



FINANCIAL PROCEDURES

Section 09 – Income – Tuition and Accommodation Fees

Approving Body:	Resources and Performance Committee
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Policy Owner:	Finance and Compliance
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9. Income – Tuition Fees

- 9.1.1 The generating of tuition fee invoices is driven by the student record which is maintained by Academic Registry. The student record is assigned a fee flag that determines the value of the fee to be charged for a particular academic year. The assigned fee flag is based on the student's study scheme and domicile status i.e. Home/EU or International.
- 9.1.2 A tuition fee invoice transaction is automatically generated when the student registers and the registration flag is updated on the student record. The value of the invoice will be determined by the assigned fee flag and value held on the fee flag table for the current academic year.
- 9.1.3 An Accounts Receivable account is assigned to every student based on the student record reference number recording all invoiced transactions including tuition fees, accommodation fees and supplementary invoices.
- 9.1.4 Every automatically generated tuition fee transaction will include the following data fields from the student record:
- Cat 3 – Sponsor
 - Cat 5 – Fee Flag
 - Cat 6 – Fee Type
 - Cat 7 – Academic Year
- 9.1.5 The sponsor field will always default to "SELF" meaning that the liability is that of the student. Where students have applied for tuition fee support via Student Finance, the University receives electronic confirmation of tuition fee funding for eligible students. Where confirmation of Student Finance funding is held, a subsequent set of transactions are automatically generated to credit the original transaction and generate a new transaction where the 'Cat 3 – Sponsor' field is recorded as SLC. The liability for the tuition fees is then transferred from the student to the Student Loans Company.
- 9.1.6 This data remains subject to change and the liability for tuition fees can return to the student at any point including future years .
- 9.1.7 Postgraduate students who have applied for a tuition fee loan will be considered self-funding as the loan payments are issued directly to the student, not to the University, unlike undergraduate and PGCE tuition fee support.
- 9.1.8 Self-funded students are required to pay the annual tuition fees in full by 1st October or via a recurring card payment instalment plan with a maximum of 3 or 4 instalments as appropriate for the student and course category. Postgraduate students in receipt of quarterly funding may pay in 4 instalments. Those in receipt of a tuition fee loan should pay via 3 instalments to match the funding as the instalment dates are tailored accordingly.
- 9.1.9 Where a student has secured sponsorship for the whole or part of the fee due, proof of sponsorship is required prior to registration. Where evidence of full sponsorship is received, the transaction sponsor field (Cat 3) will be updated from SELF to SPONS. Tuition fee sponsors are invoiced and are subject to 30-day payment terms. In the event of a sponsor defaulting on a payment arrangement, the liability for the tuition fees will then revert to the student who will be subject to the standard tuition fee collection process and sanctions as set out in the Fair Debt Collection Policy.
- 9.1.10 Where a student has officially suspended or withdrawn from a programme of study, and standard term dates apply, a reduction in the tuition fee liability will be calculated based on the official date of withdrawal and applied to the student record as follows:

Withdrawal Date	% of Annual Fee Due
Term 1 - within first 2 weeks	0%
Term 1 - from 2 weeks to the day before term 2	25%

Term 2 - from first day of term 2 to the day before term 3	50%
Term 3 - from first day of term 3	100%

9.2 Income – Tuition Fees funded by Student Finance Support

9.2.1 Eligible undergraduate & PGCE students can apply for a tuition fee loans and grants and maintenance loans and grants through the relevant UK funding body. PGT and PGR students are eligible to apply for a post graduate loan (Masters or Doctoral). Applications must be submitted annually by the student by 31 May. Funding is notified to students by a Student Finance Notification and a payment schedule from the relevant UK funding body. Where funding confirmation has not been received by the University, the liability for full annual tuition fees remain that of the student.

Student finance for Home/EU undergraduate student applicants is processed by the following UK Funding Bodies:

- Student Finance Wales
- Student Finance England
- Student Finance Northern Ireland
- Student Awards Agency for Scotland.

9.2.2 The Student Loans Company will inform the University of applications for student finance for new and continuing students. The University has an obligation to notify the relevant UK funding body of any discrepancies or inconsistencies in the details submitted.

9.2.3 Where the student's financial position is re-assessed in respect of any academic year by the relevant UK funding body and the student contribution is reduced as a result, the University will amend the liability as soon as formal notification of the change is received from the relevant UK funding body. Any applicable refund due will be processed within a reasonable timescale.

9.2.4 Where the student's financial position is re-assessed in respect of any academic year by the relevant UK funding body and the student contribution is increased as a result, liability will return to the student. The University will pursue the invoiced amount in line with standard debt collection procedures as outlined in section 16. Queries regarding the reasons for re-assessment, the calculations used, or the basis of the decision should be addressed to the relevant UK funding body.

9.2.5 The University must confirm to the Student Loans Company that students are registered timely and accurately by electronic submission at the beginning of each academic year. This will trigger the release of the maintenance grants and/or loans to students.

9.2.6 The University must confirm to the Student Loans Company that students are in attendance timely and accurately by electronic submission at three separate liability points which correspond with each term to release fee payments to the University on behalf of students. The student's course and fee information must all match before confirming attendance. Where there are discrepancies, change of circumstances submissions must be made to update the Student Loans Company.

9.2.7 Where a student has officially suspended or withdrawn from a programme of study, the University will submit without delay a Change of Circumstances notification to the Student Loans Company to advise them of the change and to confirm any applicable reduction in the tuition fee liability.

9.3 Income – Accommodation Fees

9.3.1 The generating of accommodation fee invoices is driven by the accommodation module of the student records system, AStRA. The data is maintained by the Accommodation Office.

- 9.3.2 The student completes an online Accommodation Licence Pack to secure university accommodation which includes the payment of a £100 acceptance fee. On commencement of the licence period, the acceptance fee will convert to a deposit to be held by the University for the duration of the student's stay. At the end of the licence period the deposit, less any deductions under the Licence Agreement, will be reimbursed to the student. Current students living in University accommodation wishing to apply for accommodation for the following year can choose to use their existing deposit during the Accommodation Licence Pack process.
- 9.3.3 A student's acceptance of an offer of a place in University accommodation constitutes a binding contract to occupy that place for a complete session unless otherwise specified. The student is liable to pay the fees for the whole of the licence period.
- 9.3.4 The accommodation invoice is automatically generated when the 'key issued' field is populated on the accommodation module. The full contract value is raised when the 'key issued' date is equal to or later than the contract start date. Where the 'key issued' date is earlier than the contract start date, additional daily fees are added to the invoice value.
- 9.3.5 Every automatically generated accommodation fee transaction will include the following data fields from the student record:
- Cat 3 – Sponsor
 - Cat 5 – Hall Code
 - Cat 6 – Fee Type
 - Cat 7 – Academic Year
- 9.3.6 The sponsor field (Cat 3) will default to "SELF" meaning that the liability is that of the student. The hall code field (Cat 5) will display the four-letter code for the applicable residence.
- 9.3.7 As part of the online Accommodation Licence Pack, in addition to the payment of the acceptance fee by debit/credit card, the student will choose whether to pay the annual accommodation fees in full as a single payment in October or by a maximum of three equal instalments in October, January and April. The date of the final payment is subject to change to align with receipt of student maintenance loans. The same debit/credit card details will be registered for the accommodation fee payments. If required, the card details can be amended in advance of instalment dates. This is the only payment method available where the cost can be spread over the academic year.
- 9.3.8 Approval for release from the contract can only be given by the Accommodation Office on approved medical, welfare or academic grounds. Where approval has been given, the student is liable for fees due for the period they have been in residence or were otherwise responsible for the accommodation, calculated on a proportionate daily rate.