhold certified transcript;
 - refusal to re-enrol;
 - instructing the University to withhold final award certificate;
 - denial of attendance at awards ceremonies;
 - withholding of Confirmation of Acceptance to Study (CAS) (for international students);
 - include relevant details in any reference provided to a third party
17. In deciding what steps to take in respect of the payment of tuition fees and course costs, the College will consider all the circumstances of each affected student's case.
18. In addition to those steps referred to in point 16 above, the College reserves the right to pursue and /or seek recovery of any outstanding tuition fees through the courts. The College also reserves the right to refer students' unpaid accounts to external debt collection agencies.
19. If a sponsor or third party fails to pay some or all of the tuition fee on behalf of a student, the student will become personally liable for payment of the outstanding amount on the date which it was due from their sponsor or the third party.

2019-20 Myerscough Associate School Higher Education Tuition Fees

| Year of entry to programme | Mode of study | Award | Home / EU / International | Myerscough Tuition Fees 2019-20 | Per yr/module |
|----------------------------|---|----------------------------------|--------------------------------------|---------------------------------|---------------|
| New Students 2019-20 Entry | | | | | |
| 2019-20 entry | Full Time | Postgraduate Taught awards | UK and EU students | £6,700 | per year |
| 2019-20 entry | Full Time | Postgraduate Research awards | UK and EU students | £4,300 | per year |
| 2019-20 entry | Full Time | Honours Degrees | UK and EU students | £9,250 | per year |
| 2019-20 entry | Full Time | Foundation Degrees | UK and EU students | £9,250 | per year |
| 2019-20 entry | Part Time (on-campus) | Postgraduate Taught awards | UK and EU students | £695 | per module |
| 2019-20 entry | Part Time (on-line or blended learning) | Postgraduate Taught awards | UK students | £695 | per module |
| 2019-20 entry | Part Time | Postgraduate Research awards | UK and EU students | £2,160 | per year |
| 2019-20 entry | Part Time (on-campus) | All undergraduate awards | UK and EU students | £975 | per module |
| 2019-20 entry | Part Time (on-line or blended learning) | All undergraduate awards | UK students | £975 | per module |
| 2019-20 entry | Part Time (on campus) | Initial Teacher Training Courses | UK and EU students | £695 | per module |
| 2019-20 entry | Full Time | Undergraduate Lab based | International students (Non EU) | As UCLan | per year |
| 2019-20 entry | Full Time | Undergraduate Non Lab based | International students (Non EU) | As UCLan | per year |
| 2019-20 entry | Full Time | Postgraduate Lab based | International students (Non EU) | As UCLan | per year |
| 2019-20 entry | Full Time | Postgraduate Non Lab based | International students (Non EU) | As UCLan | per year |
| 2019-20 entry | Part Time (on-campus) | All awards | International students (Non EU) | £1,200 | per module |
| 2019-20 entry | Part Time (on-line or blended learning) | All awards | International students (EU & Non-EU) | £1,200 | per module |

All continuing student fees will remain at previous year rates.

International Students Tuition Fee Payment Policy

The deposit must be paid prior to the issue of an unconditional offer letter and CAS.

The balance is due prior to the commencement of the course.

The College reserves the right to amend the Tuition Fees Policy at any time and to the extent, which it may from time to time decide.

Documents Associated with this Policy:

- UCLAN Tuition Fees Policy
- QAA UK Quality Code for Higher Education
- Withdrawal, Break in Learning and Transfer of FE, Apprentices and HE Students Policy and Procedure
- Student Protection Plan

Appendices:

- Appendix 1 – Tuition Fee Reductions
- Appendix 2 – Tuition Fee Liability for Withdrawal and Interruption of Studies
- Appendix 3 – Tuition Fee Deposit Policy for International Applicants 2019-20





Tuition Fee Reductions

- 50% reduction of tuition fees is made for part-time students in receipt of a state retirement pension.
- 50% reduction of tuition fees is made to staff of the College, who are registered on a course which forms part of their personal and professional development plan and which is approved by their line manager and CPD.
- 20% discount is available to Home/EU residency UCLan award holders studying a postgraduate taught course or a postgraduate research degree (full or part time).

Note 1: Only one of the reductions specified above may be granted to a student in any given academic year.

Note 2: Students in receipt of any form of funding or support for full or part of their tuition fee are not normally entitled to discounted fees. For the purposes of clarity, this includes students who are in receipt of fee funding from a third party sponsor e.g. employer.

Note 3: The College reserves the right to amend the amount of any reduction and/or the qualifying criteria at any time.

Note 4: A part-time undergraduate student is defined as anyone undertaking up to and including 4.5 modules (90 credits) in a standard academic year for that course. Postgraduate students will be deemed to be part-time if the course the individual is following is running in part-time mode.

Note 5: Reductions apply to tuition fees only. Any other fees including residential and facilities & resources fees must be met in full

Note 6: For Cert Ed / PGCE students discounts will not apply



Tuition Fee Liability for Withdrawal and Authorised Interruption of Studies

When a student completes the enrolment process, they become liable for payment of tuition fees.

Students who decide to permanently withdraw from their course or who are granted an authorised interruption of studies must follow the formal process to withdraw or interrupt from studies in order to curtail their continued accrual of fee liability for the relevant registration period. Failure to do so will mean that the student continues to accrue fee liability.

The College operates the following policy with respect to non-completion charges when a student does not complete the academic session and withdraws permanently from the course or is granted an authorised interruption to studies:

i) Undergraduate and Postgraduate Taught Students

Categories: all undergraduate students and postgraduate taught students:

Those students who withdraw or have an interruption to their studies will be charged a tuition fee based on their attendance on the course in accordance with the following scale:

Withdrawal/Interruption in term 1: 25% of the total annual tuition fee is charged

Withdrawal/Interruption in term 2: 50% of the total annual tuition fee is charged

Withdrawal/Interruption in term 3: 100% of the total annual tuition fee is charged

Where a student is granted an authorised interruption of studies, their fee liability will be reduced pro-rata. On resumption of studies, the tuition fee liability will re-commence.

ii) International Students

Withdrawal/Interruption in any term: full fees due.

All students remain liable for fees during any authorised interruption to study. Retrospective approvals of interruptions to study are not permitted. Should a student seek approval of a retrospective interruption to study, liability for the payment of fees accrued will be determined by the Deputy Principal Finance & Corporate Services

Tuition Fee Deposit Policy for International Applicants 2019-20

The following policy applies to international applicants for entry to full-time programmes in 2019/20. The following policy excludes sponsorship students where a formal sponsorship letter from an employer or embassy has been submitted to the College.

All new international students must pay a deposit of 50% of fees before an unconditional offer letter and UK Visa and Immigration Confirmation of Acceptance for Studies (CAS) will be issued. The requirement for the payment of a deposit will be detailed on all conditional offer letters. Subject to statutory cancellation rights, the deposit will only be repayable in one or more of the following circumstances:

- i) the College's entry requirements are not met;
- ii) a visa is refused which causes the application to be withdrawn (evidence will need to be provided);
- iii) the College target number for international students across all courses has been met by the last date of enrolment for the academic year. Under these circumstances, an administrative fee of £100 will be retained by the College out of the deposit);
- iv) in exceptional circumstances, where evidence is reasonably provided.

The balance is due prior to the commencement of the course.

| Document History | | | |
|---|---|--|---|
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| Quality Assurance | | | |
| This Policy and Procedure maps to the following external quality assurance frameworks | | | |
| Framework | | Framework Section Reference(s) | |
| Common Inspection Framework | | | |
| MATRIX | | | |
| QAA | | QAA UK Quality Code for Higher Education | |
| QIA | | | |
| SFA | | | |
| Key Changes to Document | | | |
| | | | |

All Myerscough College Policies are subject to screening for Equality Impact Assessment

Equality Impact Assessments are carried out to see whether the policy has, or is likely to have, a negative impact on grounds of: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, marriage or civil partnership, sex or sexual orientation.

Myerscough College not only fulfils its legal position in relation to current and future equality legislation, but additionally goes beyond compliance in providing and promoting "Opportunities for all to succeed", free from any aspect of discrimination, harassment or victimisation.

All staff have a duty of care to look after the interests of and support their colleagues. *This policy takes account of* our commitment to eliminating discrimination, identifying and removing barriers and providing equal opportunities for our learners, staff and visitors to ensure that no one feels excluded or disadvantaged.

Safeguarding, Child Protection, Prevent and Missing from Education

All staff have a responsibility to support and promote the College's commitment to providing a safe environment for students, staff and visitors. Additionally, all staff have a responsibility to report any safeguarding or Prevent issues to the Designated Senior Lead for Safeguarding and Prevent.