



TUITION FEE POLICY

March 2023

Contents

Page no.

Summary	2
What is this document about?	2
Who is this policy for?	3
How does the University check this is followed?	4
Learning more about the policy	4
1. Tuition Fee Principles	5
2. Applicant Stage – Paying Deposits	7
3. Applicant Stage - Refunds	8
4. Reasons for Non-Refunds to Applicants	9
5. Bench Fees	9
6. Additional Costs	10
7. Repeat Study and Trailing Modules	10
8. Paying Tuition Fees – Applicants and Students	11
9. Bursaries, Scholarships and discounts	11
10. Non-payment of Tuition Fees	11
11. Withdrawal and Refunds	12
12. The Fee Liability Timeline	14
13. Pre-Sessional English – Cancellation, Withdrawal or Exclusion	14
14. Postgraduate Research Students – Extension Year	14
15. Interruption and Transfer	15
16. Fee Appeals	16
17. Degree Apprenticeships	16
18. Short Courses – Credit or Non-Credit Bearing	17

Document title	
Tuition Fee Policy	
Document author and department	
Head of Student Operations, Department of Student and Academic Administration	
Approving body	
Academic Council, Tuition Fees and Scholarships Group	
Date of approval	
March 2023	
Review date	
March 2024	
Edition no.	
Annual Review	
ID Code	
159	
Date of effect	
01 August 2023	
For a) public access online internet or b) staff only intranet?	
B	
<p>External queries relating to the document to be referred in the first instance to the Corporate Governance team: email corporate-governance@port.ac.uk</p> <p>If you need this document in an alternative format, please email corporate.communications@port.ac.uk</p>	

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

Summary

What is this document about?

This policy document and the accompanying annex sets out the fundamental fee charging principles of the University of Portsmouth. It explains ways in which students can pay their fees, the Refund Policy and how tuition fees are recalculated following changes in students' circumstances.

The document indicates the consequences of non-payment of tuition fees and the appeals process that can be followed.

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.

Who is this policy for?

This policy is applicable for all students of the University of Portsmouth (new entry and continuing, studying an award bearing qualification, Study Abroad, ICP or pre-sessional course) who pay tuition fees; these being self-paying, sponsored, or paid by the Student Loans Company (SLC).

This policy also covers students (new entry and continuing) who are studying for a University of Portsmouth award bearing qualification at a collaborative partner institution, who pay tuition fees; these being self-paying, sponsored, or paid by the Student Loans Company (SLC).

This policy also covers students undertaking University of Portsmouth credit bearing or non-credit bearing short courses. These courses are advertised to the general public and paid by self-paying students, or can be 'closed' courses available only to company employees.

This policy is also applicable for all applicants who are hoping to study at the University of Portsmouth, but have not yet completed the University enrolment process; online registration and official identification check.

This policy does not apply to students studying Portsmouth Online courses. Students should look at this [University of Portsmouth Study Online webpage](#).

How does the University check this is followed?

The officer responsible for maintaining the current 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 ensure that the Policy is adhered to, is transparent and consistently applied. The Finance Department

will also investigate and respond to tuition fee appeals.

Learning more about the policy

Anyone who has a query about the Tuition Fee Policy can contact the Student Administration Service at feeenquiries@port.ac.uk

Anyone who has a query about the payment process should contact the Finance Department at income@port.c.uk

This policy and other related University policies mentioned below can be found at www.port.ac.uk on the [Policies and Standards page](#):

- Appeals Procedure
- Examination and Assessment Regulations
- Examination and Assessment Regulations for Credit Bearing Short Courses
- Exclusions and Appeals Policy
- Recognition and Accreditation of Prior Learning
- Student Attendance and Engagement Monitoring Policy
- Student Complaints Policy and Procedures
- Suspension and Withdrawal of Studies
- Tuition Fees Discounts, Scholarships and Awards Policy

1. Tuition Fee Principles

- 1.1 The University of Portsmouth charges fees for its programmes of study.
- 1.2 The Office for Students (OfS) sets the maximum tuition fee chargeable for full-time UK undergraduate students. The University charges the UK Research and Innovation (UKRI) maximum studentship fee to full-time UK postgraduate research students. The University sets all other fees independently.
- 1.3 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.
- 1.4 Part-time courses charge fees (except franchise courses) based on the standard study route, *pro rata* of the 100% credit rating, Franchise part-time courses charge set annual tuition fees .
- 1.5 Students normally 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.
- 1.6 Students will pay the fee terms and conditions 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 terms and conditions . However, undergraduate students eligible for tuition fee loans under an old fee terms and conditions will continue to be charged these fee's terms and conditions.
- 1.7 Students' fee statuses are defined by their domicile status e.g. Home (UK), Channel Islands, Isle of Man, EU (European Union and countries in the European Economic Area) and Overseas (other non-UK countries).
- 1.8 Students from the Republic of Ireland are currently eligible for Home fee status in line with the reciprocal agreement between the UK and Irish governments for Higher Education provision.
- 1.9 Tuition fees are subject to annual increases as follows:
 - Full-time and part-time undergraduate UK and Channel Islands students' fees may increase annually subject to conditions set by the UK and Channel Island governments respectively.
 - UK and Channel Islands students' full-time postgraduate research fees are set the same as the UKRI maximum studentship fee, and will increase in line with the Gross Domestic Product (GDP) deflator.
 - Increases in fee bands for UK and Channel Islands students studying Postgraduate taught full-time and part-time courses are reviewed annually by the University. For continuing students the maximum inflation is 5% or the Consumer Price Index (CPI) percentage, whatever is lower.
 - Undergraduate and postgraduate full-time and part-time Overseas students' fees for new students will be increased on a yearly basis based on a number of different criteria including inflation, but fees

for continuing students will not increase by more than 5% per annum.

- Distance learning courses charge a 'global' fee. This means one fee is set and does not vary according to students' fee status, i.e. Home, Overseas or Channel Islands. Fee increases are reviewed and set annually by the University. For continuing students the maximum inflation is 5% or the Consumer Price Index (CPI) percentage, whatever is lower.

- 1.10 Students retain ultimate liability for the payment of their fees.
- 1.11 If a student's sponsor does not pay the tuition fee, the invoice will remain with the sponsor. However, the student will be excluded for non payment of fees if no payment is forthcoming.
- 1.12 The University reserves the right to exclude or withdraw any students (new entrants and continuing) who fail to pay their tuition fees and/or 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).
- 1.13 Further, the University reserves the right to prevent students from participating in graduation ceremonies or receiving their award documents if tuition fee related debt has not been paid.

2. Applicant Stage – Paying Deposits

- 2.1 International undergraduate and postgraduate applicants may be required to pay a deposit to obtain their Confirmation of Acceptance for Studies. This deposit will be non-refundable.
- 2.2 Applicants who can provide satisfactory evidence of sponsorship will be exempt from paying the deposit. However, if the student sponsorship is for less than 50% of the tuition fee, a deposit will still be required.
- 2.3 Eligible Alumni are only exempt from the deposit payment if they are continuing directly to a postgraduate qualification within the next academic year i.e. the applicant graduated in 2022/23 and applied for a course starting in 2023/24.
- 2.4 International College Portsmouth (ICP) undergraduate and postgraduate applicants will be required to pay a 50% deposit to obtain their Confirmation of Acceptance for Studies. This deposit is non-refundable.
- 2.5 Should the applicant 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 applicant will need to write to the UoP Global Office within 10 working days of receiving the last day of registration email notification for this to happen. The UoP Global Office will advise the Finance Department in these circumstances.

3. Applicant Stage - Refunds

3.1 When there is a change of circumstance (listed below), full refunds will be issued to the original payee, within 14-30 working days depending on payment method.

- No offer is made by the University after the applicant has paid the deposit;
- The applicant does not meet the academic conditions included in the conditional offer made by the University;
- The University retracts the applicant's offer for any reason, with the exception of a retraction due to a fraudulent, non-genuine or negligent application on the part of the student or agent;
- The applicant's visa is refused, with the exception of a refusal due to a fraudulent non-genuine or negligent application on the part of the student or agent;
- The applicant pays a tuition fee deposit but later their fee status is assessed as Home during applicant stage;
- The applicant fails the University's Pre-Sessional course and cannot progress to their main course of study;
- The applicant is unable to travel due, for example, to a pandemic such as COVID-19 or related events. However, where an applicant registers fully on the course and undertakes remote or alternative forms of learning, where this may be permitted, they will be charged as per the liability periods specified in Section 12, if they were to withdraw or interrupt studies.

3.2 If the applicant has deferred to a later start date and then decides to withdraw, the deposit is non-refundable subject to the exceptions stipulated in paragraph 3.1.

3.3 Applicants are entitled to a refund of their fees paid, minus a non-refundable amount of £1,000, provided that the University has not issued their Confirmation of Acceptance for Studies (CAS) in the following circumstances:

- The applicant decides not to accept the conditional or unconditional offer after paying the deposit.
- The applicant doesn't provide all offer documentation required in order to meet all requirements of the offer (e.g. qualification certificates, UKVI Student Route eligibility check).

4. Reasons for Non-Refunds to Applicants

4.1 Once the CAS has been issued, the deposit becomes non-refundable, subject to the points

above. Any fees paid in excess of the deposit will be refunded.

4.2 Applicants will not be entitled to a refund of the deposit in any of the following circumstances:

- The applicant fails to complete the University enrolment process; online registration and official identification check.
- The applicant's visa is refused due to a fraudulent, non-genuine or negligent application on the part of the applicant or agent.
- The University withdraws the CAS and/or application due to fraudulent activity on the part of the applicant/student or agent;
- The university considers the application not to be the application of a genuine student.

If the University is informed of, or suspects fraudulent payment activity, it will take appropriate action in accordance with the Anti-Money Laundering Policy. The University's Anti-Money Laundering Compliance Manager will assess each case individually. In circumstances of payment fraud, be it wittingly, or unwittingly, the University reserves the right to reject an application, withdraw a Confirmation of Acceptance for Studies (CAS) or de-register a student from the course without further recourse. In such cases, the University will comply with the prevailing statutory legislations applicable.

5. Bench Fees

5.1 Postgraduate research students may be required to pay bench fees for equipment etc. Charges for bench fees will be issued on a separate invoice to tuition fees. 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. Further details can be found on the [Finance Postgraduate Research Degrees](#) webpage.

6. Additional Costs

6.1 Full-time undergraduate and postgraduate taught courses may charge additional costs for items such as field trips and materials. Applicants and students will find this

information on the [University of Portsmouth Courses](#) webpages.

7. Repeat Study and Trailing Modules

- 7.1 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 a University of Portsmouth Bursary payment for that period of study.
- 7.2 Students taking deferred repeats or those who are repeating without attendance will be charged a nil fee.
- 7.3 Trailing modules are not permitted under the Examination and Assessment Regulations unless exceptionally agreed by the Academic Registrar. However if a student is trailing modules from the previous academic year, there will be no tuition fee charge for those modules. The standard tuition fee will apply for the year of study the student is registered onto.

8. Paying Tuition Fees – Applicants and Students

- 8.1 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 fee instalment table for the current academic year can be found in the annex at the end of this document.
- 8.2 The University allows students to pay their fees as follows:
 - Home/Channel Islands/Isle of Man and Republic of Ireland students – four instalments with the first instalment due at registration, with a further three instalments.
 - Home Postgraduate Taught and Postgraduate Research Loan students – three instalments in line with loan payments.
 - Overseas/EU students - two instalments with the first 50% due either as a deposit, or at registration.
 - Students who are entitled to receive a US Federal Loan will have payment instalments scheduled in line with the loan disbursement.
- 8.3 The University reserves the right to refuse or reject any financial transaction where the payment origin cannot be identified or confirmed.

9. Bursaries, Scholarships and discounts

9.1 Some students may be eligible for a bursary/scholarship or discount which may be calculated as a fee reduction. Further details can be found:

- Undergraduate - [Scholarships and Bursaries](#)
- Postgraduate Taught - [Scholarships and Bursaries](#)
- Postgraduate Research - [Funding your Research Degree](#)

10. Non-payment of Tuition Fees

10.1 Students who default or miss agreed payments will face exclusion from the University unless a satisfactory arrangement can be made with the Finance Department. The options can be that:

- Tuition fees are paid in full; or paid as per instalments outlined in 8.2.
- The student takes out an agreed Direct Debit arrangement or recurring credit or debit card payment and maintains satisfactory repayment without default; or provides written sponsorship confirmation.
- 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 (eligible UK residence full-time and part-time undergraduate students only).

11. Withdrawal and Refunds

11.1 Students have the right to withdraw from a programme of study.

11.2 The University can also withdraw a student from their studies due to non-attendance or failure to complete registration.

11.3 The University refunds tuition fee payments (to students and sponsors) based on 'liability periods' (these are defined in the table in section 12) and the annual fee charged.

11.4 Tuition fees will not be reduced to students who start their courses late.

- 11.5 All students who withdraw **before** the start of the course year, with the exception of Overseas 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 the University has received notification from the student before the start of the course.
- 11.6 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 Overseas students who have paid a non-refundable deposit.
- 11.7 Students who withdraw **before the end** of their 'first liability period', will be liable for the higher of 25% of the annual tuition fee or the total value of the non-refundable deposit paid. Where the deposit paid is less than the 25% of the annual tuition fee then the student will be liable for the higher amount. Students must notify the University before the start of the second liability period, in order to incur no further financial liability.
- 11.8 Students who withdraw during the 'second liability period' will be liable for 50% of the annual tuition fee. The notification from a student must be received before the start of the 'third liability period' in order to incur no further financial liability.
- 11.9 The full year's fees will be liable by students who withdraw during the 'third liability period'.
- 11.10 International College of Portsmouth (ICP) students will have their tuition fee adjusted in line with the terms and conditions set out by ICP, which are available [here](#).
- 11.11 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, with the exception of overseas students who have paid a non-refundable deposit; thereafter no refund will be due.
- 11.12 Should students undertake additional credits, the additional credit fee due may be added to the standard course fee and the total amount charged will be the student's annual course fee. Any refunds due will be calculated on the new annual course fee.
- 11.13 All refunds will be processed using the original method of payment, in accordance with the University's Anti Money Laundering policy.
- 11.14 If 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, a proportion of the

scholarship granted will contribute towards the tuition fee due, before any self-fees and respective refunds are made to a student.

11.15 If a Channel Islands or Isle of Man 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 Department is first refunded e.g. 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.
- ii) A refund of £2,750 is due; the Department receives the refund in its entirety and the student refund is nil.

11.17 Accreditation of Prior Learning (APL) fees are non-refundable. No other element of tuition fees or associated charges are normally refunded.

11.18 The Overseas/EU undergraduate and postgraduate deposit is non-refundable and will contribute towards the appropriate withdrawal fee charged, where applicable.

11.19 The International Study Abroad deposit of £2,000 is non-refundable and will contribute towards the appropriate withdrawal fee charged, where applicable.

12. The Fee Liability Timeline

September Registration	
Exempt liability period	Teaching Block 1 (TB1), week 1 (induction week) and week 2
First liability period	TB1, teaching weeks 3 to 13, plus Christmas break
Second liability period	Assessment period & Teaching Block 2 (TB2) teaching weeks 1 to week 10, plus Easter break
Third liability period	Teaching weeks 11 to 13 (for UG), plus consolidation and assessment period, including vacations

January Registration	
Exempt liability period	TB1, weeks 1 to 2
First liability period	TB1, teaching weeks 3 to 12, including Easter break
Second liability period	TB2, teaching weeks 1 to 12, including consolidation and assessment
Third liability period	Consolidation and assessment period, including vacations

- 12.1 For students studying on courses with non-standard entry dates the calculations will be applied as above with the necessary revised dates.

13. Pre-Sessional English – Cancellation, Withdrawal or Exclusion

- 13.1 Students who cancel their place on their Pre-Sessional English (PSE) course before they start the programme will be able to request a refund.
- 13.2 Students who have started their programme and wish to withdraw will receive a refund calculated pro-rata on the number of weeks studied. The same will apply for students who have been excluded from the PSE programme.

14. Postgraduate Research Students – Extension Year

- 14.1 Postgraduate Research students in an extension year, will be charged either a full year extension fee which covers 12 months of study or a 50% extension fee, which covers six months of study. There will be no reduction in the tuition fee if the student submits early within a six-month period. If a student is charged for 12 months and completes within six months, their extension fee will be reduced to 50%.
- 14.2 If a Postgraduate Research student submits their thesis early, within a standard registration period (three years' full time or six years' part time) no reduction in the tuition fee will be made.

15. Interruption and Transfer

- 15.1 Students can interrupt their studies with the agreement of their Head of School.
- 15.2 The University will recalculate students' tuition fees when they transfer course in the same mode of study or interrupt from their programme of studies, based on the liability periods and annual fee charged. Tuition fees are not recalculated when students suspend from a module, or modules, of study.
- 15.3 Postgraduate taught students who mode-switch from a full-time course to a part-time course, will have their tuition fees adjusted to *pro rata* as per the liability periods. 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 credits.
- 15.4 A Home fees undergraduate student can never be charged more than the government

approved home tuition fee level if they switch between Higher Education Providers in one academic year.

- 15.5 For all other students, the University calculates the student or sponsor element of the tuition fee for refund purposes, at the point of transfer or interruption.
- 15.6 Where an interrupted 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. Students can request a refund of the credit balance.
- 15.7 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.
- 15.8 If the student or sponsor element of the fee is greater than the fee that has been paid at the point of interruption, 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 re-joining the programme.
- 15.9 Normally students returning from a period of interruption will be charged a pro-rata fee based on the number of credits they need to study in order to complete that year of study.
- 15.10 Students doing a Learning at Work course who are returning to study will be liable for a percentage-based fee determined on the date they interrupted in the previous year.
- 15.11 In circumstances when undergraduate and postgraduate taught students resume their studies to write up their dissertation only, they will be charged in line with any inflationary fee increases for the academic year they are returning.
- 15.12 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.
- 15.13 Where an interruption is 12 months in length for a postgraduate research student, on resumption of study a postgraduate research student will be invoiced the tuition fee applicable to the academic year they are returning, less the tuition fee charged for the period of study prior to interruption.
- 15.14 Where an interruption is shorter than 12 months in duration, the standard year's tuition fee may apply upon return, with a nil fee time allowance at the end of the student's studies for the remaining time owed.
- 15.15 ICP students will have their tuition fee adjusted in line with the terms and

conditions set out by ICP, which are available [here](#).

16. Fee Appeals

- 16.1 Individual officers of the University are not permitted to vary or waive fees. If a student is dissatisfied with the fee that they have been charged, they should follow the University's complaints process. If a student believes that they have been charged fees incorrectly, they should follow the tuition fees appeal process.

17. Degree Apprenticeships

- 17.1 Apprentices considering interrupting or withdrawing from their studies must in the first instance contact the Degree Apprenticeships office who will contact the apprentice's employer/sponsor.
- 17.2 The qualifying period is the point when the tuition fee liability becomes due. The qualifying period for apprenticeships whose learning aim lengths are 168 days or greater is 42 days. When the qualifying period is reached, a pro-rata monthly fee is calculated from the course start date to the relevant census month.
- 17.3 No fee will be due if the apprentice withdraws within 42 days of the course start date.
- 17.4 If the apprentice withdraws before the last day of the month in which the learning stops, no fee is calculated in the final month of study.
- 17.5 If the apprentice has interrupted their studies, on their return they will return onto the same 'course year' of studies and the balance will be invoiced to their sponsor/s account. When the apprentice progresses to the next 'course year', the annual course fee will be invoiced.

18. Short Courses – Credit or Non-Credit Bearing

- 18.1 The definition of a Credit Bearing Short Course is a discrete taught course carrying 55 or fewer academic credits at level 4 to level 7 of the QAA Framework for Higher Education Qualifications (FHEQ).
- 18.2 Students studying a Non-Credit Bearing Short Course do not receive any academic credit.
- 18.3 The tuition fee is set as part of the course approval process. In some cases, where overseas students are studying on such courses, a non refundable deposit will be payable.



- 18.4 The advertised tuition fee is payable in full by the student at the time of booking the course, unless stated otherwise on their course webpage.
- 18.5 The tuition fee will not be amended for any reduction in credit volume through recognition of prior learning; this includes repeat fees.
- 18.6 Students will not be entitled to University discounts, such as early payment discount or alumni scholarship unless an 'early bird' or other variable booking fee for the course has been approved by the course approval process.
- 18.7 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.
- 18.8 If a student starts the course and wishes to withdraw from it, the student must notify the School of their withdrawal.
- 18.9 It is not permissible for a student to suspend the course or modules on a short course.
- 18.10 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.
- 18.11 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.
- 18.12 If the course is cancelled, the School will request that a refund is made to the student.
- 18.13 No part refunds will be made.



University of Portsmouth
University House Winston Churchill
Avenue Portsmouth PO1 2UP
United Kingdom

T: +44 (0)23 9284 3199

E: corporate-governance@port.ac.uk W:
www.port.ac.uk