



University Centre
St Helens

Tuition Fees Policy 2019/2020 Entry



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University Centre St Helens – Tuition Fees Policy 2019/2020 Entry

Purpose

To inform all University Centre St Helens students of the Tuition Fees Policy for 2019/2020 entry.

In those areas where University Centre St Helens has discretion to determine fee levels, tuition fees will be set with due regard for financial viability and market forces.

University Centre St Helens makes provision through the operation of its Tuition Fees Policy to encourage access to its courses amongst all sections of the population.

This policy aims to provide notification of fees due, along with the arrangements for payment, fees to be collected after withdrawal from any University Centre programme of study, or for any refunds that may be due as a result of any programme closures.

University Centre St Helens requires that students and/or their sponsors are responsible for prompt payment of fees due. Defaults on payment are treated seriously and will lead to the application of sanctions and or removal from the programme of study.

This Tuition Fees Policy applies to all University Centre St Helens provision, all sub-contracted provision and programmes being delivered across all campuses of the College Group.

Scope

All University Centre St Helens fee paying students, sub-contracted provider students and or their employers or sponsors.

Responsibility/Monitoring

This procedure is the responsibility of The Chief Financial Officer.

1.0 Tuition Fees & Payment

1.1 It is the responsibility of all students to ensure that they have the means to pay tuition fees in respect of the programme (as stated in the **Fees, Charges and Fee Discount Policy 2019/2020**, supplied to you, available on the website, and reviewed and revised each Academic Year), and all other expenses relating to the programme.

Unless agreed otherwise in writing, fees must be paid each year and by the due date at the beginning of the new academic year, whether paying directly by you, or on your behalf by a third party, such as your employer or sponsor.

You must ensure that you have applied to Student Finance England for your tuition fees loan by the start date of your programme, and without exception, fees must be paid or payment methods agreed and a promise to pay agreement must be signed upon enrolment if you are self-funded, be being funded by a third party.

Where someone else is responsible for payment on your behalf, you must ensure they do so. You will remain responsible if such payment of fees is not made on your behalf.

An 'academic year' shall mean the yearly period of the programme, the dates of which shall be notified to you by University Centre St Helens. Information about fees and finance can be found on the website under "Student Finance" at <http://sthelens.ac.uk/ucsh/ucsh-financial-support>

1.2 The Fees do not include:

- Fees payable in respect of any residential accommodation which may be provided to you by any third party and which will be subject to a separate contract
- Examination fees, additional fees for reassessment or referral, travelling expenses, library fees, printing fees, field trips or any other programme costs.

1.3 Undergraduate fees for full-time Home/EU students commencing a programme from September 2019 (including a student who has deferred entry in respect of an offer made in a previous year) will be £7750 per academic year.

1.4 Fees for part-time Home/EU students commencing from September 2019 can be found in the *Fees, Charges and Fee Discount Policy 2019/2020*.

1.5 It is the policy of University Centre St Helens not to increase the annual fees for students progressing onto their second and/or third year of study of their programme. More information can be found in the University Centre St Helens Access Agreement, available on the website <http://www.sthelens.ac.uk/public-information>

A tuition fee loan is available to all eligible students. This tuition fee loan isn't based on household income, there is no credit check and there is no upper age limit to apply. You can apply for the exact amount of loan to cover your tuition fees and this will be paid directly to us by the Student Loan Company on your behalf. To find out more, or to apply visit: www.gov.uk/student-finance

University Centre St Helens reserves the right to withdraw support and academic assessment, including the processing of achievements for students with overdue accounts. In addition, University Centre St Helens reserves the right to suspend any students from their programme while tuition fees remain outstanding.

University Centre St Helens offers several different methods of payment. Individual payment plans can be arranged via the Finance Department. University Centre St Helens is committed to supporting students in resolving any issues regarding overdue accounts. Support is available from the finance department, or by making an appointment with the Finance & Welfare Advice and Guidance Officer, Kieron Potter kpotter@sthelens.ac.uk

2.0 Policy Statement

1. For each new first academic year of entry, University Centre St Helens will set and charge tuition fees for all its programmes, as published in the *Fees, Charges and Fee Discount Policy*. Associated fees for professional examinations and external body registrations, will be charged at cost. (please refer to point 1.5)
2. Fees are set for the duration of the programme upon commencement of the programme. Students are liable to pay the fee charged for the course applicable to each year in which they are enrolled annually.
3. In determining fee levels, University Centre St Helens will consider nationally published guidelines where these exist.
4. Students will be notified of fee levels prior to enrolment.
5. University Centre St Helens will ensure that the Tuition Fees Policy is operated fairly and consistently across the institution.
6. University Centre St Helens ensures the prompt collection of tuition fees.
7. When a student completes the enrolment process they become liable for payment of tuition fees. University Centre St Helens applies a policy of calculating non-completion charges where students are unable to complete the academic session and withdraw from or suspend their studies. Full details are provided in the Withdrawal section below.
8. University Centre St Helens will develop and operate flexible procedures for the payment of fees to the benefit of students and University Centre St Helens.
9. University Centre St Helens reserves the right to pursue and /or seek recovery of any outstanding tuition fees through the courts, and also reserves the right to refer students' unpaid accounts to external agencies.
10. If a sponsor or third party fails to pay some or the entire tuition fee on behalf of a student, the student, if wishing to continue with their programme, will become personally liable for payment of the outstanding amount on the date which it was due from their sponsor or the third party.

3.0 Withdrawal from the University Centre

- 3.1 Students wishing to withdraw from University Centre St Helens are advised to firstly consult with their Programme Leader, or the Head of Department for advice and guidance. Students must provide written notification of their request to withdraw from their programme and to terminate their contract with the University Centre by completing the course cancellation form, available on the website. http://www.sthelens.ac.uk/images/departments/ucsh/documents/UCSH_Course_Cancellation_Form.pdf

If a student leaves the programme before the programme has finished, they may be entitled to a refund for all or part of the fees paid. Such refunds only apply to the fees paid in respect of the academic year in which they leave. Please refer to the *Fees, Charges and Fee Discount Policy*.

University Centre St Helens will not refund any fees which have not been previously paid in accordance with Condition 1.1.

3.2 For the purposes of Condition 3.1, you will only be considered to have left University Centre St Helens if all the following steps have been taken:

- University Centre St Helens has received written notification, using the Course Cancellation form (see point 3.1) that you wish to discontinue the programme, or University Centre St Helens has notified you in writing requiring you to leave the programme.
- You have ceased to attend lectures or other teaching activities
- You have returned all materials and items owned by University Centre St Helens and have paid any outstanding sums owed to University Centre St Helens.
- Confirmation from your validating university that your withdrawal has been completed

The tuition fee charge for the academic year will be based on the number of terms attended. Where a student withdraws, their tuition fees will be charged in accordance with the following, please see below:

1. Withdrawals made within the first 4 weeks of the start date of their programme, no charge will be made for tuition fees.
2. Withdrawals made after the first 4 weeks in Semester 1 and up to the Christmas Break (end of December) will be charged 25% of the full annual tuition fee.
3. Withdrawals made in Semester 2 (6th January until 31st March 2020) will be charged at 50% of the annual tuition fee.
4. Withdrawals made on or after 1st April 2020, will be charge at the 100% of the annual tuition fee.

4.0 Debt Collection

Where a student, or their sponsor, fails to make payment by the due date then the appropriate debt collection procedure will be initiated. If a tuition fee debt remains overdue a student may not be able to access results, attend graduation or receive the qualification certificate. All outstanding debt will be actively progressed through use of an external debt collection agency, where required, and Court action may be taken as necessary. When a debt is recorded with the external debt collection agency or their solicitors, the student's future credit rating may be affected and additional costs incurred.

It is anticipated that sufficient communication and available support will be offered to the student before such actions are taken. However, it must be stressed that it is the

responsibility of the student to ensure all debts are paid promptly or instalment plans are agreed with the Finance Department.

5.0 Course Closure – Refund of Fees

It is the College Group policy not to close or cancel programmes until all currently enrolled students have successfully completed in full. In the unlikely event of University Centre St Helens removing a programme of study before all enrolled students have completed the programme in full, University Centre St Helens will refund in full, all fees relating to the academic year in which the cancellation has been made. Please refer to the policy for The Management of Course Closure http://www.sthelens.ac.uk/images/college-information/public-information/SK_College_Group_The_policy_and_procedure_for_the_management_of_course_closure_or_suspension_of_a_programme_of_study.pdf



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