



UK COLLEGE
OF BUSINESS AND COMPUTING

Tuition Fee Policy

Reviewed by	JT/AK
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Courses:

Students studying at UKCBC fall into one of the below categories:

Applicable to:

- Bachelor's degree courses accredited by Bath Spa University and registered by UKCBC and designated for funding from SLC.
- Pearson BTEC Higher National Diploma courses and registered by UKCBC and designated for funding from SLC.
- Students studying for Association of Accounting Technicians qualifications. This course is not designated for funding from a public body but students are frequently sponsored by employers or other external organisations.

Not applicable to,

- The students who are admitted on the franchised provision of Bath Spa University (BSU) (where students are directly admitted by the University and supported by the SLC against University designation). The fee refund Policies of BSU apply for such students.
- Students who are admitted by New City College (NCC) on the subcontract provision where NCC admits such students and directly registers them with Pearson and SLC. The fee refund Policies of BSU apply for such students. The fee refund Policies of NCC apply for such students.

Tuition Fees:

1. Tuition Fees are subject to change between academic years and if the fee does indeed change then the college will inform student accordingly. Where possible the college will endeavour to ensure that fees do not increase for students between course years.
2. The payment of tuition fees is the responsibility of the student irrespective of whether they are awarded loans or grants from funding bodies and/or other external sponsors.
3. All students studying at UKCBC and meet the eligibility as stated above are due to pay the full fees to UKCBC, even if studying under any partnership provision.
4. If a student is self-funding (paying tuition fees directly to the college themselves) a payment plan must be agreed to by the student and the accounts department.
5. If a student is paying their fees in accordance with the method detailed in (4) then they must have an agreed payment plan signed off by the accounts department before an unconditional offer of admission can be issued.

6. If a student is being sponsored by any external organisation and said organisation fails to make a fee payment, then the student will be liable to pay the course fees.
7. Students that are arranging funding for their course through the Student Loans Company (SLC), must provide a copy of their Acknowledgement of Application Letter stating that they have made an application for student finance. An offer of admission will be withheld unless this condition or the condition stated in (5) is met.
8. Students who fail to make tuition fee payments (or payments fail to be made on the student's behalf) will be subject to either an enforced deferral of studies or termination of enrolment. If a student wishes to avoid having their enrolment terminated and they are seeking funding from SLC then they must attend a meeting with a member of the student finance team who will speak to the student and review their eligibility for loans in the future and will make a recommendation to the Accounts Department.
9. If students in any HE programmes have not paid their first instalment of tuitions fees 4 weeks after the start of the course they will be entered into a disciplinary procedure to be administered by the College. Reminders and warnings will be sent to students via email and post unless the student contacts the student finance team and can provide a mitigating reason for the delay in the fee payment or a date by which they will expect to be able to pay their fees. If a student does not contact the student finance team, students will have either their enrolment deferred to a future intake or terminated after 10 weeks. All disciplinary procedures in relation to payment of tuition fees can be kept on hold at the discretion of the College. Tuition Fee warning templates can be found under appendix A.

Tuition fee refunds:

The Fee Refund Policy sets out the arrangements and calculations relating the tuition fee refunds in the event of a student formally withdrawn, suspended or expelled from their studies. If these students are supported by any public funding bodies, or if they are under any other sponsorships, the college has the right to claim the fees from the relevant body for that term or for that academic year depending upon the time the student studied with the college.

- All refunds will only be made to the bank account, from which the fees were paid originally to the college and no refunds are made in cash.
- In the cases that a student's tuition fees were paid by a sponsor, it is the student's responsibility to complete the refund request form on behalf of the sponsor and to obtain/enter the sponsor's bank account details on the form (to enable the college to return payments directly to the sponsor).

- No application for a refund of fees will be considered unless a withdrawal or suspension has been fully approved by the college.
- In any instance where individual circumstances may warrant exception to the Refund Policy, the student may appeal in writing to the Head of Administration.
- Fee refunds for sponsored/ SLC supported students will be directly made to the respective sponsors/SLC.
- The college retains the right to claim tuition fees from SLC for the entirety of each term (or tuition fee payment period) after the first date of attendance in these periods.
- Fee refunds for AAT students will be prorated based on the course materials already provided to them, number of classes attended, and examinations taken.

Resit of the modules for the BSU programmes:

A second attempt of an assessment is referred to as a Resit, which is free of cost and requires no attendance or additional tuition. This is distinct from the repeat module procedure.

Repeat of the modules for BSU programmes:

1. Repeat modules fees are due from students who wish an additional attempt at receiving a passing grade for modules that they have failed or missed their original submission or otherwise exhausted the resit procedure.
2. Students under this category will be liable to pay a fee for each repeat module and attendance will be monitored.
3. A payment plan needs to be agreed with the accounts department before the student is able to start repeating any module.
4. Students can only repeat up to 50% (60 Credits) of the modules they have failed.
5. These are the costs of repeat modules:

Cost of repeating the module is £600 / module for modules carrying 20 credits.

Cost of repeating the module is £1200 / module for modules carrying 40 credits.

6. Students are required to sign an agreement on the above, at the start of the course.
 - *Students who successfully pass the module will receive £300 as a goodwill gesture*
 - *Students cannot access SL for paying repeat year fees.*

Withdrawal:

1. If any student withdraws from the course after registration, the student must pay the fee for the time they studied with the college and for the academic year for which they are registered. The decision regarding any refund and the amount to be refunded is

made at the sole discretion of the college and may vary dependent on the grounds on which withdrawal is requested i.e. voluntary/obligatory.

2. Students who submit a formal, written withdrawal request via a request form within the first 2 weeks of their course may be eligible for a refund of full tuition fees already paid at the discretion of the college. Students who are registered with the relevant awarding organisation will be liable for the full tuition fee cost of the course for the payment period that they have attended if they do not meet the criterion previously mentioned.

Suspension:

1. Where a student undertakes an approved temporary suspension of their studies, tuition fees already paid will not normally be refunded but retained until studies are resumed or permanent withdrawal occurs. Students who suspend their studies remain liable to pay any outstanding fees which may be due at the point of suspension.
2. Students that, after a period of suspension, resume their studies in the next academic year, are liable for the full course fees for that year. Students studying under the partnership with New City College will not incur any additional fee costs if they suspend and resume their studies.
3. If a student is suspended due to lack of engagement and attendance or any other breach of the student charter and they are being funded by the SLC their payments will be suspended from their last date of attendance of the course. If a student returns to classes after this period of suspension their application with the SLC will be resumed from the date at which they first attended classes following the suspension. This will impact students' entitlement to maintenance loans and grants. If a student returns after a disciplinary suspension and they provide documentary evidence of mitigating circumstances, their application will be resumed from the first date of attendance that the evidence covers. This provision is designed to mitigate any reduction in funding for students that have a genuine reason for not being able to attend or engage.
4. Students are expected to meet various obligations and responsibilities such as regular attendance, progression through the course etc applicable to the context of students' pursuits at UKCBC. In cases where the college finds that a student did not meet these requirements, it may at its own discretion notify such matters to the SLC or sponsor as applicable, in order to ensure and maintain its duty towards safeguarding the public money until such time that the student either returns with an acceptable explanation and evidence on his absence/non performance or withdrawn from the course of study. In all cases, the college shall not be held responsible for any consequences arising out of such situations that may result in stopping the payments by the SLC for the student not meeting the attendance and/or performance expectations.

Expulsion:

Where a student has their studies terminated by the college for academic and/or disciplinary reasons, they will not be entitled to a tuition fee refund.

