

FEES POLICY

This Policy takes effect for all students studying at Falmouth University from September 2020 onwards. For student studying with one of our partners, including Falmouth Flexible, alternative arrangements may apply. If they are unsure of which policy applies to them, please email student.fees@falmouth.ac.uk for advice.

Please also see <http://www.falmouth.ac.uk/tuition-fees> for further information on tuition fees.

We regularly review and update our regulations, policies and procedures. Accordingly, the following non-material changes have been made to the Fees Policy previously in place during the 2019-2020 academic year.

Clause(s)	Description
Throughout document	Updating of dates for 2020-2021 academic year.
1.9, 2.10 and 3.9	Change of liability to attendance for more than two weeks (formerly three weeks) in the first study block, for first year students (Undergraduate, Postgraduate and Research)
2.2	Change to payment of three equal instalments for self-funding Postgraduate students without a student loan
3.2	Addition of doctoral loan information
Section 4	Removal of fee of £12 for cheques that are not honoured due to insufficient funds
4.15 and 5.9	Addition of information relating to Covid-19
5.7 and 5.8	Additional clarification of minimum amount and currency conversion information relating to refunds
7.2	Clarification of process for in debt students.

Key Facts

Please familiarise yourself with the entirety of the Fees Policy, and we would particularly draw your attention to the following elements:

Clause(s)	Description
1.9	Undergraduate studies UK/EU/Channel Island & Isle of Man students 1st liability point First year students on Year 1 of a course (not including students who are repeating studies or transfers in from a second or third year) will become liable for 25% of the annual tuition fee if they have been in attendance for more than 2 weeks, including the induction week of the first study block. Second and third year students (including direct entries and transfers) will become liable for 25% of the annual tuition fee for any attendance during the first study block.

	<p>2nd liability point First, second and third year students will become liable for 50% of the annual tuition fee for any attendance, during the period from 4 January – 26 March 2021.</p> <p>3rd liability point First, second and third year students will become liable for 100% of the annual tuition fee, if they are in attendance from 12 April 2021.</p>
1.10	<p>Withdrawal/Intermittence - Tuition Fees liable for International Students</p> <ul style="list-style-type: none"> • First year students who withdraw during the first two weeks of the first study block including the induction week will be liable to pay fees for weeks in attendance. • First year students who attend for more than two weeks of the first study block but withdraw/intermit before 25 January 2021, will be liable to pay 50% of the full tuition fee. • Second and third year students will become liable for 50% of the annual tuition fee for any attendance during the first study block. • All students who withdraw/intermit from 25 January 2021 will be liable to pay the full tuition fee. • International students who are in receipt of a USA Federal Loan will be charged tuition fees in accordance with the withdrawal terms and conditions of the loan.
4.7	<p>Where students transfer between courses within the University, tuition fees will be calculated using the fees payable for each course in accordance with the standard dates for the liability payment points. The fee liability point payable at the date of transfer will be the course you are currently studying, the following fee liability points due will be the new course. For transfers from external courses the fees payable will depend on the date of the transfer and will be calculated in accordance with the standard dates for the liability payment points.</p>
7.1	<p>If you have a tuition fee debt to the University you will not be able to enrol for the next academic year or for accelerated courses continue to Study Block 3 or Study Block 5 within the academic year. The University has the right to withhold all award certificates and transcripts, you may be excluded from attending a graduation ceremony and academic references will not be provided until you have cleared the debt. Students studying on courses at Partner Organisations will need to refer to the tuition fee policy that applies at the Partner.</p>

7.2	<p>Students who fail to pay fees in full by the due date may be subject to the following sanctions which would result in the termination of their enrolment.</p> <ul style="list-style-type: none"> • By the end of the second week of the first study block, students may be blocked from using the IT network and borrowing items from the library, photography, performance and media centres, until payment has been received in full. • By the end of the fourth week they will be liable at any time thereafter to be excluded from the University by the Vice-Chancellor. A student will receive a notification warning from the Finance Office advising them that in accordance with the Fees Policy for unpaid debts, if a payment is not received within 7 days, their details will be forwarded to the Vice Chancellor for consideration of exclusion and withdrawal. The student's lecturers will be advised of the situation. Should they fail to pay within the 7 days outlined in the notification warning, a final written exclusion warning may be issued by the Vice-Chancellor which will include a further 7 days to pay and the date of their withdrawal for full exclusion if the outstanding fees are not received within the specified payment timescale. In the event of withdrawal, tuition fees will be payable in accordance with the fees policy
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1 Undergraduate studies

Tuition fees and other charges

- 1.1 Students who are responsible for the payment of their own tuition fees are eligible to pay in two equal instalments. The first instalment is due on the first day of the academic year and the second instalment on the first day when they return to study following the Christmas vacation. In the first year of study, acceptance fees will be offset against the first instalment of tuition fees.
- 1.2 Students who have been awarded tuition fee loans to cover their tuition fees from Student Finance, do not have to provide evidence to the University as the information will be forwarded electronically. Tuition fee payments will be made automatically on behalf of the student direct to the University.
- 1.3 With the exception of Student Finance approved loans at the start of the academic year, students will need to produce evidence that a third party is paying their fees if they are not directly responsible for payment. In the absence of such evidence or payment from a third party, a student is directly responsible for paying their own tuition fees.
- 1.4 Students waiting for confirmation of funding from Student Finance or equivalent will be classified as SELF funding until confirmation of support is received. Students will be

required to produce evidence that they are applying for a loan, if the loan is not in place at the start of the academic year. If the support is delayed for more than 6 weeks, depending on the circumstances, students may need to discuss the details.

- 1.5 International students who accept an offer for a place on the course will be required to pay an acceptance fee at the point of offer, which is non-refundable if an accepted place is not taken up, or if a student does not complete their studies. However, if the required student visa is refused by the UKBA, then a refund of the acceptance fee will be considered on a case by case basis. If a student defers their place from a prior year, the University may allow the acceptance fee to be transferred to the following academic year. There is a cooling off period of 14 days from date of payment during which the student may withdraw their acceptance of the offer and receive a refund.
- 1.6 Study visits and additional activities are not covered by tuition fees and will require an additional payment from participating students. Students will not be permitted to attend such activities unless the full charges have been received by the University in advance.
- 1.7 Please also see section 4, Fees information for all students.

Withdrawal/Intermittence - Tuition Fees liable for UK/EU students

- 1.8 Withdrawal or intermittence forms must be completed, then signed by both the student and Head of Subject before the enrolment status can be changed and the contract amended.
- 1.9 If a UK/EU, Channel Islands or Isle of Man student withdraws or intermits during the academic year, they will be due to pay tuition fees in accordance with the three liability points mentioned below. Refunds will be processed for any amounts overpaid. First year students who withdraw/intermit in the first 2 weeks (including the induction week) of the first study block will not be liable for a payment of tuition fees.

1st liability point

First year students on Year 1 of a course (not including students who are repeating studies or transfers in from a second or third year) will become liable for 25% of the annual tuition fee if they have been in attendance for more than 2 weeks, including the induction week of the first study block.

Second and third year students (including direct entries and transfers) will become liable for 25% of the annual tuition fee for any attendance during the first study block.

2nd liability point

First, second and third year students will become liable for 50% of the annual tuition fee for any attendance during the period from 4 January – 26 March 2021.

3rd liability point

First, second and third year students will become liable for 100% of the annual tuition fee if they are in attendance from 12 April 2021.

The University will only award credit when the pro-rata fees for the Study Block in which the module has taken place have been paid. Therefore where a student has submitted work for assessment but subsequently withdraws or intermits at the first liability point, the work in question will not be assessed.

Withdrawal/Intermittence - Tuition Fees liable for International Students

- 1.10 First year students who withdraw during the first two weeks of the first study block including the induction week will be liable to pay fees for weeks in attendance.
- **First year students** who attend for more than two weeks of the first study block but withdraw/intermit before 25 January 2021, will be liable to pay 50% of the full tuition fee.
 - **Second and third year students** will become liable for 50% of the annual tuition fee for any attendance during the first study block.
 - **All students** who withdraw/intermit from 25 January 2021 will be liable to pay the full tuition fee.
 - International students who are in receipt of a USA Federal Loan will be charged tuition fees in accordance with the withdrawal terms and conditions of the loan.

2 Postgraduate studies

Tuition fees & other charges

- 2.1 Students who accept an offer of a place on the course will be required to pay an acceptance fee at the point of offer, which is non-refundable if an accepted place is not taken up or if a student does not complete their studies. However, if the required student visa is refused by the UKBA, then a refund of the acceptance fee will be considered on a case by case basis. If a student defers their place from a prior year, the University may allow the acceptance fee to be transferred to the following academic year. There is a cooling off period of 14 days from date of payment during which the student may withdraw their acceptance of the offer and receive a full refund.
- 2.2 Students who are paying their own tuition fees with or without a loan are eligible to pay in three equal instalments, which are due on the first day of each study block.
- 2.3 Payment of tuition fees will not be requested from students, if the University has acceptable evidence that a third party is paying the total tuition fee. In the absence of such evidence or payment from a third party, a student is directly responsible for paying their own tuition fees.
- 2.4 Students waiting for confirmation of funding from Student Finance or equivalent will be classified as SELF funding until confirmation of support is received. Students will be required to produce evidence that they are applying for a loan, if the loan is not in place at the start of their studies. If the support is delayed for more than 6 weeks, depending on the circumstances, students may need to discuss the details.
- 2.5 Study visits and additional activities are not covered by tuition fees and will require an additional payment from participating students. Students will not be permitted to

attend such activities unless the full charges have been received by the University in advance.

2.6 Please also see section 4, Fees information for all students.

Withdrawal/Intermittence - Tuition Fees liable

2.9 Withdrawal or Intermittence forms must be completed and signed by both the student and Head of Subject before their enrolment status can be changed and the contract amended.

Students self-paying and not in receipt of a postgraduate loan from Student Finance

2.10 First year students who withdraw during the first two weeks of the first study block will be liable to pay fees for weeks in attendance. First year students who attend for more than two weeks of the first study block but withdraw/intermit before 25 January 2021 will be liable to pay 50% of the full tuition fee.

- Second year students will become liable for 50% of the annual tuition fee for any attendance during the first study block.
- Students who withdraw/intermit from 25 January 2021 will be liable to pay the full tuition fee.

2.11 **Students in receipt of a postgraduate loan from Student Finance**

- Tuition fees for students who withdraw or intermit will be calculated in accordance with their loan payment schedule as follows: one third of the fees for the first instalment period, two thirds of the fees during the second instalment period, the full fee during the third instalment period.
- International students who are in receipt of a USA Federal Loan will be charged tuition fees in accordance with the withdrawal terms and conditions of the loan.

2.12 **January 2021 start date**

- First year students who withdraw during the first two weeks of the first study block will be liable to pay fees for weeks in attendance. First year students who attend for more than two weeks of the first study block but withdraw/intermit before 31 May 2021 will be liable to pay 50% of the full tuition fee.
- Second year students will become liable for 50% of the annual tuition fee for any attendance during the first study block
- Students who withdraw/intermit from 31 May 2021 will be liable to pay the full tuition fee.
- International students who are in receipt of a USA Federal Loan will be charged tuition fees in accordance with the withdrawal terms and conditions of the loan.

2.13 **June 2021 start date**

- First year students who withdraw during the first three weeks of the first study block will be liable to pay fees for weeks in attendance. First year students who attend for more than three weeks of the first study block but withdraw/intermit before 11 September 2021 will be liable to pay 50% of the full tuition fee.
- Second year students will become liable for 50% of the annual tuition fee for any attendance during the first study block

- Students who withdraw/intermit from 11 September 2021 will be liable to pay the full tuition fee.
- International students who are in receipt of a USA Federal Loan will be charged tuition fees in accordance with the withdrawal terms and conditions of the loan.

3 Research

Fees & other charges

- 3.1 Students who accept an offer of a place on the course will be required to pay an acceptance fee at the point of offer, which is non-refundable if an accepted place is not taken up, or if a student does not complete their studies. If a student defers their place from a prior year, the University may allow the acceptance fee to be transferred to the following academic year. There is a cooling off period of 14 days from date of payment, during which the student may withdraw their acceptance of the offer and receive a refund.
- 3.2 Students who are responsible for the payment of their own tuition fees are eligible to pay in two equal instalments. The first instalment is due on the first day of the academic year and the second instalment on the first day when they return to study following the Christmas vacation. In the first year of study, acceptance fees will be offset against the first instalment of tuition fees. Students in receipt of a doctoral loan are permitted to pay in three instalments in accordance with their loan payment dates.
- 3.3 Students who commence their course in January 2021 will be required to pay two equal instalments in January and April 2021. Students who start their studies in June 2021 will be required to pay two equal instalments in May and September 2021.
- 3.4 Students in receipt of studentships will be required to pay any applicable tuition fees, writing up fees and registration fees once their studentship has expired.
- 3.5 Writing up fees become payable at the start of the writing up period, regardless of the timing within the academic year.
- 3.6 If students do not complete writing up within the specified timescale, they may be charged further tuition and registration fees.
- 3.7 Please also see section 4, Fees information for all students.

Withdrawing or Intermitting – Fee liable

- 3.8 Withdrawal or Intermittence forms must be completed and signed by the student and Head of Subject before their enrolment status can be changed and the contract amended.
- 3.9 **September 2020 start date**
- **First year students** who withdraw during the first two weeks of the first study block will be liable to pay fees for weeks in attendance. Students who attend for more

than two weeks of the first study block but withdraw/intermit before 25 January 2021 will be liable to pay 50% of the full tuition fee.

- **Second to fifth year students** will become liable for 50% of the annual tuition fee for any attendance during the first study block.
- Students who withdraw/intermit from 25 January 2021 will be liable to pay the full tuition fee.

3.10 **January 2021 start date**

- **First year students** who withdraw during the two weeks of the first study block will be liable to pay fees for weeks in attendance. Students who attend for more than two weeks of the first study block but withdraw/intermit before 31 May 2021 will be liable to pay 50% of the full tuition fee.
- **Second to fifth year students** will become liable for 50% of the annual tuition fee for any attendance during the first study block
- Students who withdraw/intermit from 31 May 2021 will be liable to pay the full tuition fee.

3.11 **June 2021 start date**

- **First year students** who withdraw during the first two weeks of the first study block will be liable to pay fees for weeks in attendance. Students who attend for more than two weeks of the first study block but withdraw/intermit before 10 September 2021 will be liable to pay 50% of the full tuition fee.
- **Second to fifth year students** will become liable for 50% of the annual tuition fee for any attendance during the first study block.
- Students who withdraw/intermit from 10 September 2021 will be liable to pay the full tuition fee.

3.12 **Students in receipt of a Doctoral loan from Student Finance**

- Tuition fees for students who withdraw or intermit will be calculated in accordance with their loan payment schedule as follows: one third of the fees for the first instalment period, two thirds of the fees during the second instalment period, the full fee during the third instalment period.

3.13 **Writing Up fee**

- Research students who are writing up and in attendance from the start of the first study block will be liable for the full writing up fee.

4 Fees information for all students

- 4.1 Tuition fees are set annually and are subject to review each year. The University may therefore change tuition fees in the second or subsequent years of a course, in line with inflation and/or the maximum permitted by law or Government policy. Students will be notified of any changes as soon as possible. See <http://www.falmouth.ac.uk/tuition-fees>

Students retain the ultimate liability for the payment of fees/charges. This applies in the event of payment defaults by a third party sponsor.

- 4.2. Tuition fees and other monies paid to the University are only refunded to the individual or organisation that paid the University originally. Examples of this include but are not limited to:
- Where students' fees were paid by Student Finance England (or similar body) as part of a tuition fee loan or grant, the refund will be to that organisation. This also applies for interest accrued on any tuition fees paid by a third party (e.g. Student Finance England) to the University;
 - Similarly, where an employer has paid tuition fees on behalf of a student the funds will be returned to the employer;
 - Where a student has received funding from family or employment or other sources and subsequently passed this to the University, the University is only responsible for refunding and compensating the student;
 - For the purposes of tuition fees, only monies paid to the University will be refunded. E.g. scholarships or fee waivers will be excluded from any refund.
- 4.3 Tuition fees will not be reduced for students who start their course late but still receive the full academic year's tuition.
- 4.4 Students who wish to dispute a debt must submit their dispute within 7 days of receiving a payment demand. The dispute must be in writing and forwarded to the Finance Office by email student.fees@falmouth.ac.uk please include attachments of any supporting evidence. The Finance Office will respond within 14 days.
- 4.5 If a student is repeating any period of study, the tuition fees applicable at the time of the repeat study are due for payment, including additional modules and retakes of modules.
- 4.6 Fees for intermitting students who are resuming their studies without any repeat periods will be adjusted so students pay no more than the standard fee for an overall course year.
- 4.7 Where students transfer between courses within the University, tuition fees will be calculated using the fees payable for each course in accordance with the standard dates for the liability payment points. The fee liability point payable at the date of transfer will be the course you are currently studying, the following fee liability points due will be the new course. For transfers from external courses the fees payable will depend on the date of the transfer and will be calculated in accordance with the standard dates for the liability payment points.
- 4.8 International students who are in receipt of a USA Federal Loan will be charged tuition fees in accordance with the withdrawal terms and conditions of the loan.
- 4.9 Should a student file a complaint about the course, the full fees will still be payable in accordance with the tuition fee policy. Should the complaint be upheld, any adjustments to fees due will be processed and if necessary a refund will be applied.

- 4.10 Students undertaking an Erasmus or Exchange placement will still be due to pay the full tuition fee to Falmouth University, if they are in attendance at the University for more than 10 weeks. If they are undertaking the full year on Erasmus they will be due to pay 20% of the full fee.
- 4.11 Students undertaking an official sandwich or placement full year will be charged a reduced tuition fee calculated at 20% of the full fees due.
- 4.12 The University may waive the fees after the due dates if a student has to stop their studies due to exceptional circumstances.
- 4.13 For all students that are subject to the Falmouth Fees Policy, tuition fees will cover the first attempt, referral and one retake (without attendance) at all the modules necessary to complete that academic year of the Course.
- 4.14 Tuition fees do not cover all costs associated with studying the course. Indicative additional costs are published by the University and included in the welcome letter.
- 4.15 Unless stated otherwise, the course fees do not include any charges for residential accommodation, extensions to the designated period of study, travelling expenses, or other miscellaneous expenses which may be related to the course.
- 4.15 Any students who study off campus, due to agreed and approved Covid-19-related issues, will still be liable to pay the agreed fees as if they were in full attendance on campus.

5 Refund and compensation

- 5.1 In accordance with the Office for Students Conditions of Registration, this policy covers refunds and compensation in the event that the University is unable to preserve the continuation of study (e.g. in case of course closure).
- 5.2 Students are not required to accept alternative arrangements offered by the University.
- 5.3 Where alternative arrangements are not suitable, the whole tuition fee for the academic year will be refunded, regardless of any modules already completed. The University will award credit and provide transcripts in these cases, and offer any intermediate award available.
- 5.4 In all cases, where necessary, the University's approach to financial redress is to recognise and compensate for where other remedies and alternative arrangements are inappropriate or unavailable. Falmouth University adopts the same principles of compensation of the Office of the Independent Adjudicator (OIA) and will generally seek to compensate for actual financial loss incurred (e.g. loan interest, travel costs), and distress and inconvenience in-line with the OIA's Indicative Compensation Bands.

- 5.5 In addition to the OIA's guidance, the University will consider refunds of day-to-day living expenses at a rate that reflects actual expenditure of the student during the academic year, up to the maximum weekly amount published in the University's indicative budget guide. This will be payable from the start of teaching, up to the point that the University is unable to deliver the advertised course.
- 5.6 Discretionary payments (e.g. bursaries) made by the University will not be recouped against any overpayment because of a course ending sooner than expected. Where future payments for such funds were due these will not be payable where a student leaves the University. Instead the impact of their absence will be considered in any financial redress offered.
- 5.7 The minimum refund for re-imburement is £10.00.
- 5.8 For refunds in currencies other than GBP, the conversion rate will be as at the time of the refund.
- 5.9 **Students prevented from attending in person due to Covid-19:**
All designated courses (full-time and part-time) which normally require attendance on-site, but for which learning has moved either fully or partially online due to Covid-19, should attract the full package of tuition fee and living cost support in 2020/21, as they would ordinarily. Students on these courses should be considered to be attending and entitled to apply for the full package of support, provided they continue to engage with their Higher Education Provider.

6 Short Courses

- 6.1 Students who enrol on short courses are due to pay the full fee seven days prior to the commencement of their studies. In the event of a student withdrawing no refund will be applicable.

7 Student Debtors

- 7.1 If you have a tuition fee debt to the University you will not be able to enrol for the next academic year or for accelerated courses continue to Study Block 3 or Study Block 5 within the academic year. The University has the right to withhold all award certificates and transcripts, you may be excluded from attending a graduation ceremony and academic references will not be provided until you have cleared the debt. Students studying on Course at Partner Organisations will need to refer to the tuition fee policy that applies at the Partner.

<https://www.falmouth.ac.uk/student-regulations>

- 7.2 Students who fail to pay fees in full by the due date may be subject to the following sanctions which would result in the termination of your enrolment.

- By the end of the second week of the first study block, students may be blocked from using the IT network and borrowing items from the library and academic departments until payment has been received in full.

- By the end of the fourth week they will be liable at any time thereafter to be excluded from the University by the Vice-Chancellor. A student will receive a notification warning from the Finance Office advising them that in accordance with the Fees Policy for unpaid debts, if a payment is not received within 7 days, their details will be forwarded to the Vice Chancellor for consideration of exclusion and withdrawal. The student's lecturers will be advised of the situation. Should they fail to pay within the 7 days outlined in the notification warning, a final written exclusion warning may be issued by the Vice-Chancellor which will include a further 7 days to pay and the date of their withdrawal if the outstanding fees are not received within the specified payment timescale. In the event of withdrawal, tuition fees will be payable in accordance with the fees policy.
- Debts will be referred for external collection including the use of legal action where these are outstanding beyond a reasonable time.

7.3 Students who incur charges and who fail to return University property such as library books within the allotted timescale may find their access to library, equipment loans and IT facilities suspended until all outstanding loans and debts are cleared.

For any questions or further information, please email student.fees@falmouth.ac.uk or telephone +44 1326 213744/253790.