

| STUDENT TUITION FEE REGULATIONS - 2022/23 | | | |
|---|---|-----------------------------|-----------------------------|
| Department | Strategic Planning and Student Administration | | |
| Author | Director of Strategic Planning and Student Administration | | |
| Authorised By: | Vice Chancellor's Board: Strategy & Finance Committee | | |
| Implementation By: | Admissions and Finance | | |
| Policy & Procedure Replaced: | Student Tuition Fee Regulations for UK, EU and International Students – 2022/23 | | |
| Version No: | 1 | Approval Committee: | Vice Chancellor's Board |
| Date approved: | September 2021 | Minute no: | Chair's Action |
| Status: | Approved | Implementation Date: | 1 st August 2022 |
| Period of approval: | 1 year | Review Date: | June 2023 |
| I have carried out an equality impact assessment screening to help safeguard against discrimination and promote equality. | | | Director, SPSA |
| I have considered the impact of the Policy/Strategy/Procedure (delete as appropriate) on the Welsh language and Welsh language provision within the University. | | | Director, SPSA |

1. INTRODUCTION

- 1.1 This document sets out the rules and regulations relating to tuition fees for students of Glyndwr University.
- 1.2 The published fee for full-time home undergraduate students is reviewed annually and is subject to change in line with any increase allowed for by Welsh Government. Any changes to student tuition fees are communicated to affected students via email and published on the University website.
- 1.3 Students will not be permitted to enrol if they have an outstanding academic tuition fee debt. The University will withdraw students from the programme and arrange for the relevant records to be closed down if this debt is not settled within two months of the commencement date of the programme.

2. DEFINITIONS

2.1 The following definitions are used in this document:

New students: those who are starting a new programme of study, regardless of any previous study with the University.

Returning students: those re-enrolling onto the same programme studied the previous year or who are re-enrolling after taking an approved leave of absence, or are directly transferring from one programme to another as part of a transfer approved by the University.

Home students: those students who meet the definition of qualifying for home fees in accordance with *The Education (Fees and Awards) (Wales) Regulations 2007* and *The Higher Education (Qualifying Courses, Qualifying Persons and Supplementary Provision) (Wales) Regulations 2015*. Only certain categories of students will be charged home fee. Students should consult UKCISA for the most up to date information.

International students: those students who do not meet the definition of Home Students.

3. TUITION FEE TERMS AND CONDITIONS

The following terms and conditions apply as follows:

| Section: | Applies to: |
|--|--|
| A: TUITION FEE TERMS AND CONDITIONS | All students except those enrolled on WGU Online programmes |
| B: ADDITIONAL INFORMATION FOR POSTGRADUATE RESEARCH STUDENTS | All Postgraduate Research students |
| C1: ADDITIONAL TUITION FEE TERMS AND CONDITIONS | All International students |
| D: ADDITIONAL TUITION FEE TERMS AND CONDITIONS | All HOME students except those enrolled on WGU Online programmes |
| E: ADDITIONAL TUITION FEE TERMS AND CONDITIONS | All students enrolled on WGU Online programmes |

A: TUITION FEE TERMS AND CONDITIONS – ALL STUDENTS EXCEPT WGU ONLINE STUDENTS (SEE SECTION E)

For the avoidance of doubt, all fees and charges published on the University webpages are classed as part of the academic tuition fee.

A1: STUDENTS WHO TRANSFER THEIR STUDIES INTERNALLY OR FROM ANOTHER INSTITUTION

Existing students who transfer from another course that started before 1 September 2022 to another course with the same mode of study and within the same fee banding will be assessed under the old (existing) tuition fee and student support arrangements applicable to the original course.

Students who transfer from a course that started before 1 September 2022 to a course with a different mode of study will be assessed under the new tuition fee and student support arrangements.

A2: STUDENTS RECEIVING RECOGNITION OF PRIOR LEARNING / RECOGNITION OF PRIOR EXPERIENTIAL LEARNING (RP(E)L)

Where a student is granted RP(E)L for one or more modules and therefore undertakes less than the expected credits for the year, the annual standard fee for the year in which the exempt modules would be studied is adjusted as follows:

A reduction of 5% of the specified annual tuition fee (net of any bursaries or scholarships) per 10 credits of RP(E)L approved is applied to the annual tuition fee for the year in which the exempt credits would have been studied

All claims for RP(E)L should be made at the time of application.

A3: REPEAT YEAR STUDENTS REASSESSMENT WITH ATTENDANCE

Repeat Year students who are required to repeat tuition and assessment will be charged £750 per 10 credits where the module is referred. This is subject to the same liability points as below for all other full time tuition fees.

No tuition fees are changed where a module is deferred (typically through approved Extenuating Circumstances).

A4: EXAMINATIONS AT OTHER LOCATIONS

If a student requests a University examination to be held at another location under exceptional circumstances (for example because the student can evidence they are unable to travel to the University for good reason), and the University agrees to such a request, an administration fee will be charged by the University for this. The student may also have to pay separate fees or charges to third parties in relation to the exam at another location.

A5: STUDENTS STUDYING ADDITIONAL COURSES

Where students are already studying a full time undergraduate course an allowance of one extra 20 credit module is allowed to be studied without a tuition fee being charged subject to this extra study being demonstrated to be associated to their course of study and an enhancement to it. Short-courses in languages (other than in-session English Language) are not covered by this exemption unless essential. Any exceptions to this requirement must be approved by the relevant Dean of Faculty and the Director of Finance prior to students enrolling on the additional module(s) or course.

A6: CANCELLATION BY THE UNIVERSITY

All courses have minimum class sizes and may be subject to cancellation in situations where there are insufficient student numbers. Whilst the University makes every effort to avoid this situation, should it arise the student will be entitled to a full refund of any fees paid or have the option to transfer onto a different course. The University will not be held liable however for any other losses incurred as a consequence.

In the unlikely circumstances that an individual class has to be postponed due to staff illness or any other reason for which the University is responsible, it will make every reasonable effort to reschedule or make provision for the relevant learning opportunity to be provided through another means or within the remaining classes in the course.

A7: FIELD TRIPS

For undergraduate and postgraduate programmes, costs for field trips which are essential to your programme of study are included in the tuition fee. Costs for field trips and visits which are included in optional modules or designed to supplement your studies will require students to pay a separate and additional fee.

Where an additional charge is payable for an optional field trip, a student will not be allowed to attend the field trip until any payment due has been made in full. Failure to attend the field trip due to non-payment of a fee due may result in module or programme failure and students should consider this when choosing programmes and module options.

A range of professional courses, mainly in the Business area, may include an allowance for course related expenses. These arrangements are known as composite fee arrangements. The student's course tutor will provide full details.

A8: ADDITIONAL ACTIVITIES AND FEES

A course may require a student to attend residential weekends or other teaching sessions outside the University for which they may be required to pay an additional fee. For undergraduate students, this fee will be included in your tuition fee if it is a mandatory part of your programme. Students on other programmes may have to pay an additional fee.

Students may or may not need to provide additional materials and consumables; where the provision of such is essential to the student being able to successfully complete their studies

these will be provided by the University. In all other instances students may need to provide any such materials and consumables themselves.

Students may be separately liable for payment of fees to outside agencies such as a professional body registration fee. You will be told as part of your application process if this applies to your course.

A9: ADDITIONAL CHARGES FOR DUPLICATE DOCUMENTS

Students are entitled to one copy of official documents relating to their student status. This includes student cards, documents confirming enrolled student status, academic results and, when appropriate, a transcript and/or certificate. The University may charge for any additional or duplicate copies of any of these documents, or additional letters regarding your student status as well as for any additional administration and postage fee for these.

B: ADDITIONAL INFORMATION FOR POSTGRADUATE RESEARCH STUDENTS

B1: TUITION FEES

Tuition fees relate to your registration on a programme of study only and do not include such items as:

- Thesis printing and binding
- Any conference registration &/or travel costs

When a Postgraduate Research student enrolls for the first time at the beginning of their course, they may enrol in the middle of the academic year. If this is the case, the first year's fee will be calculated on a pro-rata basis and will run from the enrolment date to the end of that academic year (31st July). When they re-enrol for the next academic year, the full fee for the whole of that academic year will be payable. The billing year for Postgraduate Research students will run from 1st August to 31st July in line with the academic year.

B2: UNIVERSITY OF WALES AWARDS ONLY: UNDER EXAM FEES

When a student submits their thesis for examination, a reduced fee will automatically be applied.

- Student 'Under Exam' in period Aug – Oct – credit/refund: three quarters of fee for year
- Student 'Under Exam' in period Nov – Jan – credit/refund: half of fee for year
- Student 'Under Exam' in period Feb – April – credit/refund: one quarter of fee for year

If you submit your thesis in the period May-July, you will be required to pay the full fee for that academic year.

A reduced Under Exam fee will only be payable in subsequent years i.e. when you re-enrol for the next academic session of 2022/23 and on an annual basis, and will continue to be payable whilst you undergo the examination process (viva, corrections if appropriate, final thesis submission) Therefore you must re-enrol each year and pay the appropriate fee, on an annual basis, until your award is approved.

B3: UNIVERSITY OF CHESTER AWARDS ONLY: SUBMISSION PENDING FEE

When you have finished your data collection and have drafted the main sections of your thesis to a satisfactory draft format, you may apply for a reduced programme 'submission pending' fee. Full time students must have completed three years of registration and part-time students, five years of registration. The application will not normally be backdated for more than 14 days and the maximum duration of this status is for 12 months. If the thesis has not been submitted within this 12 month period the fee will revert back to the normal, full tuition fee for the programme. Students must not have any outstanding tuition fee related University debt before undertaking their viva voce examination.

C: ADDITIONAL TUITION FEE TERMS AND CONDITIONS FOR INTERNATIONAL STUDENTS ONLY (EXCLUDING WGU ONLINE – SEE SECTION E)

C1: TIMING OF PAYMENTS

New Students - 1st year Fees: Students are required to pay a minimum of 50% of their first year's tuition fees before a CAS will be issued, the remaining balance should be paid in full within 6 months of the course start date.. Alternatively the student can provide evidence of sponsorship which confirms the full first year fee is to be paid by their approved sponsor. The minimum course fees or eligible sponsor letter must be received prior to a CAS letter being issued.

The University reserves the right to request course fee payments in full prior to issuing the CAS if it is decided that this is necessary to support the student's visa application.

If the course fees are not paid in accordance with the Terms and Conditions of offer the University may have no other option than to withdraw the Scholarship awarded to the student.

Returning Students - All tuition fees are subject to a minimum payment of £5,000 (or the full fee if the full fee is less than £5000) prior to registration when re-enrolling for a 2nd, 3rd or 4th year, the remaining balance is payable by 31st January in the relevant academic year.

It is the student's responsibility to ensure that all payments reach the University by the required payment deadline. No allowance will be made for the closure of banks during public/national holidays and these should be anticipated by the student. It is the responsibility of the student to ensure payments are made in timely fashion and the University will take strict action against any student who fails to do so. **If a student does not make the initial payment prior to enrolment, or the final payment by 31st January in the relevant academic year, the University may be required to withdraw the student.**

If a student holds a Tier 4/Student Visa we will inform the UKVI that the student is no longer sponsored by us. The UKVI may write to the student to curtail their leave. The student must make arrangements to return home or to apply under a different visa category.

Failure to pay the tuition fee in full by the required deadlines may result in students' details being referred to a debt collection agency employed by the University.

C2: STUDENTS WITH A FINANCIAL SPONSOR

A student has an official financial sponsor if their sponsor is Her Majesty's Government, their home government, the British Council or any recognised international organisation, international company, university or UK independent school. A student who is fully sponsored in this way is not required to make a deposit payment in order to receive a CAS. Instead, they must submit a copy of their sponsorship letter. To be valid, the letter must show:

- the name of the student;
- the financial sponsor's official name and contact details;
- the date of the letter;
- the length of the sponsorship; and
- the amount of money that the official financial sponsor is giving, or a statement that it will cover all of the course fees and living costs

Students with a financial sponsor may enrol without making any minimum payments. Sponsors will be invoiced following the enrolment of the student.

These students must provide a letter on enrolment/re-enrolment for each year of their course confirming that their sponsor will pay the fee for that particular academic year. Failure to provide any such letter will result in the student being made liable for payment.

Payments must be made directly to the University and not held by a recruitment agent.

We will not accept draft or cheque payments. Online payments or bank transfers or in-person at the University Finance Office are accepted.

C3: ENGLISH LANGUAGE SHORT COURSES – STUDENT VISITOR VISAS

All International students on English Language short courses that require a student visitor visa must pay a non-refundable deposit of £1,000 prior to a letter of acceptance or invitation being issued. The balance of their Tuition Fees due must be paid in full 21 days prior to the commencement of the course.

C4: NON-PAYMENT OF FEES

All International Undergraduate and Postgraduate students who have not paid their Tuition Fees in full by the relevant dates may be:

- Automatically excluded from the University for non-payment of Tuition Fees
- The UK Home Office (UKVI) will be informed within 10 days of exclusion by the University. The student will be expected to leave the country or apply for leave to remain in a different visa category as the University will no longer be sponsoring them. The UKVI will take any necessary action to curtail the visa

C5: PRE-SESSIONAL ENGLISH COURSES

All international students undertaking pre-sessional English will be assessed at the end of the pre-sessional course to ascertain if they have achieved the requisite level of English. If students have a single CAS and are eligible to continue but require **compulsory** in-sessional English tuition they must pay an additional £500 for the in-sessional course and examination, which will be delivered alongside the main programme.

C6: STUDENT VISA EXTENSION

Should a student need to extend their student visa, they must have the support of the University by way of a CAS (Confirmation of Acceptance for Studies). If any tuition fees are outstanding to the University no new CAS will be issued.

C7: CHANGE OF FEE PAYER STATUS TO A HOME-FEES STUDENT

A student might be assessed as 'overseas' for purposes of fee assessment when they first enrol at the University and then have their fee status change before the end of the programme.

Whilst their status might change mid-year, these changes will only come in to effect at the following enrolment or re-enrolment point for that person.

For example, a student who enrolls September as an overseas fee payer whose circumstances then change mid-year and they become a home-fees student will not be entitled to pay the lower amount until September of the following academic year when they re-enrol (if applicable). They are still expected to pay the full international fee in the subsequent academic year and will not be entitled to any refund on this.

C8: HOW TO PAY OUTSTANDING FEES

In order to enrol at the University you must pay **any outstanding tuition fees within the deadlines given above**. Alternatively the University will consider withdrawing you from the course of study.

If all outstanding fees due to the University remain unpaid by the required deadlines, you will not be permitted to study and the University will not permit you to enrol, and/or will withdraw you from your programme.

If you are on a Tier 4/Student visa, the University will **inform the UKVI that you are no longer a student of Glyndŵr University, that your sponsorship has been withdrawn and that you are not satisfying the terms and conditions of the student visa issued to you**.

C9: REFUND POLICY

Any refund of tuition fees is at the discretion of the University.

All students who receive a visa refusal must submit a copy of the refusal (Entry Clearance Officer's) report to the University within 7 days of the refusal decision. You are advised by the University to submit an administrative review in the event of a visa refusal. You must follow the University's advice on your approach to administrative review and submit your appeal within 21 days of the refusal decision.

a) If you receive a visa refusal and you submit an administrative review, but the UKVI does not overturn the original decision and the refusal stands, and the refusal is not due to fraudulent or incorrect documentation, you will receive a full refund.

b) If you receive a visa refusal and you fail to submit an administrative review and the refusal is not due to fraudulent or incorrect documentation a fee of £2,000 will be deducted from the course fees received by the University prior to refunds being made.

c) If you receive a visa refusal and the refusal is due to fraudulent or incorrect documentation and this is not overturned by administrative review, no refund will be made of course fees received.

Withdrawal after Issue of a Visa: Applicants, who require the issue of a CAS in order to apply for a visa, and subsequently withdraw on or before the course start date after being granted a visa will receive a full refund of all first year's tuition fees paid less and administration fee of up to £1,000.

Withdrawal due to English Language failure: Students who enrol for pre-sessional English on a single CAS, but fail to achieve the requirement will subsequently be withdrawn and will be entitled to a refund of the main course tuition fee less the cost of the pre-sessional course and less an administration fee of up to £1,000.

Withdrawal and Suspension during the course of the programme: All International students on Undergraduate and Postgraduate courses who withdraw or suspend their studies during their programme of study will receive the following levels of refund of the net Tuition Fee (after any scholarship) for that academic year:

- (i) less than nine weeks from the course start date – 75%;
- (ii) between nine weeks and eighteen weeks after the course start date – 50%;
- (iii) more than eighteen weeks after the course start date – 0%.

Students who suspend their studies will not be able to remain in the UK on their current Student visa, the UKVI will be informed that the student has suspended their studies and they will take the necessary action to curtail the student's visa. The student will be expected to return home or to apply for further leave to remain if they choose to stay in the UK. The student will have the option to return to their studies (as agreed on suspension of studies form), to do this the student will need a new CAS to be able to apply for their new visa. If the student requests a refund following the suspension they will be required to pay all due fees before a second CAS is issued.

Withdrawal from short courses: All International students on short courses that require a student visitor visa who withdraw from their course at least 14 days prior to the commencement of the course will receive a full refund of their Tuition Fees less an administration fee of up to £1,000.

Payment of the refund

If it is agreed that a refund is payable the tuition fees will be transferred to the original payer using the same method of payment as the original remittance.

Bank charges may be deducted for refunds made by bank draft or electronic transfer at the discretion of Glyndŵr University.

ALL INTERNATIONAL STUDENTS TO NOTE:

Tuition fees will remain due up until the date Immigration Compliance receives a correctly completed university withdrawal/suspension form that has been signed by the academic faculty in which the student is studying. Retrospective suspensions will not normally be authorised. Please see D5 to identify relevant liability points. Students should refer to the University Student Academic Engagement Policy.

D: ADDITIONAL TUITION FEE TERMS AND CONDITIONS - HOME STUDENTS (EXCLUDING WGU ONLINE)

D1: TIMING OF PAYMENTS

Fees are due at the point of enrolment and students are required to advise the University which payment arrangement applies to them:

D2: FULLY FUNDED (FULL TIME)

You need to declare to the University if the SLC is paying your tuition fee when you enrol. The Student Loan Company usually confirms your funding electronically to the University. However, you may be asked to provide evidence of this.

You need to pay the full fee, or if the fee is greater than £1,000 then pay in three instalments as follows:

Instalment Due Date

| | |
|--------|-----------------------------|
| First | by 31 st October |
| Second | by 31 st January |
| Third | by 30 th April |

Fees for courses with variable start dates, including PGR programmes, will be subject to modified dates, details will be provided in advance of the enrolment date

Failure to pay their tuition fees in full by the required deadlines may result in students being withdrawn from the programme, and students' details being referred to a debt collection agency engaged by the University

D3: STUDENTS WITH A FEE SPONSOR

Students must provide a letter/purchase order on enrolment/re-enrolment for each year of their course confirming that their sponsor will pay the fee for that particular academic year, on enrolment or within a 30 day limit. The letter must include an email address, to which the University can send an invoice, with a contact name, purchase order number (if applicable) and the amount of the sponsorship. Please note, it is the responsibility of the student to ensure that all fees are paid. If the sponsor does not pay the student's fees for any reason, the student will become liable for the payment. Please note a letter needs to be provided each year of enrolment and should be addressed to the University.

D4: CHANGING THE MODE OF YOUR STUDY

Should a student change from Full Time study to Part Time attendance, or vice versa, the tuition fees due to reflect this will be charged or credited in the academic year of change. Students changing to Part Time mode of study (i.e. as a Part Time student on a Part Time course) will be charged the relevant part time fee. Students changing to Part Time mode are reminded that they will forfeit any Full Time bursary due. Students changing to Full Time mode of study will be charged the standard Full Time course fee. It is the responsibility of students who receive student financial support to inform the Student Loan Company (SLC) of any change of mode of study.

In exceptional circumstances where students change their mode of study from Full Time on a Full Time course in order to be designated as Part Time on a Full Time course for the purposes of student financial support, the following applies:

- The student must have the agreement of the relevant Dean of Faculty and the Student Loan Company;
- The change of mode will last no more than two academic years (a maximum of 120 credits over two years);
- The fee charged will be 50% of the Full Time tuition fee in each year the student is enrolled as Part Time on a Full Time course;
- The Finance and Strategic Planning departments must be notified immediately.

The Finance Office is the point of contact for revised fee calculations.

D5: WITHDRAWAL/SUSPENSION FROM THE COURSE

A student becomes liable for a percentage of the tuition fee as soon as they enrol. Liability applies from the start of the academic year, even if the student enrolls later than the start of term.

Liability for the full fee is determined on a staged basis. If a student enrolls but subsequently decides that University isn't for them or they are required to suspend their studies then a

proportion of the fee may be payable depending on when they decide to leave the course. The date of leaving is extremely important.

The date of leaving is extremely important:

| Student leaves: | % of fee liable |
|---|---|
| From 26 th September 2022 and up to and including 8 th January 2023 | The student is immediately liable for 25% of the annual tuition fee, from the first day of term; however the university may refrain from imposing this fee for a two-week “cooling off” period. |
| From 9 th January 2023 and up to and including the 16 th April 2023 | Student is liable for 50% of the annual tuition fee. |
| From 17 th April 2023 | Student is liable for the whole of the annual tuition fee. |

Tuition fees will remain due up until the date that the University receives a correctly completed university withdrawal/suspension form that has been signed by the academic faculty in which the student is studying. Retrospective suspensions will not normally be authorised. Students should refer to the University Student Academic Engagement Policy.

PLEASE NOTE THAT IF YOU STOP ATTENDING YOUR FEE WILL STILL BE DUE UNLESS FORMAL WITHDRAWAL PROCEDURES HAVE BEEN FOLLOWED

Any backdated withdrawal must be accompanied by evidence showing the student’s original intent to withdraw at the date specified. Students must complete a withdrawal form in all cases.

Liability points for non-standard start dates i.e. not September may have different liability points. Please refer to the Finance Office accountsreceivable@glyndwr.ac.uk for guidance.

Please note that any refund of tuition fees is at the discretion of the University. Refunds will only be considered where the student requests to withdraw.

E: ADDITIONAL TUITION FEE TERMS AND CONDITIONS - WGU ONLINE

E1: STUDENTS RECEIVING RECOGNITION OF PRIOR LEARNING (RPL)

Where a student is granted RPL for one or more modules and therefore undertakes less than the expected credits for the year, the programme fee will be reduced in proportion.

E2: CANCELLATION BY THE UNIVERSITY

All courses have minimum class sizes and may be subject to cancellation in situations where insufficient enrolments are received. Whilst the University makes every effort to avoid this

situation, should it arise the student will be enrolled onto the next instance or a suitable available module. Students will be entitled to a refund of any fees paid.

E3: ADDITIONAL CHARGES FOR DUPLICATE DOCUMENTS

Included in your tuition fee will be the provision in each academic year of enrolment of one copy of official documents relating to your student status. This includes your student card and documents such as letters confirming your enrolled student status, your academic results and, when appropriate due to your achievement, a transcript and/or certificate. If you require additional or duplicate copies of any of these documents, or specific additional letters regarding your student status the University may charge you an additional administration and postage fee for these.

E4: SLC FUNDED STUDENTS

You need to declare to the University if the SLC is paying your tuition fee when you enrol. You should be aware that:

- (i) you may have to pay your tuition fees before you have received funding from the SLC. You should make arrangements to ensure that you are able to do this. You will not be able to commence the programme or a module within it without having paid the relevant fee.
- (ii) any periods of temporary withdrawal from the programme will be advised to the SLC and this may result in a delay to funding when you restart the programme;
- (iii) if you draw down SLC funding without having engaged in the programme, you should assume that you will have to repay all funds to the SLC.

F: ADDITIONAL GUIDANCE FOR ALL STUDENTS ON HOW TO MAKE A PAYMENT (EXCLUDING WGU ONLINE – SEE SECTION E)

It is the student's responsibility to ensure that all payments reach the University by the required payment deadline. No allowance will be made for the closure of banks during public/national holidays and these should be anticipated by the student. It is the responsibility of the student to ensure payments are made in timely fashion and the University will take strict action against any student who fails to do so.

New fees apply to new enrolling students only, but the liability points (the points at which a percentage of the fee becomes payable) and the withdrawal process applies to all new and returning full and part time students, with the exception of PhD/MPhil students.

Disclaimer - Please note: Glyndŵr University has taken all possible steps to ensure that the information contained above is correct at time of publication. However, the information may be subject to change should there be decisions made outside the University that affect policies and procedures in regard to fees, bursaries, grants and scholarships.