

STUDENT FINANCIAL POLICY 2017/2018

INTRODUCTION

The University's general policies relating to the setting and payment of course and other fees are set out in Council Ordinance 11 (CO11).

The University publishes its framework of student course fee levels, together with the levels of its miscellaneous and sundry fees and charges approved by the Executive Board, for each academic session. Information can be found on the University's website.

This Policy sets out the detailed policies of the University relating to course fees and other student fees, with effect from September 2016.

This Policy should be read in conjunction with Council Ordinance 11 (CO11).

All fees are approved annually by the University's Executive Board.

SECTION ONE: DEPOSITS, PAYMENTS, DISCOUNTS AND DEBTS

1. Deposits for Course Fees

- 1.1. For Home / EU applicants, the University may determine to request a deposit for popular programmes, for the purpose of student numbers planning.
- 1.2. All International applicants will normally be required to pay a deposit at the point of being made an unconditional offer, normally refundable only in the event that a student is unable to obtain an appropriate visa.
- 1.3. For all applicants the deposit shall be up to 50% of the first year's fees, the amount to be approved each year.

2. Payment schedules

- 2.1. Course fees not paid directly by the Student Loans Company or National Health Service are payable as follows for Home / EU students:

In six instalments, the first being due at or before enrolment, and instalments 2-6 being paid by direct debit in the months of November to March inclusive; save that in the case of EU students who are unable to set up a UK bank account, instalments 2-6 may be paid in the months of November to March inclusive if the payments are to be made by debit card or credit card.

- 2.2. Course fees are payable as follows for Overseas students:

In a single instalment at or before enrolment; or

60% of the balance of the course fee at enrolment, and the remainder being due for payment in January.

- 2.3. For students in receipt of a tuition fee loan from the Student Loans Company, schedules for the payment of course fees will be determined with reference to UK Government legislation and guidance.
- 2.4. Students who register at agreed times outside of the normal academic cycle shall pay in similar instalment arrangements to those outlined above as agreed with the Finance Department.
- 2.5. Students enrolling 4 weeks after their scheduled date for enrolment may not be entitled to pay in instalments.

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3. Discounted course fees

- 3.1. Prompt Payment Discount. All students who are responsible for paying their own course fees in full, and who pay the full amount of the fees due at or before their scheduled date of registration, will be entitled to a discount of 2% on the net course fee due, i.e. after the application of any other discounts to which they may be entitled.
- 3.2. Discounts for Graduates of the University. Graduates of the University registered for a taught postgraduate programme, a research degree or the Graduate Diploma in Law (CPE) programme, on a largely self-funding (including career development loans) basis will (after any other discount) receive a discount of 15% on the final course fee due.

4. Non-Payment of course fees.

- 4.1. A student who fails to pay course fees or instalments thereof, or continuation fees by the final date prescribed for payment of the fee or instalment will be reported by the Director of Finance or nominee to the Head of the Student Centre or nominee.
- 4.2. The student will be warned by letter to his or her last known address of the consequences of default in payment and if no satisfactory response is forthcoming within the period specified in such letter, the Chief Operating Officer (or nominee) shall declare the student to be withdrawn from the University with immediate effect. This will result in access to all University services being withdrawn.
- 4.3. Should a student's sponsor fail to pay the course fees, the student will be allowed to continue his or her programme while negotiations between the University and the sponsor continue. If, after due process, the University is unable to obtain payment of the fees, or if the sponsor repudiates in writing its offer to pay the fees, the University will regard the student as liable for the fees outstanding and for the rest of his or her programme of study.
- 4.4. No student who has been de-registered because of non-payment of fees will normally be allowed to re-register for the same or a subsequent session unless and until all debts to the University have been settled and a re-registration fee paid. No existing or former student who is in debt to the University will normally be allowed to enrol on a programme of study at the University until the debt is cleared.

5. Debts to the University and Conferment of Awards. For information on the treatment of students with debts please see Council Ordinance 11 (CO11).

SECTION TWO: COURSE FEES, WITHDRAWALS AND HARDSHIP

1. Withdrawals and Reduction of Course Fees

- 1.1. There is no entitlement to a reduction of course fees after enrolment for any student who withdraws from their programme of study (either temporarily or permanently) more than two weeks after the start date of the course.
- 1.2. At the discretion of the Chief Operating Officer the course fees (excluding any deposit) may be determined as follows.
- 1.3. Where home or EU course fees are charged:

Withdrawal in weeks 1 and 2	No course fee due
Withdrawal in weeks 3 to 15	25% of annual course fee due
Withdrawal in weeks 16 to 30	50% of annual course fee due
Withdrawal after week 30	100% of annual course fee due

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1.4. Where overseas course fees are charged:

Withdrawal in weeks 1 and 2	No course fee due
Withdrawal in weeks 3 to 4	10% of annual course fee due
Withdrawal in weeks 5 to 14	33% of annual course fee due
Withdrawal in weeks 15 to 18	67% of annual course fee due
Withdrawal after week 18	100% of the annual course fee due

1.5. Where payment of course fees has been received by the University that is in excess of the final course fee liability, the balance may be refunded.

1.6. Analogous arrangements will be applied for students who commence a programme of study other than at the beginning of the relevant academic year.

1.7. Students undertaking short courses are not generally entitled to a reduction in course fees.

2. Hardship and Remission of Course Fees. For information on course fees and the treatment of students in hardship please see [Council Ordinance 11 \(CO11\)](#).

SECTION THREE: CHARGING COURSE AND OTHER COURSE-RELATED FEES.

1. Undergraduate Student Course Fees.

1.1. Course fees for a sandwich placement year (excluding sandwich placement year abroad).

1.2. Sandwich placement course fees for students entering their programme after September 2010 and before September 2012 are set at 30% of the relevant full-time course fee.

1.3. Sandwich placement course fees for students entering their programme from September 2012 onwards are set at one-ninth of the Home full-time course fee.

1.4. Sandwich placement course fees are charged in the third year of the programme for thick sandwich and thin sandwich programmes.

1.5. Course fees for Erasmus and non-Erasmus exchanges. All undergraduate students will be charged a course fee approved by the Executive Board for study years and sandwich placement years abroad which are an Erasmus exchange, including years that combine sandwich placement and other kinds of study.

1.6. Part-time undergraduate course fees. Home/EU undergraduate students studying on campus in a part time mode are charged 75% of the relevant full-time course fee in the first four years of study

2. Postgraduate Taught Student Course Fees.

2.1. Part-time students studying on campus are charged 50% of the full-time fee for the programme in each of years 1 and 2. Any subsequent years or parts of years which fall within the normal period of study for the programme carry a zero fee.

2.2. Staged masters – where students are undertaking a staged-masters, a fee will be charged for each stage of the programme.

2.3. Distance learning students are charged on a credit based pro-rata basis. Students are liable for the full module (or block) fee once any course materials for that module (or block) have been despatched.

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3. Postgraduate Research Student Course Fees.

- 3.1. All postgraduate research students are charged a course fee for each year of registration which is not designated as a 'writing-up' period.
- 3.2. A reduced fee is charged for any period of registration which is designated as a 'writing-up' period.
- 3.3. The reduced fee for 'writing-up' is valid for a maximum of twelve months.
- 3.4. The reduced fee for 'writing-up' cannot be adjusted for submission within twelve months.
- 3.5. Research students who entered their course before 1st September 2010 and who are conducting their research away from the University on a full-time basis, will be charged a normal full-time fee in the first academic year and the part-time fee in subsequent years that are not designated as 'writing-up'.
- 3.6. Research students who entered their course before 1st September 2010 and who are conducting their research away from the University on a part-time basis, will be charged one third of the full-time fee in any year that is not designated as 'writing-up'.

4. Associate Students

- 4.1. Associate students on taught programmes are charged on a credit based pro-rata basis or at a short course rate for the modules (or blocks) being undertaken
- 4.2. Students who register for a degree programme having previously undertaken one or more modules (or blocks) at Brunel University London will be charged a course fee for the degree programme on a pro-rata basis by band for the number of credits attempted as part of the degree programme.

5. Members of Staff Registered for Brunel Awards:

- 5.1. Full time members of staff who register for any University award on a part-time basis will be exempt from course fees where the Dean of their College or the Chief Operating Officer (or nominee) believes that the programme of study will be of benefit to the member of staff's current or future employment within the University.
- 5.2. Part-time members of staff who register for any University award on either a full-time or part time basis will receive a pro-rated reduction in course fees (based on the full time equivalent hours in their employment contract) where the Dean of their College or the Chief Operating Officer (or nominee) believes that the programme of study will be of benefit to the member of staff's current or future employment within the University
- 5.3. All staff will be charged examination fees where applicable.
- 5.4. If employment with the University ceases during the period of registration for a programme, the student becomes liable for the payment of course fees from that point onwards.
- 5.5. The number of places available to staff on this basis may be limited for particular programmes.

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SECTION FOUR: OTHER FEES AND CHARGES.

1. Reassessment Fees and Fees for Repeated Study: Undergraduate Students.

- 1.1. Where a student is reassessed on a failed module, no reassessment fee is charged.
- 1.2. Where the Board of Examiners requires a student, or a student chooses, to repeat or substitute the study of module(s) or study block(s) in the next academic year, a pro rata course fee will be charged for this repeated or substituted study unless mitigation has been accepted by the appropriate Board or Panel.
- 1.3. Where mitigation has been accepted by the appropriate Board or Panel no course fee will be charged for the modules(s) or study block(s) where mitigation applies.

2. Resubmission and Reassessment Fees, and Fees for Repeated Study: Postgraduate Taught Students.

- 2.1. Where a student is required to resubmit the dissertation a resubmission fee shall apply.
- 2.2. Where a student is reassessed on a failed module, no reassessment fee is charged.
- 2.3. Where the Board of Examiners requires a student, or a student chooses, to repeat the study of module(s) or study block(s) in the next academic year, a pro rata course fee will be charged for this repeated study unless mitigation has been accepted by the appropriate Board or Panel.
- 2.4. Where mitigation has been accepted by the appropriate Board or Panel no course fee will be charged for the modules(s) or study block(s) where mitigation applies.

3. Resubmission and Reassessment Fees: Postgraduate Research Students

- 3.1. No fee is charged for the initial examination of a thesis with the exception of PhD by publication or higher doctorates where an examination fee applies.
- 3.2. Where a student is required to resubmit the thesis for examination a resubmission fee applies.

4. Accommodation Fees. Please refer to Council Ordinance 11 (CO11).

5. Non-Payment of Fees, Fines and Charges.

- 5.1. Library fines and charges for services and lost books will be regarded as debts to the University and in the case of non-payment a defaulter will be excluded from all further use of the Library until such debts have been paid.
- 5.2. No student whose accommodation charges for any session (excluding charges incurred in the immediately preceding summer vacation) remain outstanding will be permitted to remain in University accommodation except in cases of hardship accepted by the University. Where internal debt collecting procedures have been unsuccessful, the University reserves the right to take legal action in order to obtain an order for eviction or engage the services of commercial debt collection agencies to recover accommodation charges.
- 5.3. Any other charges raised on students by the University, including charges for lost equipment, car parking, library fines or fines imposed under disciplinary or health and safety regulations, shall be regarded as debts to the University.