

# Higher Education Tuition Fee Policy 2018/19 entry

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## Higher Education Tuition Fees Policy

This Tuition Fees Policy applies to all undergraduate and postgraduate programmes delivered at Hugh Baird College.

The College believes that it is in the interests of both the student (or student's sponsor), and the College, that applicants and students should be notified 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.

For information on course closure and refund of fees see the Student Protection Plan.

### General Principles

1. The College will set, publish and charge tuition fees for the full duration of the course and the level of tuition fees for the full duration of each course of study will be set and published on each course landing page on the College website before the start of the application process. All tuition fees are reviewed annually by the College in line with its published Access Agreement.
2. All costs that relate to items that are essential to complete the course of study will be included in the tuition fees. Costs that relate to items that are not essential to complete the course of study and hence are optional for students are not included in the tuition fees. A list of the essential costs and the optional costs for each course of study will be published on each course landing page on the College website before the start of the application process. This will include confirmation or an estimate of each type of optional cost wherever possible.
3. Tuition fees include:
  - Scheduled course tuition, academic, technical and administrative support, use of equipment and facilities;
  - Course-related induction activities;
  - Course assessment and awards;
  - Access to the College's and partner University's library and online resources, including on-campus Wi-Fi, networked and remote access to the College's and partner University's virtual learning environment;
  - Use of the College's and partner University's estate and resources for scheduled activities and learning support;

- Use of the College's and partner University's technical equipment and materials identified by the course teaching team as essential for the completion of the course.
- 4. The College will ensure that the Tuition Fees Policy is operated fairly and consistently across the institution.
- 5. All students will be charged the full published fee for their course. If a student is funding the course via a student loan, should the said student not complete their course or wish to suspend their study for any reason, such as interruption to study or illness, it is the responsibility of the student to contact Student Finance England with regards to fees payable.
- 6. College employees taking a programme with an awarding body where a local agreement is in place, may be subject to a reduction in fee. In this instance, information about any reduced fee shall be communicated during the application and enrolment process.
- 7. The College will ensure the prompt collection of tuition fees.
- 8. Any HE moving on scholarship or HBUC bursary gift scheme run by the College will be subject to separate arrangements and procedures than those contained in this document. Terms and conditions can be found on the Hugh Baird University Centre website.
- 9. A student – or the employer, where relevant – has the right to cancel their enrolment within fourteen calendar days of the date stated on their enrolment form by informing the College in a letter addressed to Admissions Coordinator, Hugh Baird College, Balliol Road, Liverpool, L20 7EW. Any course fees already paid within this period of time will be refunded in full.
- 10. 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. The outcomes arising from this process will be informed after due consideration of the individual circumstances in question.
- 11. When a student completes the enrolment and registration process, they become liable for the payment of tuition fees. 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 1. Where a student is granted an approved interruption to study, their fee liability will be reduced as set in Appendix 2.

12. The College will operate and continue to review flexible procedures for the payment of fees to the benefit of students and the College.
13. 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 in doing so will provide assistance to students where reasonable to help them meet their financial obligations. Where necessary and proportionate, the College reserves the right to apply one or more of the following sanctions to any student who defaults:
  - withdrawal of College library and computing facilities
  - termination of enrolment and withdrawal from the College
  - refusal to re-enrol
  - withholding final award certificate
  - denial of attendance at awards ceremonies
  - include relevant details in any reference provided to a third party
14. In deciding what steps to take in respect of the payment of tuition fees and, the College will consider all the circumstances of each affected student's case.
15. In addition to those steps referred to in point 11 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 agencies.
16. Where a sponsor is paying on behalf of the student, the terms are due and payable upon date of invoice.
17. 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.
18. If a student is paying their own fees or where funding is being provided through sponsorship, loan etc. and has yet to be confirmed the student will be sent an invoice in the first semester which includes details of the fees charged, payment dates and details of how to make their payments. The student is responsible for making sure that fee payments are made on or before the instalment dates. If the student considers that they should not have received an invoice or that the fees charged are incorrect, they should contact the Admissions Coordinator in the first instance.

19. If a student is paying their own fees they will be invoiced for half of the fees by 21<sup>st</sup> October and the balance by 27<sup>th</sup> January.

20. If a third party is paying the student fees they will be invoiced for half of the fees by 21<sup>st</sup> October and the balance by 27<sup>th</sup> January.

The College reserves the right to correct administrative errors and recover any shortfall in fees, within the published tuition fee listings for the appropriate academic session.

## Appendix I

### Collection of Fees following Withdrawal

#### 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 registered 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 of studies:

#### For a student paying fees by a student loan

1. Should a student withdraw<sup>1</sup> from their study, the proportion of the annual fee that the College will retain and for which the student would be liable for shall be charged on a proportional basis as detailed below:

| Leaving Date                                       | Proportion of annual fee retained |
|--|-----------------------------------|
| On or prior to the end of term 1 <sup>2</sup>      | 25%                               |
| On or prior to the end of the term 2 <sup>2</sup>  | 50%                               |
| Any point after the end of the term 2 <sup>2</sup> | 100%                              |

Note: The cut-off dates stated above match Student Loans Company payment dates;

#### For a student paying their own fees or having them paid by a sponsor

2. Should a student withdraw<sup>1</sup> from their study, the proportion of the annual fee that the College will retain shall be charged on a proportional basis as detailed below:

<sup>1</sup> For the sake of clarity, the withdrawal date shall be taken as being the last date of attendance as stated in the College's records.

<sup>2</sup> As published in the relevant academic year calendar, available on the Hugh Baird University Centre website under the wider information set.

| Leaving Date  | Proportion of annual fee retained |
|---|-----------------------------------|
| On or prior to the 27 <sup>th</sup> January term 2 <sup>2</sup>   | 50%                               |
| Any point after the 27 <sup>th</sup> January terms 2 <sup>2</sup> | 100%                              |

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

All students remain liable for fees during any unauthorised 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 Vice Principal Finance and Corporate Services (or nominee).

## Appendix 2

### Cancellation

1. Students will have the statutory right to cancel within 14 days from the date at which the Hugh Baird College enrolment form was signed. Details of this process will be provided within the material information that will be provided to students prior to their course commencing.
2. In the instance of cancellation, the College will reimburse all payments received from the student (or their sponsor) within 15 working days from the date of which notice of cancellation was received.
3. Should notice of cancellation be received after the statutory 14 days period (taken from the date at which the Hugh Baird College enrolment form was signed) then the College reserves the right to collect outstanding fees in line with Appendix I above.

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