

Tuition Fee Policy 2018-19

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The current version of this document is always to be found at:
<http://policies.docstore.port.ac.uk/policy-159.pdf>

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Tuition Fee Policy

Summary

What is this Policy about?

This Policy document sets out the fundamental tuition fee charging principles of the University of Portsmouth. It explains ways in which students can settle tuition fees, the Refund Policy and How tuition fees are recalculated arising from changes in students' circumstances. The document indicates the consequences of non-payment in tuition fees, and the appeals process that can be followed.

Who is the Policy for?

Part 1 of this document is applicable to all students who pay tuition fees; these being self-paying students, Sponsored students and students whose loans are being paid by the Student Loans Company.

Part 2 explains the Tuition Fee Policy for students undertaking Credit Bearing Short Courses and Non-credit Bearing Short Courses. These courses are advertised to the general public and paid for by self-paying students, or can be 'closed' courses available to company employees.

How does the University check this Policy is followed?

The officer responsible for maintaining the currency of the Policy is the Academic Registrar. The Policy is implemented by the Department of Student and Academic Administration (DSAA); however, DSAA does not have the authority to apply changes to the set Policy. The Policy is monitored by the Finance Department, who ensures that the Policy is adhered to, is transparent and consistently applied. The Finance Department will also investigate and respond to tuition fee appeal cases.

Who can you contact if you have any queries about this Policy?

If you have any questions about this Policy please contact the University's Student Administration Services Team at tuition.fees@port.ac.uk.

Part 1

1. Introduction

- 1.1 Part 1 of this document is applicable to new entry and continuing students of the University of Portsmouth studying an award bearing qualification, Study Aboard or pre-session course.
- 1.2 The tuition fee principles are outlined in section 2.

2. Tuition fee principles

- 2.1 The University of Portsmouth annually charges fees for its programmes of study.
- 2.2 Full-time course tuition fees are charged at a set annual rate and are not calculated in respect of the number of credits being studied, unless students are repeating units or qualify as a new entrant on a full-time course with recognised prior learning.
- 2.3 Part-time courses charge credit fees (except franchise courses) based on the standard study route, *pro rata* of the 100% FTE, franchise part-time fees charge set annual amounts. Students cannot study credit values for less than the standard study intensity of the course unless they are repeating units or enter the course with recognised prior learning.

- 24 Students will pay the fee regime in force at their initial enrolment on the course, subject only to annual increases. This commitment will hold good for the normal course length plus two years. After this time has lapsed, if for any reason students have not completed their course, including periods of interruption, students will be charged the new fee regime. However, undergraduate students eligible for tuition fee loans under an old fee regime will continue to be charged this fee regime.
- 25 The Department for Education sets the maximum tuition fee chargeable for full-time UK and EU undergraduate students. The University charges the Research Councils UK (RCUK) maximum studentship fee to full-time postgraduate research students. The University sets all other fees.
- 26 Tuition fees are subject to annual increases as follows:
- 26.1 Full-time and part-time undergraduate UK, EU and Channel Islands students' fees may increase annually subject to setting by central government.
- 26.2 Full-time postgraduate research UK, EU and Channel Islands students' fees are set the same as the RCUK maximum studentship fee, and will increase in line with the GDP deflator.
- 26.3 Postgraduate taught full-time and part-time UK, EU and Channel Islands students' fee increases are based on the most current 'RPI-X percentage change over 12 month' rate available when setting the fees.
- 26.4 Undergraduate and postgraduate full-time and part-time International students' fee increases are around 3%-5% per annum.
- 26.5 Distance learning courses charge a 'global' fee. This means one fee is set and does not vary according to students' fee status, i.e. UK/EU, International or Channel Islands. Fee increases are based on the most current 'RPI-X percentage change over 12 month' rate available when setting the fees.
- 27 Tuition fees and related information are published on the University's webpages as follows:
- 27.1 New students' fees can be found on the University of Portsmouth 'Courses' webpages at www.port.ac.uk/courses.
- 27.2 New and continuing students fees can be found at www.myport.ac.uk (and search for '[How much are the fees for my course?](#)').
- 27.3 New International students full-time fees for the next four years can be found at www.myport.ac.uk (and search for '[How much are the fees for my course?](#)') and www.port.ac.uk/application-fees-and-funding/international-fees-and-funding/.
- 27.4 Tuition Fee Policy documents can be found at www.myport.ac.uk (and search for '[Where can I find tuition fee policies and procedures](#)').
- 28 The Tuition Fee Policy operates alongside a number of other related University policies. These policies work together to provide a framework for the setting, payment, collection and reconciliation of tuition fees. These policies are updated annually and apply to each new registration period.
- 29 Students retain ultimate liability for the payment of their fees, whether invoiced or not, including where sponsorship agreements have been approved.
- 210 The University reserves the right to exclude any students who fail to pay their tuition fees and bench fees, or make satisfactory arrangements to pay on, or by a set period after the start date of their course (see section 10 Non-payment of tuition fees). Further, the University reserves the right to prevent students from participating in graduation ceremonies if tuition fee and non-tuition fee related debts are due.
- 211 In accordance with published guidelines, UK and EU students studying full-time and part-time undergraduate programmes are able to defer their tuition fee payment by taking out a tuition fee loan. For guidance see www.myport.ac.uk (and search for 'Tuition fee payment options'). Students may also choose to make full or partial contributions to their fees on or before registration as set out in section 8 Payments. Transfer-in students from another UK Higher Education Institution, who are assessed for national support and deferring all or part of their fee, should submit a copy of their Student Finance Entitlement Letter at or before registration. All student liability not covered by the tuition fee loan or grant should be paid as set out in section 8 Payments.
- 212 All other students, either not eligible or choosing not to defer payment, should refer to section 8 Payments.
- 213 Fee information advice is available from Department of Student and Academic Administration, Student Administration Services, by contacting tuition.fees@port.ac.uk, or +44 (0)23 9284 5259.

3. Distance learning fees

- 31 Distance learning students entering the University pay a 'global' distance learning fee. This means a student's fee status, i.e. UK/EU, International or Channel Islands, is not applicable.

The exception to the above is on course PgCert Occupational Health and Safety Management, whereby tuition fees are charged according to a student's fee status, as this is a top-up course set at the premium FTE (full-time equivalent) fee level.

4. Deposits and Refunds

- 41 International undergraduate and postgraduate applicants will be required to pay a £2,000 deposit to obtain their Confirmation of Acceptance for Studies, except for applicants approved from exempt categories. Switzerland and countries in the European Economic Area (EEA), as set out in section 14, are exempt from deposit payments. Eligible Alumni are only exempt if they are continuing directly to a postgraduate qualification without any study gap. A complete list of exempt categories can be found at www.port.ac.uk/application-fees-and-funding/international-fees-and-funding.

- 42 The amount of deposit required will be confirmed in the offer letter, of which £1,000 is non-refundable. The deposit will be treated as a first instalment of tuition fees and full payment of the balance is due on receipt of the University tuition fee invoice which will be issued after the course start date. If the student wishes to pay the balance by Direct Debit instalment or recurring card payment, this is acceptable and students will be required to complete the instalment instruction at <https://webpay.port.ac.uk>. Any queries regarding these arrangements should be directed to the Finance Department on +44 (0)23 9284 5533 or income@port.ac.uk

When there is a change of circumstance (listed below), full refunds will be automatically issued to the original payer, within 14 working days of cancellation in the following circumstances:

- No offer is made by the University after the student has paid the deposit;
- The student does not meet the academic conditions included in the conditional offer made by the University;
- The University retracts the student's offer for any reason;
- The student's visa is refused, with the exception of a refusal due to a fraudulent application on the part of the student or agent (see 4.4).
- The student pays a tuition fee deposit but are later fee assessed as Home/EU during applicant stage;
- The student fails the University's Pre-Sessional course and cannot progress to their main course of study.

4.2.1 Should the student have extenuating circumstances and is unable to take up a place not covered elsewhere (i.e. Medical issues) In this case further evidence will need to be supplied and this will be at the university's discretion, by writing to the following email address: refundappeals@port.ac.uk

4.2.2. Should the student wish to defer to a later start date, or wish to reapply for a new course at the University of Portsmouth, the University can hold the full deposit, however the notice will normally need to be confirmed in writing within 10 working days of the applicant receiving the notification email. The University Admissions Centre (UAC) will advise the Finance Department in these circumstances.

- 43 Applicants are entitled to a refund of their fees paid, minus the non-refundable element of £1,000, in the following circumstances.
- The student decides not to accept the conditional or unconditional offer after paying the deposit.
 - The student doesn't provide all offer documentation required in order to meet all requirements of the offer (e.g. qualification certificates, Tier 4 eligibility check).
 - Late registration is declined or the student is unable to arrive by the final date for registration.
- 44 Applicants will not be entitled to a refund of the deposit in the following circumstances:
- The student's visa is refused due to a fraudulent application on the part of the student or agent.

5. Bench fees

Postgraduate research students may be required to pay bench fees for equipment etc. Charges for bench fees may be incorporated into the tuition fee invoice raised. Fee payment is due in accordance with the terms specified on the invoice. Bench fees are not eligible for discounts and are normally non-refundable unless exceptional circumstances are approved by the Head of Department.

6. Additional costs

- 61 Full-time undergraduate courses may charge additional costs for items such as field trips and materials. This information can be found on the undergraduate fees and funding pages at www.port.ac.uk/application-fees-and-funding/undergraduate-fees-and-funding and www.myport.ac.uk (and search for '[How much are the fees for my course?](#)').
- 62 Similarly, full-time postgraduate taught courses may charge additional costs for items such as field trips and materials. This information can be found on the postgraduate fees and funding pages at www.port.ac.uk/application-fees-and-funding/postgraduate-fees-and-funding and www.myport.ac.uk (and search for '[How much are the fees for my course?](#)').

7. Repeat study

All students registering for a period of repeat study are liable to pay a tuition fee based on the number of credits being repeated. UK undergraduate students repeating less than a full year, and paying less than the full-time fee, will not be eligible to receive any bursary payment for that period of study.

8. Payments

- 81 The University of Portsmouth collects tuition fees in accordance with its annual fee schedule and related policies. Tuition fees are due at the start of each academic year (or the start of each registration period for non-standard start dates). The University accepts the range of payment methods outlined below:
- Online via bank transfer or using a credit or debit card at www.port.ac.uk/webpay
 - In person using a credit or debit card, or cash (ID is required for any cash payment greater than £500)
 - Recurring creditor debit card mandate at www.port.ac.uk/webpay
- 82 The University allows students to pay their personal liability towards fees in six monthly instalments by Direct Debit through a UK bank account or by recurring credit or debit card instalments. The online Direct Debit and recurring card mandate should be submitted to the University before registration. Instalments will commence in early October for Autumn registrations (please contact the Finance Department on +44 (0)23 9284 5533 or at income@port.ac.uk for details of instalment dates for non-Autumn registrations). Different instalment dates can be arranged for students who have received a Student Loans Company postgraduate loan and doctoral loan (Please select the option in the on-line registration process. The instalments will coincide with receipt of your loan payments). An Advance Notification payment schedule will be sent confirming actual dates and the amount due a minimum of ten days before the first instalment date or as otherwise agreed with the payer.
- 83 An alternative payment plan of two instalments is available. The first instalment will be due before or on receipt of a tuition fee invoice. On receipt of a payment equal to 50% or more of the total tuition fee, the Finance Department will set the next due date to 4 January (for September starters) or 4 May (for January starters). The balance must be paid by this due date, although you may pay this earlier if you wish to do so. This arrangement does not attract any early payment discount. To formalise this arrangement, please notify income@port.ac.uk when you have made your first payment of 50% or more and confirm your commitment to pay the balance by the required date.
- 84 Sponsorship can be arranged by providing an official Purchase Order, Financial Guarantee or by completing a Sponsorship form (known as an RE2), available online at www.myport.ac.uk (and search for '[Sponsor paying my tuition fees – what I need to know](#)'). It should be submitted prior to, or at registration, for each academic year. Students will be liable for their fee if the appropriate paperwork is not submitted by registration. If confirmation of sponsorship is not submitted by the end of registration week, students will be required to immediately make satisfactory fee payment arrangements on receipt of the tuition fee invoice. Overpayments will be refunded to the original payee if confirmation of sponsorship is subsequently received.
- 85 Sponsors of UK/EU students can apply to pay for the total course fee at the start of a student's programme of study by completing the Full Course Tuition Fees Agreement at www.myport.ac.uk (and search for '[Sponsor paying my tuition fees – what I need to know](#)'). This agreement must be submitted by the invoice due date.
- 86 International students and sponsors can apply to pay more than one year's annual tuition fee at the start of the programme of study by completing the Fixed Entry Fee Agreement at www.myport.ac.uk (and search for '[Sponsor paying my tuition fees – what I need to know](#)'). This agreement must be submitted prior to or at registration.

- 87 The University reserves the right to refuse or reject any financial transaction where the payment origin cannot be identified or confirmed.
- 88 Further details on payment methods can be found at myport.ac.uk (and search for 'What are the tuition fee payment options?').

9. Bursaries and discounts

- 91 Full details of bursaries can be found at www.myport.ac.uk (and search for '[University of Portsmouth Bursary – what I need to know](#)').
- 92 Full details about discounts can be found at www.myport.ac.uk (and search for '[Where can I find tuition fee policies and procedures](#)').

10. Non-payment of tuition fees

- 101 As per the University Exclusion and Appeals Policy (found at <http://policies.docstore.port.ac.uk/policy-083.pdf>), students who default or miss agreed payments will face exclusion from the University if satisfactory arrangements are not made immediately thereafter with the Finance Department. Satisfactory arrangements are:
- paid in full; or
 - taken out agreed Direct Debit arrangements or recurring credit or debit card payment and maintained satisfactory repayment without default; or
 - provided written sponsorship confirmation (see paragraph 8.3); or
 - the University has received confirmation of a tuition fee loan by the Student Loans Company (SLC) or the student has provided a copy of the Student Finance Entitlement Letter for a tuition fee loan to cover the outstanding debt (UK and EU full-time and part-time undergraduate students only).
- 102 The Exclusion and Appeals Policy can be found at www.myport.ac.uk (and search for '[Where can I find tuition fee policies and procedures](#)').
- 103 Further information relating to tuition fee loans can be found at:
- www.gov.uk/studentfinance
 - www.myport.ac.uk (and search for 'Tuition fee payment options').

11. Withdrawal and refunds

- 111 Students have the right to withdraw from a programme of study and Academic Regulations relating to withdrawal can be found at www.port.ac.uk/assessmentandregulations.
- 112 The University refunds tuition fee payments (to students and sponsors) based on 'liability periods' (these are defined in the table in paragraph 11.2.3) and the annual fee charged.
- 1121 Tuition fees will not be reduced to students who start their courses late.
- 1122 All students who withdraw before the start of the course year, with the exception of International students who have paid a non-refundable deposit, will be eligible for a full refund of any tuition fee paid for that year, providing that prior to the commencement of the course written notification has been received by the University.
- 1123 All students will be liable for annual tuition fees as follows:

Students who withdraw from the course within the first two weeks of the start date of the academic programme (this includes Induction week), or, for distance learning students within the first two weeks of completing course registration, will not be liable for a fee, with the exception of International students who have paid a non-refundable deposit. This is dependent upon completion of the online withdrawal form being received by the University. The last date of attendance will be the date the University is notified of the student's withdrawal by the student's completion of the online withdrawal form.

Students who withdraw before the end of their 'first liability period', this being the first teaching block, will be liable for 25% of the annual tuition fee. This is dependent upon completion of an online withdrawal form being received by the University. The date of last attendance will be the date the University is notified of the student's

withdrawal by the student's completion of the online withdrawal form. The notification must be received prior to the commencement of the second liability period, this being the second teaching block, in order to incur no further financial liability.

Students who withdraw during the 'second liability period' will be liable for 50% of the annual tuition fee. This is dependent upon completion of an online withdrawal form being received by the University. The date of last attendance will be the date the University is notified of the student's withdrawal by the student's completion of the online withdrawal form. The notification must be received prior to the commencement of the 'third liability period' in order to incur no further financial liability.

The full year's fees will be liable by students who withdraw during the 'third liability period'.

The liability periods are calculated as follows:

Liability periods		
Liability period	Teaching Block (TB)/TB week numbers	2018/2019 academic year dates
Autumn term registrations		
Exempt liability period	TB1, induction week and week 2	17 Sep 18–30 Sep 18
First liability period	TB1, teaching weeks 3 to 13, plus Christmas break	1 Oct 18–7 Jan 19
Second liability period	TB2, assessment period, teaching weeks 1 to week 11, plus Easter break	8 Jan 19–29 Apr 19
Third liability period	Teaching weeks 12 to 13, plus consolidation and assessment period, including vacations	30 Apr 19–15 Sep 19
Spring term registrations		
Exempt liability period	TB1, weeks 1 to 2	7 Jan 19–20 Jan 19
First liability period	TB1, teaching weeks 3 to 12, including Easter break	21 Jan 18–29 Apr 19
Second liability period	TB2, teaching weeks 1 to 12, including consolidation and assessment	30 Apr 19–29 Jul 19
Third liability period	Consolidation and assessment period, including vacations	30 Jul 19– Jan 20

1124 No refund will be made to students who pay the full tuition fee on 18 month Postgraduate Master courses at the commencement of the programme, who withdraw during the third liability period in the first academic year of study, unless:

- students leave prior to commencing the dissertation element of the course, where a refund for the 60 credit dissertation will be made;
- students exit at the end of the third liability period with a Postgraduate Diploma, where a refund for the 60 credit dissertation element of the course will be made.

1125 Undergraduate students who choose to take a Student Loans Company tuition fee loan towards any amount of their fee will become liable for the annual tuition fee at three liability periods, which will correspond to the teaching block start date for that course as follows:

- no liability if students withdraw from the programme within the first two weeks of the course start date for the academic year; this includes induction week
- first liability period – 25% of the annual tuition fee will become liable after two weeks (including induction week) of the start date of teaching block 1 for the course
- second liability period – 50% of the annual tuition fee will become liable from the start date of teaching block 2 for the course
- third liability period – 100% of the annual tuition fee will become liable from the start date of the consolidation and assessment period for the course.

See table in paragraph 11.2.3 for the liability period dates.

Refunds relating to tuition fee loans will be administered as indicated above.

113 No fee reductions will be made to students who withdraw from Pre-sessional English courses.

114 For students studying on courses with non-standard entry dates the calculations will be applied as above with

the necessary revised dates. For further details contact tuition.fees@port.ac.uk.

- 115 Students undertaking undergraduate and postgraduate Study Abroad programmes, or other short programmes, that are one teaching block in duration will be entitled to a full refund in the first two weeks; thereafter no refund will be made.
- 116 Refunds for unit/credit fees will be applied as above. Should students undertake additional credits, the additional credit fee due will be added to the standard course fee and the total amount charged will be the students annual course fee. Any refunds due will be calculated on the new annual course fee.
- 117 Refunds will not be automatically made to bench fees. Students will need to request the return of these fees which will be subject to Department/School approval. Should a refund be approved, the fees to be re-paid will be specified by the department.
- 118 For further information on withdrawal fees and procedures please see the 'Withdrawal, Transfer, Suspension, Resumption Procedures 2018/19 at www.myport.ac.uk (and search for '[Where can I find tuition fee policies and procedures](#)').
- 119 All refunds that fall due will be refunded, where possible, using the original method of payment. Card payments will be refunded to the original card, bank transfers will be refunded to the account that was originally debited.
- 11.10 If a student is of UK/EU or International fee status and the payment of tuition fees was split between more than one payee, the tuition fee and any refund due will be made in proportion to the original split. However, if a student receives a University of Portsmouth Scholarship, the full scholarship granted will contribute towards the tuition fee due, before any self-fees and respective refunds are made to a student.
- 11.11 If an Islands student withdraws or suspends studies and the student is part self-funded and part funded by the Guernsey Department of Education, States of Jersey or Isle of Man Department of Education and Children, the student/parent contribution to fees should always be used first.
- For example, a student has paid £3,000 towards fees and the Department has topped it up by a further £3,000:
- i) A refund of £3,250 is due; £3,000 is refunded to the Department, and £250 to the student/parent.
 - i) A refund of £2,750 is due; the Department receives the refund in its entirety and the student/parent refund is nil.
- 11.12 Accreditation of Prior Learning (APL) fees are non-refundable. No other element of tuition fees or associated charges are normally refunded.
- 11.13 Fifty percent of the International undergraduate and postgraduate deposit of £2,000 is non-refundable (i.e.£1,000)and will contribute towards the appropriate withdrawal fee charged.
- 11.14 Verbal and written estimates of refund amounts due are subject to change on receipt of completed change of circumstance notifications in the Department of Student and Academic Administration.

12. Suspension and transfer

- 121 Students can suspend their studies with the agreement of the Head of Department. Full details can be found at www.port.ac.uk/assessmentandregulations.
- 122 The University will recalculate students' tuition fees when they transfer course in the same mode of study or suspend from their programme of studies, based on the liability periods and annual fee charged. See table in paragraph 11.2.3 for the liability period dates. Tuition fees are not recalculated when students' suspend from a unit, or units, of studies.
- 123 New fee regime postgraduate taught students (these being 2012 entry and onwards students) who mode-switch from a full-time course to a part-time course, will have their tuition fees adjusted to *pro rata* 100% of the equivalent full-time course fee, based on the number of new credits being taken on the part-time course in that registration period. The total course fee charged will equate to no more than the full-time course fee on completion of the course, should the course be completed without study breaks or repeating units.
- 124 Other categories of new fee regime students who mode-switch will have their tuition fees reassessed on a separate basis.
- 125 For UK and EU students who have been assessed for national student support and suspend their studies, or transfer to another UK Higher Education Provider (HEP), and their tuition fee is being paid by tuition fee loan or grant, either in part or in total, refunds or transfer of fees will be administered according to Government and SLC guidelines. Particular attention should be made to the Government's liability periods, as students will be liable for the applicable teaching block or consolidation and assessment period for their period of study, should they suspend or transfer-out during these periods. Backdated suspensions may result in the claw back of overpaid maintenance grants/loans. Further details can be obtained by contacting tuition.fees@port.ac.uk or please see the 'Withdrawal, Transfer, Suspension, Resumption Procedures 2017/18 at www.myport.ac.uk (and search for '[Where can I find tuition fee policies and](#)

[procedures](#)’).

- 126 For all other students the University calculates the student or sponsor element of the tuition fee for refund purposes, based on section 11 above, at the point of transfer or suspension.
- 127 Where a suspended student is liable for the tuition fee, or part thereof, any refund due of any balance of fees paid by the student in excess of the reduced fee will be carried forward and credited to the next registration period. Where the sponsor is liable for the tuition fee, or part thereof, any credit due will be held on the sponsor account. The adjusting invoice and credit note will be sent to the sponsor to claim against future payments to the University. In the event that no further business is due or if a sponsor advises of administrative issues that will prevent them from using the credit note, refunds will be made on request.
- If the student or sponsor element of the fee is greater than the fee that has been paid at the point of suspension, the student or sponsor will be liable for immediate payment of the outstanding amount. Failure to pay will result in exclusion of the student from the University and prevent the student rejoining the programme.
- 128 For students transferring to another institution, not covered in 12.2 above, tuition fees will be administered as a withdrawal as set out in section 11 above.
- 129 On resumption of study in the academic year 2018/19, where an undergraduate or postgraduate taught student is liable for the fee, the student will be invoiced the full tuition fee applicable to the 2018/19 academic year, less a 50% reduction for any liability period(s) paid for in the previous year that are being repeated in the 2018/19 academic year.
- For example, a student suspends their studies in liability period 1 in the academic year 2017/18 and pays 25% of the 2017/18 annual tuition fee; the student resumes their studies at the beginning of the academic year in 2018/19. The fee on the resumption of studies will be the full year’s tuition fee for the academic year 2018/19, less a 12.5% reduction of the 2018/19 fee. The 12.5% reduction is the ‘first liability period’ fee of 25% discounted by 50%.
- A student suspends their studies in liability period 2 in the academic year 2017/18 and pays 50% of the 2017/18 annual tuition fee; the student resumes his/her studies at the beginning of the academic year in 2018/19. The fee on the resumption of studies will be the full year’s tuition fee for the academic year 2018/19, less a 25% reduction of the 2018/19 fee. The 25% reduction is the ‘second liability period’ fee of 50% discounted by 50%.
- A student suspends their studies in liability period 3 in the academic year 2017/18 and pays 100% of the 2017/18 annual tuition fee; the student resumes their studies at the beginning of the academic year in 2018/19. The fee on the resumption of studies will be the full year’s tuition fee for the academic year 2018/19, less a 50% reduction of the 2018/19 fee. The 50% reduction is the ‘third liability period’ fee of 100% discounted by 50%.
- 1210 In circumstances when undergraduate and postgraduate taught students resume their studies to write up their dissertation only, an exemption to paragraph 12.9 will apply. Applicable students will have paid the full year’s tuition fee, no monies will be refunded at the suspension in studies, and on the resumption of studies these students will pay the difference in next year’s fee minus this year’s fee. If students return to their studies and have taught elements to complete and/or have dissertation tutorials etc. these students will continue to pay the resumption of studies fee in accordance with paragraph 12.9.
- 1211 Where a sponsor is liable for the fee a new Financial Guarantee/Purchase Order/RE2 sponsor form will be required for the fee due at the point of resumption.
- 1212 On resumption of study in the academic year 2018/19, where a postgraduate research student is liable for the fee, the student will be invoiced the fee for the 2018/19 academic year, with a discount applied equal to the tuition fee charged or the period of study prior to the suspension.
- 1213 Students who interrupt on staged fee courses will not have their fees recalculated and refunds will not be paid to sponsors or students.
- 1214 SLC students who suspend, transfer to another HEP, or withdraw from their studies who are eligible for the University of Portsmouth bursary or Local Colleges bursary, will be eligible for bursary award payments as follows:
- 12141 Suspend, transfer University or withdraw from studies within two weeks of the course start date for teaching block 1 (including induction week), no bursary payment.
- 12142 Suspend, transfer University or withdraw from studies after two weeks of the course start date for teaching block 1 and prior to the commencement of teaching block 2, one third of the annual award.
- 12143 Suspend, transfer University or withdraw from studies after the course start date for teaching block 2 and prior to the commencement of the assessment and consolidation period, two thirds of the annual award.
- 12144 Suspend, transfer University or withdraw from studies after the start date for the assessment and consolidation period, full payment of the annual award.

See table in 11.2 .3 for teaching block dates.

Bursary payments will be made in three equal instalments in December, February and May.

13. Fee appeals

- 131 Usually individual officers of the University are not permitted to vary or waive fees. When extenuating circumstances warrant an investigation into the amount of fee charged according to the current fee policy, a student should submit an appeal by email to tuitionfeeappeals@port.ac.uk. The appeal should include any supporting documentation and the email subject heading should be clearly marked FEE APPEAL/(Student ID). The appeal will be acknowledged and considered within ten working days of receipt under normal circumstances. An investigation will be performed to collate information from all interested parties and will be considered by an impartial panel. Recommendations to uphold or reject the appeal will be made by the panel and confirmed in writing.
- 132 On occasions, when the circumstance affects more than one student, it may be necessary for a Department to submit an appeal on behalf of their students. This should follow the same format as above, with full details being submitted to the Director of Finance.
- 133 In exceptional circumstances an appeal will be accepted from a third party if the student is unable to submit the request in person.

14. List of European Union (EU) and European Economic Area (EEA) member states

These countries are referred to in section 4 Deposits.

Austria	Greece	Norway*
Belgium	Hungary	Poland
Bulgaria	Iceland*	Portugal
Croatia	Ireland	Romania
Cyprus	Italy	Slovakia
Czech Republic	Latvia	Slovenia
Denmark	Liechtenstein*	Spain
Estonia	Lithuania	Sweden
Finland	Luxembourg	United Kingdom
France	Malta	
Germany	Netherlands	

*Countries that are EEA member countries that are not part of the European Union are Iceland, Liechtenstein and Norway.

Switzerland is not an EU/EEA country.

Further details regarding any information contained in this Policy can be obtained by contacting tuition.fees@port.ac.uk.

Part 2

1. Introduction

- 1.1 Section 2 of this document is applicable to students studying a Credit Bearing Short Course (CBSC) or Non-Credit Bearing Short Course (NCBSC) which is advertised to the general public.
- 1.2 The existing Tuition Fee and Refund Policy pertaining to full-cost courses will apply to courses designed for partner institutions.
- 1.3 The definition of a Credit Bearing Short Course is a discrete taught course carrying 55 or less academic credits at level 4 to level 7 of the QAA Framework for Higher Education Qualifications (FHEQ).
- 1.4 Students studying a Non-Credit Bearing Short Course do not receive any academic credit.
- 1.5 This Policy does not apply to students studying credits on a standard award bearing course. For example if a student is studying 60 repeat credits, this is not defined as studying a CBSC. In these cases, the University's standard Tuition Fee Policy will apply.

2. Registration

- 2.1 The registration process is deemed complete when the student books onto the course using the Online Store at <http://onlinestore.port.ac.uk/>.
- 2.2 The booking form will include the student declaration statement to which the student is agreeing to these terms and conditions. This statement is available at www.port.ac.uk/accesstoinformation/policies/academicregistry/fees/filetodownload,186463,en.pdf.

3. Tuition fee

- 3.1 The tuition fee is set as part of the course approval process.
- 3.2 The advertised tuition fee is payable in full by the student at the time of booking the course, unless stated otherwise on the Online Store.
- 3.3 Departments may set an 'early bird', or other variable booking fee for the course. This proposal should be included in the course approval business plan.
- 3.4 The tuition fee will not be reduced for any reduction in credit volume through recognition of prior learning; this includes repeat fees.
- 3.5 Students will not be entitled to University discounts, such as early payment discount or alumni scholarship. However, note paragraph 3.3.
- 3.6 A fee will be charged for a replacement certificate, at the University's standard fee. This information is available at the Student Results Service webpage at www.port.ac.uk/srs.

4. Withdrawals

- 4.1 It is a student's right to withdraw from the course. However, refunds will only be made if a student withdraws from the course prior to it starting.
- 4.2 If a student starts the course and wishes to withdraw from it, the student must notify the Department of their withdrawal. The Department will complete the online withdrawal form on the student's behalf and update the Student and Course Management System.

5. Suspension in studies

It is not permissible for a student to suspend the course or units on a short course.

6. Withdrawal of services

These policies and processes do not apply to short courses.

7. Repeat fees

- 7.1 A student may have a second attempt sitting, no repeat fee will be charged for this sitting. However, if they fail this sitting they will fail the course.
- 7.2 If a student fails the course they will be required to repeat the whole course again should they wish to successfully complete the course. The full course fee will be payable again.

8. Refunds

- 8.1 Full refunds will only be made in the following circumstances:
 - 8.1.1 The course is cancelled. The Department will request that a refund is made to the student.
 - 8.1.2 The student notifies the University that they wish to withdraw from the course prior to it starting.
- 8.2 No part refunds will be made.

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