

TUITION FEE POLICY

2023/24 ANNEX

March 2023

Contents

	<i>Page no.</i>
Summary	4
What is this document about?	4
Who is this document for?	4
How does the University check this is followed?	4
Learning more about the annex	4
1. Tuition Fee Status	6
2. How to Find Your Course Tuition Fees	6
3. Additional Costs	6
4. How to pay Your Tuition fees - Applicants and Students	6
5. Tuition Fee Payment Schedule	8
6. Tuition Fee Deposit for Overseas and EU Fee Status Applicants	8
7. Exceptional Refunds	9
8. Student Finance	9
9. Student Finance and Transferring from another University	9
10. Bursaries, Scholarships and Discounts	9
11. Change of Status and Bursary Adjustments	10
12. Withdrawals	10
13. Interruption	12
14. Learning at Work, Partnership Degree Programmes - Interruptions	12
15. Course Transfer	13
16. Exclusions	13
17. Fee Complaints and Appeals	13
18. Pre-Sessional English Language Courses - Cancellation, Withdrawal and Exclusion	14
19. Degree Apprenticeships	14

Document title	
Tuition Fee Policy 2023/24 Annex	
Document author and department	
Head of Student Operations, Department of Student and Academic Administration	
Approving body	
Tuition Fees and Scholarships Group	
Date of approval	
March 2023	
Review date	
March 2024	
Edition no.	
1	
ID Code	
267	
Date of effect	
01 August 2023	
For a) public access online internet or b) staff only intranet?	Both
<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:

<https://policies.docstore.port.ac.uk/policy-267.pdf>

Summary

What is this document about?

This annex document accompanies the Tuition Fee Policy which sets out the fundamental fee charging principles of the University of Portsmouth. This annex gives further information for students on the related processes and further information to the Tuition Fee Policy document. 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 document for?

This annex 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 having their loan paid by the Student Loans Company (SLC).

This annex 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 to company employees.

This annex is also applicable for all applicants who are hoping to study at the University of Portsmouth, but have not 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 and Annex is the Academic Registrar. The Policy and Annex 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 and Annex. The Policy and Annex 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. DSAA is responsible for the annual update of this supporting Annex along with the Tuition Fee Policy.

Learning more about the annex

Anyone who has a query about the Tuition Fee Policy and supporting Annex 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

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 Status

The rules about who pays 'home' or 'overseas' fees for higher education courses in England are set by the UK Government's Department for Education. They are set out in the following sets of regulations:

- [The Education \(Fees and Awards\) \(England\) Regulations 2007, as amended](#), which provide for postgraduate courses
- [The Higher Education \(Fee Limit Condition\) \(England\) Regulations 2017, as amended](#), which provide mainly for undergraduate courses where students are on a 'qualifying course' as provided for by the Office for Students

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.

For further information about the different fees status used by Higher Education providers in the UK, please refer to <https://www.ukcisa.org.uk/information--advice/fees-and-money/home-or-overseas-fees-the-basics>.

During the UK's exit from the European Union, the University implemented an EU transition scholarship for continuing students. For more information please see <https://www.port.ac.uk/study/international-students/tuition-fees/tuition-fees-for-eu-students>.

2. How to Find Your Course Tuition Fees

You can find information about your course's tuition fees in the Study at Portsmouth section at: www.port.ac.uk/courses. You will need to search for your chosen course. It will then take you to the specific page of your chosen course. You will then be able to find the tuition fee information in the section entitled 'Course costs and funding'.

3. Additional Costs

Some courses may charge additional costs, i.e. for field trips or items/materials required for the course. This information can be found on the relevant course page at www.port.ac.uk/courses, by searching your chosen course then under the heading 'Course costs and funding'.

4. How to pay Your Tuition fees - Applicants and Students

For guidance on how to pay your tuition fees please visit one of the following webpages, depending on your level of study:

Undergraduate - <https://www.port.ac.uk/study/undergraduate/undergraduate-fees-and-student-finance>

Postgraduate Taught - <https://www.port.ac.uk/study/masters-and-postgraduate-taught/fees-and-funding>

Postgraduate Research - <https://www.port.ac.uk/study/postgraduate-research/funding-your-research-degree>

You can also view <https://www.port.ac.uk/about-us/ways-to-pay>. Students with an Overseas fee status can find further information on how to pay tuition fees at <https://www.port.ac.uk/study/international-students/tuition-fees>

Students may choose to make full or partial contributions to their fees on or before registration as set out below in Section 5 'Tuition Fee Payment Schedule'.

The University accepts the range of payment methods outlined below:

- Online via applicant/student view
- During the online registration process
- Instalment payments via Recurring Credit/Debit card or by Direct Debit. Details will be captured during the online registration process.

If you wish 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 via their online applicant/student portal or when completing their online registration form.

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.

Any queries regarding payment arrangements should be directed to the Finance Department on +44 (0)23 9284 5533 or income@port.ac.uk.

Where the Tuition Fee policy refers to a sponsor, this can be an employer, external organisation, government or health authority. A family member or a bank loan is **not** considered to be a sponsor.

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.mypport.ac.uk (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 before or during online registration, students will be required to immediately make satisfactory fee payment arrangements. Overpayments will be refunded to the original payee if confirmation of sponsorship is subsequently received.

5. Tuition Fee Payment Schedule

The tuition fee payment schedule is set out by fee status in the tables below. Appropriate payment must be made by the deadlines below or the applicant/student is at risk of having their record withdrawn at the University. This is outlined in Section 10 of the Tuition Fee policy, 'Non-payment of Tuition Fees'.

Student Fee Status	Course Start Month	Instalment 1 25%	Instalment 2 25%	Instalment 3 25%	Instalment 4 25%
Home	September	At Registration	4th December 2023	5th February 2024	4th April 2024
Home	January	At Registration	4th April 2024	4th June 2024	5th August 2024

Student Fee Status	Course Start Month	*Instalment 1 50%	Instalment 2 50%
Overseas/EU	September	By Registration	22nd Jan 2024
Overseas/EU	January	By Registration	6th May 2024

**As outlined in section 2 of the Tuition Fee Policy, the first 50% instalment is inclusive of the deposit paid.*

For students studying on courses with non-standard entry dates the calculations will be applied as in the above table with the necessary revised dates. For further details contact feeenquiries@port.ac.uk.

6. Tuition Fee Deposit for Overseas and EU Fee Status Applicants

Applicants who have a fee status of Overseas or EU may be required to pay a deposit to obtain their Confirmation of Acceptance for Studies (CAS). This deposit will be non-refundable. University of Portsmouth applicants will receive an offer letter confirming the amount of deposit required. This deposit will be non-refundable subject to the exceptions stipulated in section 2 of the Tuition Fee Policy and will be included as part of the first instalment of tuition fees.

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.

If you have any questions about how to pay your tuition fee deposit please contact the Finance Department on +44 (0)23 9284 5533 or income@port.ac.uk. If you have any questions about the level of deposit you need to pay please contact globaladmissions@port.ac.uk.

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 notice will normally need to be confirmed in writing within 10 working days of the applicant receiving the last day of

registration email notification. The UoP Global Office will advise the Finance Department in these circumstances.

Applicants must inform the UoP Global Office in writing by emailing globaladmissions@port.ac.uk that they want to defer.

7. Exceptional Refunds

Exceptional refunds will only be made in line with section 3 of the Tuition Fee Policy. Should the applicant have extenuating circumstances, i.e. medical issues, and is unable to take up a place they will need to provide evidence and write to the University at refundappeals@port.ac.uk. The decision to refund will be at the University's discretion.

8. Student Finance

All student liability not covered by the tuition fee loan or grant should be paid as set out in sections 11 and 12 of the Tuition Fee Policy.

Students resident in England, Scotland, Wales, Northern Ireland, the Channel Islands and Isle of Man may be eligible to receive funding for their tuition fees. Further information can be found at www.gov.uk/studentfinance.

9. Student Finance and Transferring from another University

Transfer-in students from another UK University who are assessed for national support and have applied for funding for all or part of their fee, should submit a copy of their Student Finance Entitlement Letter at or before registration.

10. Bursaries, Scholarships and Discounts

Some students may be eligible for a bursary, scholarship or discount which may be calculated as a fee reduction. Further details about eligibility can be found on the following webpages:

Undergraduate - <https://www.port.ac.uk/study/undergraduate/undergraduate-fees-and-student-finance/scholarships-and-bursaries>

Postgraduate Taught - <https://www.port.ac.uk/study/masters-and-postgraduate-taught/fees-and-funding/scholarships-and-bursaries>

Postgraduate Research - <https://www.port.ac.uk/study/postgraduate-research/funding-your-research-degree>

Current students - <https://myport.port.ac.uk/guidance-and-support/student-finance-support/scholarships-and-bursaries>

11. Change of Status and Bursary Adjustments

Bursary payments will be made in three equal instalments in December, February and May. Students receiving funding from the Student Loans Company (Student Finance) who interrupt, transfer to another Higher Education Provider (HEP), or withdraw from their studies who are eligible for the University of Portsmouth bursary, will have their bursary award payments adjusted as follows:

- Interrupt, transfer University or withdraw from studies within two weeks of the course start date for teaching block 1 (including induction week), no bursary payment.
- Interrupt, 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.
- Interrupt, 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.
- Interrupt, transfer University or withdraw from studies after the start date for the assessment and consolidation period, full payment of the annual award.

12. Withdrawals

For further information on this process you can visit <https://myport.port.ac.uk/my-course/withdraw-suspend-transfer>.

All students who notify the University of their withdrawal **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.

Students who withdraw from the course **within the first two weeks** of the start date of the academic programme (including Induction week) will not be liable for a fee, with the exception of International students who have paid a non-refundable deposit. For distance learning students, this deadline is within the first two weeks of completing course registration.

Students who withdraw **before the end** of their 'first liability period', will be liable for 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. The notification must be received prior to the commencement of the second liability period, 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. The notification must be received prior to the commencement of the 'third liability period' in order to incur no further financial liability.

Students who withdraw during the 'third liability period' will be liable for 100% of the full year's tuition fees.

Withdrawal requests will be dependent on students completing the online withdrawal form on My

Student View and being received by the University. The last date of attendance/engagement will be recorded on the withdrawal form and verified by the Course Team on the student's record.

Liability Periods for 2023/24		
September Registration		
Exempt liability period	Teaching Block 1 (TB1), induction week and week 2	18 Sep 23–01 Oct 23
First liability period	TB1, teaching weeks 3 to 13, plus Christmas break	02 Oct 23–08 Jan 24
Second liability period	Assessment period & Teaching Block 2 (TB2) teaching weeks 1 to week 10, plus Easter break	09 Jan 24–15 Apr 24
Third liability period	Teaching weeks 11 to 13 (for UG), plus consolidation and assessment period, including vacations	16 Apr 24–08 Sep 24
January Registration		
Exempt liability period	TB1, weeks 1 to 2	22 Jan 24–04 Feb 24
First liability period	TB1, teaching weeks 3 to 12, including Easter break	05 Feb 24–15 Apr 24
Second liability period	TB2, teaching weeks 1 to 12, including consolidation and assessment	16 Apr 24–22 Jul 24
Third liability period	Consolidation and assessment period, including vacations	23 Jul 24– Jan 24

For students studying on courses with non-standard entry dates the calculations will be applied as in the above table with the necessary revised dates. For further details contact feeenquiries@port.ac.uk.

Registered 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 liability period 2, including the assessment period from 08 Jan 24 and TB2 teaching weeks 1 to 10.
- third liability period – 100% of the annual tuition fee will become liable from the start date of the third liability period, teaching weeks 11 to 13, including any assessment period.

For further information on withdrawal fees and procedures please see the Suspension and Withdrawal of Studies document which can be searched for on the [Policies and Standards](#) webpages.

13. Interruption

For further information on this process you can visit myport.port.ac.uk/my-course/withdraw-suspend-transfer.

Students who interrupt will have their liability calculated as per the outlined liability periods, following the same timeline as the withdrawal process, as per the above table 'Liability Periods for 2023/24'. Students who are studying in the Learning at Work Department follow a different liability structure and further information can be found in the next section.

Students can interrupt their studies with the agreement of their Head of School. Full details can be found at myport.port.ac.uk/my-course/withdraw-suspend-transfer.

14. Learning at Work, Partnership Degree Programmes - Interruptions

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.

On resumption of study in the academic year 2023/24, where an undergraduate or postgraduate Partnership student doing a Learning at Work course is liable for the fee, the student will be invoiced the full tuition fee applicable to the 2023/24 academic year, less a 50% reduction for any liability period(s) paid for in the previous year that are being repeated in the 2023/24 academic year. Please see the following table and examples below for clarity.

Example	Interrupts in Liability Point	Resumes studies	Tuition Fee on resumption
1	1 - 25%	Beginning of next academic year	Current year's tuition fee minus 12.5%
2	2 - 50%	Beginning of next academic year	Current year's tuition fee minus 25%
3	3 - 100%	Beginning of next academic year	Current year's tuition fee minus 50%

Example 1:

A student interrupts their studies in liability period 1 in the academic year 2022/23 and pays 25% of the 2022/23 annual tuition fee. The student resumes their studies at the beginning of the academic year in 2023/24. The fee on the resumption of studies will be the full year's tuition fee for the academic year 2023/24, less a 12.5% reduction of the 2023/24 fee. The 12.5% reduction is the 'first liability period' fee of 25% discounted by 50%.

Example 2:

A student interrupts their studies in liability period 2 in the academic year 2022/23 and pays 50% of the 2022/23 annual tuition fee. The student resumes their studies at the beginning of the academic year in 2023/24. The fee on the resumption of studies will be the full year's tuition fee for the academic year 2023/24, less a 25% reduction of the 2023/24 fee. The 25% reduction is the 'second liability period' fee of 50% discounted by 50%.

Example 3:

A student interrupts their studies in liability period 3 in the academic year 2022/23 and pays 100% of the 2022/23 annual tuition fee. The student resumes their studies at the beginning of the academic year in 2023/24. The fee on the resumption of studies will be the full year's tuition fee for the academic year 2023/24, less a 50% reduction of the 2023/24 fee. The 50% reduction is the 'third liability period' fee of 100% discounted by 50%.

For confirmation of the tuition fee if a student is resuming study in the academic year 2023/24, please contact Student Administrative Services on 02392 84 7745 or by email at feeenquiries@port.ac.uk

15. Course Transfer

For further information on this process you can visit <https://myport.port.ac.uk/my-course/withdraw-suspend-transfer>.

If you transfer course, your tuition fees will be calculated on a pro rata basis based on the tuition fee periods in the above table, 'Liability Periods for 2023/24'. Your adjusted tuition fee will be displayed in your My Student View in the My Finance section. Transfers must be approved by your Head of School. If you require a visa to study in the UK this transfer must also be in line with the conditions of your visa, as outlined by UK Visa and Immigration.

For example, if you transfer from a full-time to a part-time course within liability period one you will be charged 25% of the full-time course fee and 75% of the part-time course fee for that academic year.

If you have any questions regarding the fees charged, please contact feeenquiries@port.ac.uk.

16. Exclusions

Where a student is withdrawn from their course due to the non-payment of tuition fees an appeal must be made within 20 working days of the withdrawal if the student wishes to continue to study at the University. As part of this appeal, the outstanding fees will need to be paid. There is no guarantee of reinstatement. For further information please see the Exclusion and Appeals Policy that can be found on the [Policies and Standards](#) webpages.

17. Fee Complaints and Appeals

If a student is dissatisfied with the fee that they have been charged, they should follow the University's complaints process. The Student Complaints and Policy and Procedures can be found on the [Policies and Standards](#) webpages.

If a student believes that they have been charged an incorrect tuition fee, they should follow the Tuition Fee Appeal process. When extenuating circumstances warrant an investigation into the amount of fees 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 20 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.

On occasions, when the circumstance affects more than one student, it may be necessary for a School to submit an appeal on behalf of their students. This should follow the same format as above, with full details being submitted to the Executive Director of Finance.

In exceptional circumstances an appeal will be accepted from a third party, if the student is unable to submit the request themselves.

Further details regarding any information contained in the Tuition Fee Policy can be obtained by contacting feeenquiries@port.ac.uk.

18. Pre-Sessional English Language Courses - Cancellation, Withdrawal and Exclusion

Students who cancel their place on their Pre-Sessional English (PSE) course before they start the programme will be able to request a refund subject to a 10% administration fee.

Students who have started their programme and wish to withdraw will need to notify the course administrator of their decision by writing to pse@port.ac.uk. They will receive a refund of their tuition fees paid less a 10% administration fee of the total tuition amount and a pro rata charge of any tuition received of the total tuition amount. The same will apply for students who have been excluded from the PSE course.

19. Degree Apprenticeships

For those studying a degree apprenticeship there is a different agreement in line with the contract of employment and does not follow the liability points as in this annex. For information about transferring, interrupting or withdrawing from your degree apprenticeship course please contact degree-apprenticeship-office@port.ac.uk.