

Proposed Changes to Fees Section

5.3. Registration Status

5.3.1 Fees

- 5.3.1 (a) The Director of Finance shall collect all Student fees (including tuition, accommodation and other fees) and any fees which are not determined by the Higher Education Funding Council (England) shall be assessed in consultation with the Director of Finance. All fees are payable upon registration or re-registration unless the Registered Student has elected to pay instalments by Direct Debit. Where the number of instalments is five or more, the Registered Student is required to agree to a Credit Agreement.
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- 5.3.1 (b) Fees on Registration shall be payable as specified in the University's tuition fee schedule and quoted in the offer of admission. In accepting the offer of admission, the Registered Student accepts a contractual liability to pay the assessed fee for each year of the duration of his or her registration in accordance with these Regulations.
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- 5.3.1 (c) Each Registered Student is responsible for the payment of his or her own fees, charges and debts and this responsibility is not affected by the University agreeing to a request of the Registered Student to invoice a third party for any fee or charge.
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- 5.3.1 (d) For the purposes of tuition fees Registered Students are classified as either Home/EU, Islands or Overseas. The University acts in accordance with UK Government guidance on such classifications. If a Registered Student, having accepted the offer of admission, subsequently appeals against his or her tuition fee classification, the tuition fee shall remain payable as specified in 5.3.1 (c) above, while the appeal is being considered. Where an appeal is upheld in full or in part, the Director of Finance shall confirm the new rate of fee and any overpayment will be refunded.
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- 5.3.1 (e) A pre-payment is required to secure all accommodation. Accommodation fees are due in full upon signing the accommodation contract, unless the Registered Student has elected to pay by Direct Debit instalments. Where the number of instalments is five or more, the Registered Student is required to agree to a Credit Agreement.
- Deleted: Tuition fees are due in full at the beginning of the University Session or at the date of registration if this is a different date. However, arrangements may be made with the Director of Finance for payment of tuition fees in instalments in accordance with the approved scheme. Residence
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- 5.3.1 (f) A Student shall be liable to a penalty as specified in sections .a-.g below, if he or she fails to pay a tuition fee or charge when specified or if he or she does not comply with the rules of any scheme for payment of fees by instalments.
- (i) Any Student whose payment of fees or repayment of any loan is in arrears shall be excluded from the University upon non-payment following the issue of appropriate reminder letters.
- Following such exclusion, paragraphs (ii) to (v) below shall apply.
- (ii) Such a Registered Student will no longer be entitled to attend lectures, tutorials, laboratory classes or receive any other kind of

teaching; to participate in any research activity in the University; to sit any examinations, or to present a thesis or other written work, or to use the University Library or any other University facility.

- (iii) Registered Students with outstanding debts to the University will be prevented from re-registering, and only when these have been paid in full may they apply to be re-instated. Re-admission will be at the University's discretion.
- (iv) Any Registered Student who has not paid an account for fees or any other item owing to the University in relation to his or her registration as a Registered Student shall not be eligible to have his or her coursework, examinations, dissertation, thesis or any other form of assessment marked or otherwise assessed, nor to have a degree conferred or otherwise to receive an Award from the University until his or her accounts have been paid.
- (v) Any such Student shall not be eligible to apply for or to receive an approved transcript of his or her studies and results and the name of such Registered Students shall not be included in the pass list of any such Award until his or her accounts have been paid.

5.3.1 (g) Where debts relate to accommodation fees, notice to quit University accommodation will be given.

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5.3.1 (h) Any outstanding debt to the University may be pursued by the University using any civil remedy that may be available through the courts in addition to any of the penalties listed above. Where it is no longer considered cost-effective to pursue an outstanding debt through the Courts, the Finance Office may decide to write-off the debt. In order to do so, the Registered Student will be withdrawn from the University with immediate effect. The exclusion will remain on his or her record until full payment has been received. Re-admission thereafter will be at the University's discretion (see 5.3.1 (m)).

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5.3.1 (i) Following exclusion from the University for non-payment of fees, a Registered Student may make arrangements for deferred payment, either direct with the Finance Office, or via the University solicitors. However, the Registered Student must remain excluded and subject to all associated penalties until the debts and any consequent costs have been paid in full.

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5.3.1 (j) In cases of Registered Students repeating part of a programme, the fees will be paid on a pro-rata basis.

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5.3.1 (k) Registered Students who withdraw from the University before the end of a session (or any other period of study for which a single tuition fee is paid) are not entitled to a refund of or reduction in any tuition fee, whether already paid or outstanding.

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5.3.1 (l) A research Registered Student who makes significant use of University facilities or resources including supervision during any period after the end of the minimum period required by the regulations for his or her degree is required to register and, as a consequence, to pay the full tuition fees appropriate to the period of Registration. Between the end of any such period and the submission of the thesis, research Registered Students will

pay an annual continuation fee.

- 5.3.1 (m) Where monies have been received and there are tuition fees, accommodation fees and/or other outstanding debts to the University, the University reserves the right to allocate the funds in the following order:

(i) All associated legal costs incurred during the recovery of the debt:

(ii) Accommodation fees;

(iii) Any other outstanding debt to the University,

(iv) Tuition fees;

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