

FEES POLICY 2016-17

Foundation Studies in Art & Design

1 Tuition fees & other charges <http://www.falmouth.ac.uk/tuition-fees>

- 1.1 Students who accept an offer for a place on the course will be required to pay a non-refundable acceptance fee. The acceptance fee is non-refundable if an accepted place is not taken up or if a student does not complete their studies. If a student deferred their place from a prior year the University may allow the acceptance fee to be transferred to the following academic year.
- 1.2 UK/EU, Channel Island and Isle of Man students who are under 19 years of age on the 31 August in the year that enrol will not be required to pay Tuition Fees or a Registration Fee. The only payment will be the acceptance fee.
- 1.3 UK/EU students who are over 19 years of age on the 31 August in the year that they enrol will be required to pay the Acceptance Fee, UK/EU Tuition Fees and the Registration Fee.
- 1.4 International students will be required to pay the full International fee. Channel Island and Isle of Man students who are over 19 years of age on the 31 August in the year that they enrol will also be required to pay the full International fee. The acceptance fee that was paid on offer of their study place will be offset to the Tuition Fees.
- 1.5 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. The Registration fee for UK/EU students is due to paid in full at the start of the Academic Year.
- 1.6 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 acceptable third party evidence, a student is directly responsible for paying their own tuition fees.
- 1.7 Study visits or 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 fees have been received by the University in advance.
- 1.8 Please also see item 5, Fees information for all students.

Withdrawing or Intermitting – Fees liable

- 1.9 Withdrawal or Intermittance forms must be completed and signed by the student before their enrolment status can be changed and the contract amended.
- 1.10 Foundation students who withdraw that are due to pay tuition fees will be liable for the following fees in the event of a withdrawal or intermittence.
- During the first three weeks of the first study block students will be liable to pay fees for weeks in attendance if they are due to pay tuition fees.
 - Students who attend for more than three weeks of the first study block but withdraw/intermit before the 15 January 2017 will be liable to pay 50% of the full tuition fee and the full registration fee.
 - Students who withdraw/intermit from 15 January 2017 will be liable to pay the full tuition fee and registration fee.

Undergraduate studies

2 Tuition Fees & other charges <http://www.falmouth.ac.uk/tuition-fees>

- 2.1 International students who accept an offer for a place on the course will be required to pay a non-refundable acceptance fee. The acceptance fee is non-refundable if an accepted place is not taken up or if a student does not complete their studies. If a student deferred their place from a prior year the University may allow the acceptance fee to be transferred to the following academic year.
- 2.2 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 payment of tuition fees.
- 2.3 Students who have been awarded Tuition Fee loans/grants to cover their tuition fees from Student Finance, do not have to provide evidence to the University as the information will electronically be forwarded to the University from Student Finance. The payments will automatically be made on behalf of the student direct to the University.
- 2.4 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 acceptable third party evidence, a student is directly responsible for paying their own tuition fees.

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 be required to attend a meeting for a risk assessment.

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 fees have been received by the University in advance.

2.6 Please also see item 5, Fees information for all students.

Withdrawal/Intermittance - Tuition Fees liable

UK/EU students

2.7 Withdrawal or Intermittance forms must be completed and signed by the student before their enrolment status can be changed and the contract amended.

2.8 If a UK/EU, Channel Island or Isle of Man student withdraws or intermits during the academic year, they will be due to pay for tuition fees in accordance with three liability points mentioned below. Refunds will be made for any amounts paid over the percentage due.

First Year Students who withdraw/intermit in the first 3 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 will become liable for 25% of the annual tuition fee when they have been in attendance for more than 3 weeks including the induction week of the first study block.

Second and Third year students 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 3 January – 23 April 2017.

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 24 April 2017.

International students

Students who withdraw during the first three weeks of the first study block will be liable to pay fees for weeks in attendance.

- Students who attend for more than three weeks of the first study block but withdraw/intermit before the 15 January 2017 will be liable to pay 50% of the full tuition fee.
- Students who withdraw/intermit from 15 January 2017 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.

Postgraduate studies

3 Tuition Fees & other charges <http://www.falmouth.ac.uk/tuition-fees>

- 3.1 Students who accept an offer of a place on the course will be required to pay a non-refundable acceptance fee. The acceptance fee is non-refundable if an accepted place is not taken up or if a student does not complete their studies. If a student deferred their place from a prior year the University may allow the acceptance fee to be transferred to the following academic year
- 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 payment of tuition fees.
- 3.3 Students who commence their course in January will be required to pay two equal instalments in January and April.
- 3.4 Students who are in receipt of a Postgraduate Loan from the UK government will be permitted to pay in 3 instalments in accordance with their scheduled payment dates.
- 3.5 Students who are in receipt of a Career Development loan will be have their tuition fees paid on their behalf in accordance with their payment schedule. If the loan does not cover the full fees, any shortfalls will be required to be paid in full at the start of the academic year directly from the student.
- 3.6 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 acceptable third party evidence, a student is directly responsible for paying their own tuition fees.
- 3.7 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 be required to attend a meeting for a risk assessment.
- 3.8 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 fees have been received by the University in advance.
- 3.9 Please also see item 5, Fees information for all students.

Withdrawing or Intermitting – Fees liable

- 3.10 Withdrawal or Intermittance forms must be completed and signed by the student before their enrolment status can be changed and the contract amended.
- 3.11 Students who withdraw during the first three weeks of the first study block will be liable to pay fees for weeks in attendance.
 - Students who attend for more than three weeks of the first study block but withdraw/intermit before the 15 January 2017 will be liable to pay 50% of the full tuition fee.

- Students who withdraw/intermit from 15 January 2017 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.

January 2017 start date

- Students who attend for more than three weeks from 3 January 2017 but withdraw/intermit before the 1 May 2017 will be liable to pay 50% of the full tuition fee.
- Students who withdraw/intermit from 1 May 2017 will be liable to pay the full tuition fee

May 2017 start date

- Students who attend for more than three weeks from May in a calendar year but withdraw/intermit before 1 August 2016 will be due to pay 50% of the full annual fee.
- Students who withdraw/intermit from 1 August 2016 will be due to pay the full annual tuition fee.

Research

4 Fees & other charges <http://www.falmouth.ac.uk/tuition-fees>

- 4.1 Students who accept an offer for a place on the course will be required to pay a non-refundable acceptance fee. The acceptance fee is non-refundable if an accepted place is not taken up or if a student does not complete their studies. If a student deferred their place from a prior year the University may allow the acceptance fee to be transferred to the following academic year
- 4.2 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 payment of tuition fees.
- 4.3 Students who commence their course in January will be required to pay two equal instalments in January and April.
- 4.4 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.
- 4.5 Writing up fees become payable at the start of the writing up period, regardless of the time of the academic year.
- 4.6 If students do not complete writing up within the specified timescale they may be charged further tuition and registration fees.
- 4.7 Please also see item 5, Fees information for all students.

Withdrawing or Intermitting – Fee liable

4.8 Withdrawal or Intermittence forms must be completed and signed by the student before their enrolment status can be changed and the contract amended.

4.9 September 2016 start date

Students who withdraw during the first three weeks of the first study block will be liable to pay fees for weeks in attendance.

- Students who attend for more than three weeks of the first study block but withdraw/intermit before the 15 January 2017 will be liable to pay 50% of the full tuition fee.
- Students who withdraw/intermit from 15 January 2017 will be liable to pay 50% full tuition fee.

January 2017 start date

- Students who attend for more than three weeks from 3 January 2017 but withdraw/intermit before the 1 May 2017 will be liable to pay 50% of the full tuition fee.
- Students who withdraw/intermit from 1 May 2017 will be liable to pay the full tuition fee.

May 2017 start date

- Students who attend for more than three weeks from May in a calendar year but withdraw/intermit before 1 August 2017 will be due to pay 50% of the full annual fee.
- Students who withdraw/intermit from 1 August 2017 will be due to pay the full annual tuition fee.

Writing Up fee

- Research students who are Writing Up and attend for more than three weeks will be liable for the full Registration Fee and Writing Up Fee.

5 Fees information for all students

5.1 Tuition Fees are payable for each year of study and are subject to annual inflation-linked increases. **Tuition fees payments and charges link** <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 ie The Student Loan Company.

Extended instalment arrangements may be negotiated if a student can prove receipt of regular income.

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

5.3 Student's who wish to dispute a debt, must submit their dispute within 7 days of receiving a payment demand.

5.4 The acceptance fee is non-refundable if an accepted place is not taken up or if a student does not complete their studies.

5.5 If a student is repeating any period of study, the tuition fees applicable at the time are due

for payment.

5.6 For intermitting students who are resuming their studies without any repeat periods, the fee will be adjusted so you pay no more than the standard fee for an overall course year.

5.7 Transfers from the start date of an internal course transfer, a recalculation of tuition fees will be processed based on the weeks within the academic year of study that a student is attending. They will be charged for the weeks attended on the course they are transferring from and for the weeks of study they are due to attend on the course they are transferring to study. For transfers from external courses the fees payable will depend on the date of the transfer and will be calculated to cover your attendance and percentage of course delivery.

5.8 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.

5.8 Re-submissions may be subject to a minimum charge of £50.

5.9 Students will be charged a fee of £12 for cheques that are not honoured due to insufficient funds.

5.10 To make a formal complaint, please email the Quality Assurance & Enhancement team gae@falmouth.ac.uk in the first instance. You need to say that you wish to make a formal complaint about your course or another matter and they will forward the complaint form.

5.11 In exceptional circumstances, the University may waive the fees after the due dates.

Franchised Courses

6 Fees and other charges

6.1 For students on franchised courses, separate rules may apply please see the terms and conditions outlined in your offer letter and/or the Acceptance reply form.

7 Short Courses

7.1 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.

8 Student Debtors

8.1 Students who have outstanding financial commitments to the University will not normally be allowed to register or re-enrol for further academic years.

8.2 Assessment Board decisions cannot be withheld from any student who has an outstanding financial commitment or unreturned property to the University, although the University is entitled to withhold transcripts/certificates and prohibit attendance at the awards ceremony.

8.3 Students who fail to pay in full any monies due:

- by the end of the second week of the first Study block students may be withdrawn from using the IT network and borrowing items from the library, photography, sound and vision, media store, 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 until such monies are paid.
- Debts will be referred for external collection and the use of the Legal action will be taken for debts outstanding beyond a reasonable time.

8.4 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, stores and IT facilities suspended until all outstanding loans and debts are cleared.

9 For any questions or further information, please email student.fees@falmouth.ac.uk or telephone +44 1326 213778/253790.