



University of Wolverhampton

Tuition Fee Liability, Debtor & Refund Policy

Academic session to which this policy is applicable: 2018/19

Coverage:	All new and returning students studying at University of Wolverhampton Students/Applicants/Academic and Administrative staff
For periods of registration commencing between:	01 August 2018 and 31 July 2019
Duration of enforcement:	This policy remains in force for the duration of the 2018/19 academic session
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Tuition Fee Liability

1. Introduction:

Here at the University of Wolverhampton we value every individual student, and we are committed to supporting you to succeed during your time at the University. We do understand that issues and outside pressures can arise whilst you are with us which may impact on your studies. As a University we have a number of support services and options available to you which will help support you to continue with your studies. We encourage you to contact us to discuss your situation should you find yourself questioning whether you are able to continue. Please speak with your personal tutor who will be able to advise you and get you to the people who can give you the personal support that you need. If you are unsure who your personal tutor is then you will find their details on your E:Vision account or alternatively ask at your Faculty Student Support Office and they will be able to tell you. However, some useful links to support are given below:

If your financial circumstances are affecting your studies the University provides advice and support to help smooth your path through University:

- If you are having trouble paying your fees we offer advice can be found on the “Trouble Paying?” webpage <https://www.wlv.ac.uk/study-here/money-matters/how-to-pay/trouble-paying/> .
- If you are having problems with a student loan you can visit the team in MI001 who can liaise with Student Finance England them on your behalf, for more information go to <https://www.wlv.ac.uk/study-here/money-matters/financial-support/>
- If you are experiencing more general financial difficulties the University you will find details of the support services available within the University at <https://www.wlv.ac.uk/study-here/money-matters/financial-support/>.

If you have difficulties which are not finance related then our student support website <https://www.wlv.ac.uk/study-here/student-support/> can also link you with other sources of support available at the University such as study skills, mental health or wellbeing, disability, or English language support, amongst others.

In addition to this the Students’ Union also offer impartial and confidential advice and guidance on all aspects of student life. Details are available at <https://www.wolvesunion.org/adviceandsupport/current/>

The following sections give details of a student’s fee liability or entitlement to a refund on withdrawal from a course at the University as governed by **University Bye Law 4** <https://www.wlv.ac.uk/media/departments/office-of-the-vice-chancellor/documents/Bye-Law-4--Aug-2016.pdf>

If you withdraw (WD) from your programme of study at University you will still be required to pay your tuition fees. However the date of your withdrawal (as reported via your e: vision submission of WD/LOA) and the type of programme will determine the amount of Tuition Fee that you will be charged.

If you take a leave of absence (LOA), your tuition fees will be prorated so that you are charged only for the period of liability that you have attended in that academic year. If your tuition fees are being paid via a student loan, the University will need to notify Student Finance of your revised fee liability so that you can borrow the correct amount in each academic year.

Please note: Student loans and grants, scholarships and bursaries are not normally payable during suspension of studies.

If you are paying your tuition fees via a loan from the Student Loan Company (SLC), your withdrawal date will be reported to the SLC and your Tuition Fee Loan will be adjusted accordingly to reflect the correct liability and any interest accrued.

2. Withdrawal/leave of absence within 14 days of your course start date

- Any student has the right to withdraw from the University within 14 days of their course start date.
- Where a student wishes to withdraw from their course within 14 days of their course start date they must complete the e:Vision task for withdrawal or leave of absence. They must clearly state their reasons for withdrawing from their course within 14 days of their course start date.
- For Home and EU Students the University will then refund all tuition fees paid.
- Please refer to the international students section for refund details.

If you are unsure of your fee status please refer to the Fee Status policy - see Tuition Fee section <https://www.wlv.ac.uk/about-us/governance/legal-information/policies-and-regulations/>

If you accept your offer at the University after the course has started then you will be waiving your rights to the 14 days cancellation period and your liability will commence from the 14th day of the start date of the course.

3: Home and EU Status Fee Liability

With regard to Fee status please refer to the Fee Status Policy – see Tuition Fee section
<https://www.wlv.ac.uk/about-us/governance/legal-information/policies-and-regulations/>

3.1.1 Level : Undergraduate

Mode: full-time

Sponsor: Any, SLC, Employer, student

Standard 2018/9

1) Fee Liability points September start

Liability point	Start Date	End Date	*Liability	**Refund
Liability 0 (L0)	24/09/2018	07/10/2018 Midnight	0%	100%
Liability 1 (L1)	07/10/2018	01/01/2019 Midnight	25%	75%
Liability 2 (L2)	02/01/2019	31/03/2019 Midnight	50%	50%
Liability 3 (L3)	01/04/2019	-	100%	0%

2) Fee Liability points – January start

Liability point	Start Date	End Date	*Liability	**Refund
Liability 0 (L0)	14/01/2019	27/01/2019 Midnight	0%	100%
Liability 1 (L1)	28/01/2019	31/03/2019 Midnight	25%	75%
Liability 2 (L2)	01/04/2019	22/09/2019 Midnight	50%	50%
Liability 3 (L3)	23/09/2019	-	100%	0%

* Student liability in percentage terms of full fee.

** This is maximum potential refund that will be given; the actual refund will depend on how much has been paid. Deposits will not be refunded.

3.1.2 Level: Undergraduate**Mode: Part-time****Sponsor: Any, SLC, Employer, student**

Liability for part-time undergraduate students will be based on enrolment at any point during each semester and for 100% of modules registered in that semester.

For 2018/9 courses starting in September 2018, this means that the following tuition fee is due where a student is enrolled on or after the following dates

First day of term/semester	24 September 2018	No charge
Plus 14 days	08 October 2018	Cost of all modules in semester 1*
Start of Semester 2	21 January 2019	Cost of all modules in semester 2*

First day of term/semester 1	14 January 2019	No charge
Plus 14 days	28 January 2019	Cost of all modules in semester 2*
Start of Semester 2	23 September 2019	Cost of all modules in semester 1*

**Where no modules have been registered, the credits will be based on the minimum number a part-time student may register as set out in section 3.2.2 of the academic regulations.*

<https://www.wlv.ac.uk/about-us/governance/legal-information/policies-and-regulations/academic-regulations/>

In 2018/19 this will be 20 credits.

Example:

Student registers 2 modules in semester 1 (£1950) and 1 module in semester 2 (£975) and withdraws at the end of term 1. Student is liable for 100% of the fee for the 2 modules registered in semester 1 (£1950).

Please note that the SLC will only pay 25% of the total £2925.00 = £731.25 and the student will be charged the balance £2193.75 of the 2 modules registered in semester 1.

3.1.3 Level : Postgraduate Masters Level**Mode: Full-time****Sponsor: Any - SLC, Employer, student**

Postgraduate students will pay or make arrangements to pay the fees for the course on enrolment. Fee liability will be pro-rata.

Example: Full time Masters = 180 credits over 3 semesters
60 credits per semester enrolled.

To align with the Governments introduction of PG loans for Masters Level awards the SLC will make payments on term one start date, then last Wednesday of 4th and 7th month after course start. The payments split 33% - 33% - 34%.

Postgraduate Masters level - 180 credits**Duration = 12 months****Academic calendar is for 3 semesters**

- Semester 1 = 24 September 2018 - 11 January 2019 = 60 credits (33%)
- Semester 2 = 21 January 2019 - 10 May 2019 = 60 credits (33%)
- Semester 3 = 20 May 2019 – 9 August 2019 = Dissertation 60 Credits (34%)

EXAMPLE BELOW:-**Postgraduate Liability and Student Loan Payment schedule**

Start date Sept 2018	Start date Jan 2019	Liability	SLC PG Loan Payments
24 September 2018	21 January 2019	0	1st Day of term
Plus 14 days	Plus 14 days	33%	-
21 January 2019	13 May 2019	33%	4th Wednesday of 4th month
13 May 2019	9 August 2019	34%	4th Wednesday of 7th month

For courses starting other than September or January the same principles will apply.

*NB: Postgraduate Diploma and Certificate Levels**studied alone** do not qualify for Postgraduate Loans,*

Liability points will therefore differ from Masters Level and be calculated over 2 semesters or 1 semester as appropriate (see below).

3.1.4 Level: Postgraduate Masters level**Mode: Part-time****Sponsor: Any - SLC, Employer, student**

Postgraduate students will pay or make arrangements to pay the fees for the course on enrolment. Fee liability will be pro-rata.

Example: Part time Masters = 90 credits over 2 semesters

For 2018/9 courses starting in September 2018, this means that the following tuition fee is due where a student is enrolled on or after the following dates

First day of term/semester	24 September 2018	No charge
Plus 14 days	08 October 2018	Cost of all modules in semester 1*
Start of Semester 2	21 January 2019	Cost of all modules in semester 2*

First day of term/semester 1	21 January 2019	No charge
Plus 14 days	4 February 2019	Cost of all modules in semester 2*
Start of Semester 2	23 September 2019	Cost of all modules in semester 1*

**Where no modules have been registered, the credits will be based on the minimum number a part-time student may register as set out in section 3.2.2 of the academic regulations.*

<https://www.wlv.ac.uk/about-us/governance/legal-information/policies-and-regulations/academic-regulations/>

In 2017/18 this will be 20 credits.

Example:

Student registers 2 modules in semester 1 and 1 module in semester 2 and withdraws at the end of term 1. Student is liable for 100% of the fee for the 2 modules registered in semester 1.

3.1.5 Level : Postgraduate Diploma Level

Mode: Full-time

Sponsor: Any - Employer, student

Postgraduate Diploma level - 120 credits

Duration

Full time = 9 months

Academic calendar is for 2 semesters

- Semester 1 = 24 September 2018 - 11 January 2019 = 60 credits
- Semester 2 = 21 January 2019 - 10 May 2019 = 60 credits

Standard Full time Liability will be:-

First day of term/semester	24 September 2018	No charge
Plus 14 days	8 October 2018	Cost of all modules in semester 1*
Start of Semester 2	21 January 2019	Cost of all modules in semester 2*

First day of term/semester 1	21 January 2019	No charge
Plus 14 days	4 February 2019	Cost of all modules in semester 2*
Start of Semester 2	23 September 2019	Cost of all modules in semester 1*

* Student liability in percentage terms of full fee.

3.1.6 Level: Postgraduate Diploma level**Mode: Part-time****Sponsor: Any - Employer, student**

Postgraduate students will pay or make arrangements to pay the fees for the course on enrolment. Fee liability will be pro-rata.

Example: Part time = 120 credits over 2 years

For 2018/9 courses starting in September 2018, this means that the following tuition fee is due where a student is enrolled on or after the following dates

First day of term/semester	24 September 2018	No charge
Plus 14 days	08 October 2018	Cost of all modules in semester 1*
Start of Semester 2	21 January 2019	Cost of all modules in semester 2*

First day of term/semester 1	21 January 2019	No charge
Plus 14 days	4 February 2019	Cost of all modules in semester 2*
Start of Semester 2	23 September 2019	Cost of all modules in semester 1*

**Where no modules have been registered, the credits will be based on the minimum number a part-time student may register as set out in section 3.2.2 of the academic regulations.*

<https://www.wlv.ac.uk/about-us/governance/legal-information/policies-and-regulations/academic-regulations/>

In 2018/19 this will be 20 credits.

Example:

Student registers 2 modules in semester 1 and 1 module in semester 2 and withdraws at the end of term 1. Student is liable for 100% of the fee for the 2 modules registered in semester 1.

3.1.7 Level: Postgraduate Certificate Level

Mode: Full-time and Part-time

Sponsor: Any - Employer, student

Postgraduate Certificate level - 60 credits

Duration

Full time = 6 months

Part time = 6 months

Academic calendar is for 1 semester Full time

- Semester 1 = 24 September 2018 - 11 January 2019 = 60 credits
- Or if starting semester 2
- Semester 2 = 21 January 2019 - 10 May 2019 = 60 credits

Fee liability will be pro- rata for the modules you have registered in each Postgraduate semester enrolled.

Where no modules have been registered, the credits will be based on the minimum number a part- time student may register as set out in section C2.3 of the academic regulations.

<https://www.wlv.ac.uk/about-us/governance/legal-information/policies-and-regulations/academic-regulations/>

In 2018/19 this will be 20 credits.

Liability for each module will be based on:-

	Fee liability (Modules charged)
On or before 14 days after the module commences*	0%
On or after the 15th day of the module	100%

Please note for programmes of a short duration (8 weeks or less) the 0% liability period will be reduced to 7 days.

4. International Students Overseas

With regard to Fee status please refer to the Fee Status Policy – see Tuition Fee section <https://www.wlv.ac.uk/about-us/governance/legal-information/policies-and-regulations/>

4.1.1 Level: Undergraduate/Postgraduate

Mode: Full-time and Part-time

Sponsor: Any, Employer, student

International students will normally be required to pay a £3,000 deposit, which is **Non-refundable** except in the following circumstances:

- Where a Visa refusal is solely as a direct result of a University of Wolverhampton administrative error;
- where course applied for is not running and there is no suitable alternative;

Deposits will **not** be refunded where visa refusal is as a result of an error on the applicant's part e.g.

- failure to present qualifications,
- not meeting the maintenance requirements,
- late request for visa where the applicant has decided not to study at this University,
- Where the application is found to be fraudulent.

Subject to the [Visa Refusal Policy](#), applicants may be able to defer their studies for up to two intakes, after which point the applicant will need to re-apply and pay the deposit payable at that time.

Refunds will be made in pounds (£) sterling by bankers draft or through a United Kingdom Bank account. For each deposit refunded, a £500 administration charge will be made. Requests for refunds must be made within 12 months of visa refusal or notification of course discontinuation.

For standard courses starting in September 2018 with international tuition fees, enrolment on each of the following dates results in the following fee liability:

Liability point	Start Date	Liability	Refund
Liability 1 (L1)	24 September 2018	£3000	Non-returnable deposit contribution to the year's tuition fee.
Liability 2 (L2)	2 January 2019	100%	Balance of year's tuition fee

For standard courses starting in January 2019 with international tuition fees enrolment on each of the following dates results in the following fee liability:

Liability point	Start Date	Liability	Refund
Liability 1 (L1)	14 January 2019	£3000	Non-returnable deposit contribution to the year's tuition fee.
Liability 2 (L2)	29 April 2019	100%	Balance of year's tuition fee

Similar liability points will apply to courses starting at other points in the year. Where the course fee is less than £3000, the full course fee will be payable as a deposit.

Examples:

Student on an undergraduate degree programme withdraws on the 12th December. They paid their tuition fees (£11,700.00) in full upon arrival in the UK. So the student is entitled to the tuition fee less the £3000.00 deposit as a refund = £8700.00

Student on an undergraduate degree programme withdraws on the 21 January. They paid their £3000 deposit prior to arrival in the UK and a further payment of £3000 in December. The student is not entitled to a refund and must pay the balance of £5700.00 to the University

5. Postgraduate Research (PGR) programmes

<http://www.wlv.ac.uk/study-here/money-matters/fees-and-costs/postgraduate-fees/>

- Annual tuition fees are based on 12 months of study in one academic year.
- If a student withdraws within 14 days of the course start date the fee liability is nil.
- The fee liability is determined as a proportion of the annual tuition fee based on the fee liability period as of date of withdrawal.
- Students who take temporary leave are charged liability from the point that they return. If the return is at the start of a new academic year this can lead to an increase in the amount a student is required to pay overall.

Example:-

Course starts 01 September and is a full time research degree with fees of £4260.00 per year for Home or EU students. Student withdraws on the 30 December; they will be expected to pay £1405.80, which is 33% of the fees.

Course starts 01 September and is a full time research degree with fees of £4260.00 per year for Home or EU students. Student withdraws on the 30 January; they will be expected to pay £2811.60, which is 66% of the fees.

Start date Sept 2018	Start date Jan 2019	Liability	SLC PG Loan Payments
01 September 2018	02 January 2019	0	1st Day of term
Plus 14 days	Plus 14 days	33%	-
02 January 2019	01 May 2019	33%	4th Wednesday of 4th month
01 April 2019	01 August 2019	34%	4th Wednesday of 7th month

** Student liability in percentage terms of full fee.*

*** This is maximum potential refund that will be given; the actual refund will depend on how much has been paid. Deposits will not be refunded.*

PGR International students

International students will be required to pay a £3,000 deposit, which is **Non-refundable**.

As Research courses have start dates throughout the year, the first liability will be at any point within the month of enrolment. 2nd liability point is always 3 months after.

Example:

Liability 1 (L1)	Liability	Liability 2 (L2)	Liability
1st September 2018	£3,000	2 January 2019	£9,445
1st October 2018	£3,000	1 February 2019	£9,445
1st November 2018	£3,000	1 March 2019	£9,445