

FEES POLICY

This document sets out the policy for the implementation of student tuition fees; their payment and the calculation of an individual's fee liability. This Policy takes effect for all students studying at Falmouth University from September 2021 onwards.

Contents

i. Changes in the 2021/22 Fees Policy	3
ii. Introduction	4
Scope.....	4
Principles.....	4
Key Definitions	5
1. Undergraduate Students.....	6
1.10 Payment of Tuition Fees: Self-funded students (Home and International Fee payers)	6
1.20 Payment of Tuition Fees: SLC funded students	6
1.30 Fee Liability Periods: Self-funded students (International Fee payers)	6
1.40 Fee Liability Periods: Home Fee payers	7
1.50 Withdrawal/Intermittence – All undergraduates	7
2. Postgraduate (taught) Students	8
2.10 Payment of Tuition Fees	8
2.2 Fee Liability Periods – Home and all Online Fee payers	8
2.3 Fee Liability Periods – International Fee payers	8
2.4 Withdrawal/Intermittence (Postgraduates - Taught).....	9
3. Research Students	10
3.1 Fees & other charges	10
3.2 Withdrawal/Intermittence (Research).....	10
4. Fee information for all students	11
5. Student Debtors.....	14
6. Refund of Acceptance Fees.....	15

i. Changes in the 2021/22 Fees Policy

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 2020-21 academic year.

Clause(s)	Description
Throughout document	Updating of dates for 2021-2022 academic year.
1.30, 1.40,	Change of liability periods surrounding early leavers, which now refers to three weeks (formerly stated as two weeks) in the first study block, for first year students (Undergraduate, Postgraduate and Research)
	Removal of information relating to Covid-19
	Clarity on the scope of the policy with regards to Falmouth Online provision.
5.0	Further clarification of process for in debt students.

ii. Introduction

This Policy takes effect for all students studying at Falmouth University from September 2021. This includes continuing students and all who commence their studies at the various entry points throughout Academic Year 2021/22.

Scope

Only students detailed below fall under the scope of this policy.

- Falmouth on campus students
- Falmouth online students

In addition to students who are studying at a partner provider:

- Fashion retail Academy
- Waterbear
- Fourth Monkey
- Detroit institute of Music Education

In addition, this policy will also cover new partnerships that may, at the time of writing, be subject to approval.

Students on a Falmouth Flexible course of study do **not** fall under the scope of this policy. This includes those on the following courses:

- MA Creative Events Management (online)
- MA Graphic Design (online)
- MA Photography (online)
- MA Illustration (online)
- MA Writing for Script & Screen (online)
- PGCHE (online)
- BA Photography Top-Up (online)

Instead, students on these courses should refer to the Falmouth Flexible Policy, which can be found here: <https://www.falmouth.ac.uk/student-regulations>

Principles

Students will be liable to pay the agreed fees from official start date of their studies in 2021/22, to the end of the academic year or 'End Date', whichever is sooner.

Key Definitions

SLC	The Student Loans Company. This encompasses all regional funding bodies in main UK: Student Finance England, Student Finance Wales, Scottish Awards Agency and Student Finance Northern Ireland.
Self-Funded	All students who are not in receipt of a Tuition fee Loan from the 'SLC', including those paying International Fee rates and all Postgraduate students.
CIOM	The Channel Islands and the Isle of Man.
Study Block	Periods of study, of which students will typically attend two or three in each academic year. These are different to the traditional 'terms' (see below). <ul style="list-style-type: none">• Study Block 1: typically, between September and January.• Study Block 2: typically, between January and May.• Study Block 3: typically, between May and September. Exact dates available here: https://www.falmouth.ac.uk/experience/term-dates
Term	As used by the SLC to define the Tuition Fee Loan payment periods, which mirror the traditional periods between holiday/vacations (Christmas, Easter, and Summer). These can be established here, through reference to the university holiday periods: https://www.falmouth.ac.uk/experience/term-dates

1. Undergraduate Students

1.10 Payment of Tuition Fees: Self-funded students (Home and International Fee payers)

1.11 Self-funded students, who are responsible for the payment of their own tuition fees, are eligible to pay in up to two equal instalments. The first instalment is due on the first day of their first study block and the second instalment on the first day of their second study block. In the first year of study, acceptance fees will be offset against the first instalment of tuition fees.

1.12 Self-funded students who are in receipt of private sponsorship will need to produce evidence that a third party is paying their fees. In the absence of such evidence or payment from a third party, the student is directly responsible for paying their own tuition fees.

1.13 Students awaiting confirmation of funding from the SLC will be classified as Self-funded until confirmation of support is received.

1.14 Acceptance Fees, where required, will be accounted for as an advance payment on the students first instalment of tuition fees.

1.20 Payment of Tuition Fees: SLC funded students

1.21 SLC funded students who have been awarded a Tuition Fee Loan by their awarding body, 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.

1.22 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.

1.30 Fee Liability Periods: Self-funded students (International Fee payers)

1.31 **1st Liability Period, first year (Level 4) students** who attend for more than 3 weeks of their first Study Block but withdraw/intermit before the start of their second Study Block, will be liable to pay 50% of the full tuition fee.

1.32 **1st Liability Period, all other undergraduates** will become liable for 50% of the annual tuition fee for any attendance during their first study block.

1.33 **2nd Liability Period, all undergraduates** will become liable for 100% of the annual tuition fee for any attendance during their third Study Block.

1.34 International students who are in receipt of a USA Federal Loans will instead be charged tuition fees in accordance with the withdrawal terms and conditions of the loan, as set out by the US Department of Education.

1.40 Fee Liability Periods: Home Fee payers

1.41 **1st Liability Point, first year (Level 4) students**, (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 3 weeks, including the induction week of their first 'Term'.

1.42 **1st Liability Point, all other undergraduates**, including direct entries and transfers, will become liable for 25% of the annual tuition fee for any attendance during their first 'Term'.

1.43 **2nd Liability Point, all undergraduates** will become liable for 50% of the annual tuition fee for any attendance during their second 'Term'.

1.44 **3rd Liability Point, all undergraduates** will become liable for 100% of the annual tuition fee for any attendance during their third 'Term'.

1.45 Above points 1.42-1.44 also apply to any student returning from a period of intermission where repeat study occurs.

1.50 Withdrawal/Intermittence – All undergraduates

1.51 The formal withdrawal or intermittence process must be completed and fully approved before the enrolment status can be changed and the contract amended. The 'Last day of Attendance' agreed in this process will be the date used for financial/fee adjustments.

1.52 Students withdrawing or intermitting will be obliged to pay tuition fees in accordance with the above liability points, with consideration to the agreed last date of attendance.

1.53 SLC funded students will have their Tuition Fee Loan amount adjusted accordingly with the SLC, by the university.

1.54 For Self-funded students, any refunds for amounts overpaid will be processed, and paid to the payee via the same means as the original payment.

1.55 The University will only award credit when the fees due 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.

1.56 First year undergraduate students who withdraw/intermit in the first 3 weeks (including the induction week) of their first study block will not be liable for a payment of tuition fees.

2. Postgraduate (taught) Students

2.10 Payment of Tuition Fees

2.11 Students who accept an offer of a place on the course will be required to pay an acceptance fee at the point of offer. 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.

2.12 Students paying home or online fees, are eligible to pay in three equal instalments – each due on the first day of each study block

2.13 International fee paying students are eligible to pay in up to two equal instalments. The first instalment is due on the first day of their first study block and the second instalment on the first day of their second study block. In the first year of study, acceptance fees will be offset against the first instalment of tuition fees.

2.14 Students who are in receipt of private sponsorship will need to produce evidence that a third party is paying their fees. In the absence of such evidence or payment from a third party, the student is directly responsible for paying their own tuition fees.

2.15 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.

2.2 Fee Liability Periods – Home and all Online Fee payers

2.21 Students in their first Study Block who withdraw or intermit during the first 3 weeks of their first study block will be liable to pay fees for weeks in attendance.

2.22 Students in their first Study Block who attend for more than 3 weeks of the first study block but withdraw/intermit before the start of their 2nd Study Block will be liable to pay one third of the full years tuition fee.

2.23 Students in all subsequent Study Blocks will be liable to pay one third of the annual fee, for each Study Block in which there has been attendance.

2.3 Fee Liability Periods – International Fee payers

2.21 Students in their first Study Block who withdraw or intermit during the first 3 weeks of their first study block will be liable to pay fees for weeks in attendance.

2.22 Students in their first Study Block who attend for more than 3 weeks of the first study block but withdraw/intermit before the start of their 2nd Study Block will be liable to pay 50% of the full years tuition fee.

2.23 Students with attendance in their second Study Block, will be liable to pay 100% of the full years tuition fee.

2.24 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.

2.4 Withdrawal/Intermittence (Postgraduates - Taught)

2.41 The formal withdrawal or intermittence process must be completed and fully approved before the enrolment status can be changed and the contract amended. The 'Last day of Attendance' agreed in this process will be the date used for financial/fee adjustments.

2.42 Students withdrawing or intermitting will be due to pay tuition fees in accordance with the above liability points, with consideration to the agreed last date of attendance.

2.43 Refunds will be processed for any amounts overpaid.

2.44 The University will only award academic credit when the fees due 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.

3. Research Students

3.1 Fees & other charges

3.11 Students who accept an offer of a place on the course will be required to pay an acceptance fee at the point of offer. 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.

3.12 Students in their first Study Block who withdraw or intermit during the first 3 weeks of their first study block will be liable to pay fees for weeks in attendance.

3.12 Students paying home fees, in their first Study Block who attend for more than 3 weeks of the first study block but withdraw/intermit before the start of their 2nd Study Block will be liable to pay one third of the full years tuition fee.

3.13 Students paying home fees will, in all subsequent Study Blocks will be liable to pay one third of the annual fee, for each Study Block in which there has been attendance.

3.14 Students paying International fees who attend for more than 3 weeks of the first study block but withdraw/intermit before the start of their 2nd Study Block will be liable to pay 50% of the full years tuition fee. Students with attendance in their second Study Block, will be liable to pay 100% of the full years fee.

3.15 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.

3.16 Writing up fees become payable at the start of the writing up period, regardless of the timing within the academic year. If students do not complete writing up within the specified timescale, they may be charged further tuition and registration fees.

3.2 Withdrawal/Intermittence (Research)

3.21 The formal withdrawal or intermittence process must be completed and fully approved before the enrolment status can be changed and the contract amended. The 'Last day of Attendance' agreed in this process will be the date used for financial/fee adjustments.

3.22 Students withdrawing or intermitting will be due to pay tuition fees in accordance with the above liability points, with consideration to the agreed last date of attendance.

3.23 Refunds will be processed for any amounts overpaid.

3.24 The University will only award credit when the fees due 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.

3.25 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. Fee information for all students

4.11 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>

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

4.13 Tuition fees and other monies paid to the University are only ever 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.

4.14 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.

4.15 Tuition fees will not be reduced for students who start their course late but still receive the full academic year's tuition.

4.16 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.

4.17 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.

4.18 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.

4.19 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.

4.20 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.

4.21 Students undertaking a Turing 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 Turing they will be due to pay 20% of the full fee.

4.22 Students undertaking an official sandwich or placement full year will be charged a reduced tuition fee calculated at 20% of the full fees due.

4.23 The University may waive the fees after the due dates if a student has to stop their studies due to exceptional circumstances.

4.24 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.

4.25 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.

4.26 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.

4.27 Refund and compensation

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). Students are not required to accept alternative arrangements offered by the University. 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.

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.

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.

4.28 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.

The minimum refund for re-imburement is £10.00.

For refunds in currencies other than GBP, the conversion rate will be as at the time of the refund.

4.29 Short Courses

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.

4.30 Fee Awards

The terms and conditions for fee awards, bursaries or scholarships funded by Falmouth University are not included in this policy. Instead, recipients should consult the specific terms and conditions for the given award.

5. Student Debtors

5.1 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.

5.2 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.

5.3 If you have a tuition fee debt to the University you will not be able to enrol for the next academic year. We have the right to withhold published information about eligibility for awards, certificates, and exclude you from attending a graduation ceremony until you have cleared the debt. Academic references will also not be provided until you have cleared the debt. Students studying on a Course at a Partner Organisation will need to refer to the tuition fee policy that applies at the Partner.

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.

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.

6. Refund of Acceptance Fees

6.1 If an applicant withdraws prior to enrolment, the refund of their acceptance fee will be considered as detailed below:

6.2 International fee-paying students

Point of withdrawal in application process	% Returned to student
Prior to the receipt of financial documents	100%
After (at least some) documents received, but prior to CAS being issued	66%
After CAS issued but >30 days prior to start of course	33%
<30 days to the start of the course	0%

Note: In instances where a course application is received within 30 days of the start of the course, then the final point listed above will stand, with 0% of the Acceptance Fee being refunded, irrespective of whether CAS has been processed.

6.3 Home postgraduate students

Point of withdrawal in application process	% returned to student
>30 days prior to the start of the course	100%
<30 days to the start of the course	0%

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