

## BISHOP GROSSETESTE UNIVERSITY

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**Please note, this document remains valid until formally revoked or replaced by the University**

**1. Scope**

- 1.1 This policy sets out the University's tuition fees and charges framework and details the sanctions that will be implemented for non-payment of any kind. It encompasses tuition fees and other fees and sums that may become due to the University.

**2. Tuition Fees**

Basis for setting tuition fees:

- 2.1 The University believes that it is in the interests of both the student (or student's sponsor), and the University, that applicants and students should be notified as early as possible of the total fees due for their programme of study, including any additional costs, along with the arrangements for payment.
- 2.2 For each programme of study BGU will set, publish, and charge a fixed tuition fee rate for the full duration of that programme based on the tuition fee chargeable in the first year of study. This applies where students transfer between programmes, if this results in a continuous period of study and no change in mode of study (e.g. from full time to part time).
- 2.3 The majority of tuition fees will usually be subject to a 10% annual increase, subject to the maximum fee chargeable according to the tuition fee cap. This % increase could change from year to year.
- 2.4 Any associated fees for Disclosure and Barring Service (DBS) checks and other clearances, learning materials, professional examinations, external body registrations etc. will be identified and published at the outset of the programme and will be charged at cost.
- 2.5 Tuition fees are charged per academic year and cover registration, tuition, initial assessment, and original certification.
- 2.6 Current practice is that the tuition fee for UK 'Home' students for Foundation Degree programmes is set at a rate equivalent to 75% of the tuition fee for Honours Degree programmes.
- 2.7 Part-time students and students undertaking non-award bearing study will normally be charged a fee which is pro rata to the relevant full-time fee according to the amount of study they are undertaking.
- 2.8 Undergraduate students will be charged a proportion of the relevant full-time fee equivalent to the proportion of 120 credits that they undertake during the year. Taught postgraduate students will be charged a proportion of the relevant fee equivalent to the proportion of 180 credits that they undertake during the year. In some cases, the pro-rata fee is based on a different mechanism and if this is applied, students will be informed individually.
- 2.9 Postgraduate students undertaking a programme of study and who have been granted Accreditation of Prior Certificated or Experiential Learning will be subject to the relevant pro-rata fee.

### **3. Categories of Tuition Fee**

- 3.1 For fee purposes, students are classified as Home or International. The definition of fee status is laid down in the 2007 Education (Fees and Awards) (England) Regulations (as amended) and the 2011 Education (Fees) Regulations.
- 3.2 The status of an individual student is determined by the outcome of a fees status questionnaire which forms part of the University's admissions process.
- 3.3 For students registered on distance-learning programmes at the University the distinction between Home and International fee will not apply as international students will not require the usual international student support provided to in-person study in the UK. For students on such distance learning programmes, one standard fee per credit will be set for all learners.

### **4. Equivalent or Lower-Level Qualifications ("ELQ")**

- 4.1 The Government does not provide tuition fee funding for Home students who are aiming for a qualification which is equivalent to, or at a lower level than a qualification which they already hold. There is, however, an important exemption when a student is on a programme of initial – or – in service teacher training.
- 4.2 The University reserves the right to charge a higher fee if a student is assessed as ELQ, subject to the above exceptions and the fee cap set by government.

The following tables show the tuition fees applicable to students starting programmes at some point in the 2023/24 and 2024/25 academic years, by category of programme, as determined by the year of entry on to the programme:

A. 1 - Foundation Degrees

Year of Entry	UK 'Home' Students		International Students
	Full-time Tuition Fee	Part-time Tuition Fee per 30 credit module	Full-time Tuition Fee
2024/25	£6,935	£1,734.50	£9,710
2023/24	£6,935	£1,734.50	£9,520

A. 2 - Foundation Year

Initial full-time level of study of an integrated BA/BSc (Hons) Degree with Foundation year

Year of Entry	UK 'Home' Students		International Students
	Full-time Tuition Fee	Part-time Tuition Fee per 30 credit module	Full-time Tuition Fee
2024/25	£6,935	£1,734.50	£9,710
2023/24	£6,935	£1,734.50	£9,520

B. BA/BSc (Honours) Degrees (120 credits per level for Levels 4, 5 and 6)

Including:

- direct progression from BGU Foundation Degrees (FDAs/FDScs) to Level 6 BA/BSc (Hons) 'Progression Routes'\*
- subsequent Levels 4-6 of a BA/BSc (Hons) with integrated Foundation Year after the initial foundation year (A2)
- Intermediate bachelors awards of Certificate of Higher Education (120 credits Level 4) and Diploma of Higher Education (240 credits, Levels 5 and 6)

Year of Entry	UK 'Home' Students		International Students
	Full-time Tuition Fee per level	Part-time Tuition Fee per 30 credit module	Full-time Tuition Fee
2024/25	£9,250	£2,313	£12,945
2023/24	£9,250	£2,313	£12,690

\*NOTE: UK 'Home' students studying BA /BSc (Hons) 'Progression Routes' are subject to the tuition fees for the year of entry onto their lower qualification (e.g., FdA / FDSc) where, disregarding any intervening vacation, they progress directly onto a BA/BSc (Hons) programme.

In cases where the gap between programmes is longer than the vacation, or where the student changes mode of study (e.g., from part-time to full-time) the relevant year of entry will be the year the BA/BSc (Hons) 'Progression Route' commences.

## C PGCE Programmes

### C.1 PGCE Primary and Secondary Programmes (including Non-salaried School Direct)

Year of Entry	UK 'Home' Students			International Students
	Full-time Tuition Fee	Part-time Tuition Fee (Year 1)	Part-time Tuition Fee (Year 2)	Full-time Tuition Fee
2024/25	£9,250	£6,475	£2,775	£15,140
2023/24	£9,250	£6,475	£2,775	£14,700

### C.2 Qualified Teacher Status ("QTS") Assessment Only Programmes

Year of Entry	UK 'Home' Students
	Assessment Only PGCE Primary and Secondary Tuition Fee
2024/25	£2,550
2023/24	£2,550

## D. Postgraduate Taught Programmes

For its Postgraduate Taught programmes BGU offers the following discounts to students:

- 20% discount available for those with a 1<sup>st</sup> or 2:1 degree classification\*
- 30% discount available for BGU alumni\*

Note: Only one discount is available per person.

To qualify for the Alumni discount, current BGU students studying in their final year of an undergraduate degree, must apply for their progression programme by the 1 May before the course commences.

### D.1 MAs / MScs (180 credits)

Year of Entry	UK 'Home' Students		International Students	Distance Learning Programme fee	
	Full-time Tuition Fee	Part-time Tuition Fee per 30 credit module	Full Time Tuition Fee	Full-time Tuition Fee	Part-time Tuition Fee per 30 credit module
2024 25	£7,950*	£1,325*	£15,140	£7,950*	£1,325*
2023/24	£7,800*	£1,300*	£14,700	£7,800*	£1,300*

## D.2 Postgraduate Certificate (60 credits),

For example, Special Educational Needs Coordination with The National Award for Special Educational Needs Co-ordination (NA-SENCO)

<b>Year of Entry</b>	<b>Full-time Tuition Fee</b>	<b>Part-time Tuition Fee per 30 credit module</b>
2024/25	£2,650*	£1,325*
2023/24	£2,600*	£1,300*

## D.3 MBA (180 credits)

<b>Year of entry</b>	<b>UK 'Home' Students</b>		<b>International Students</b>
	<b>Full-time Tuition Fee</b>	<b>Part-time Tuition Fee per 30 credit module</b>	<b>Full-time Tuition Fee</b>
2024/25	£11,440*	£1,905*	£13,650
2023/24	£11,220*	£1,870*	£13,380

## E. Doctoral Programmes

### E.1 EdD Programmes

<b>Year of Entry</b>	<b>UK 'Home' Students</b>
	<b>Part-time Tuition Fee</b>
2024/25	£2,356
2023/24	£2,295

### E.2 PhD Programmes

<b>Year of Entry</b>	<b>UK 'Home' Students</b>		<b>International Students</b>	
	<b>Full-time Tuition Fee</b>	<b>Part-time Tuition Fee</b>	<b>Full-time Tuition Fee</b>	<b>Part-time Tuition Fee</b>
2024/25	£4,712	£2,356	£16,500	£8,250
2023/24	£4,596	£2,295	£15,830	£7,915

### Writing up fees:

The writing up fee is £50 for up to 6 full or partial calendar months or £100 for up to 12 full or partial calendar months. There is no pro-rata rebate if you require less than 6 or 12 months respectively. You should pay this fee in full upon receiving confirmation that your application has been approved.

As per our fee liability policy for postgraduate research students, if you are in writing up for part of a calendar month this counts as 1 month of the 6 or 12 your writing up fee covers. For example, a writing up period from 15th January to 10th July is a seven-month period so a writing up fee of £100 would be due.

#### F. Apprenticeships

For employers, Senior Leadership Apprenticeship course costs will be in accordance with the funding bands set by the Institute for Apprenticeships -

<https://www.instituteforapprenticeships.org/apprenticeship-standards/senior-leader-v1-1>

Chartered Manager Degree Apprenticeship course costs will be in accordance with the funding bands set by the Institute of Apprenticeships -

[https://www.instituteforapprenticeships.org/apprenticeship-standards/chartered-manager-\(degree\)-v1-0](https://www.instituteforapprenticeships.org/apprenticeship-standards/chartered-manager-(degree)-v1-0)

Also, for employers, the specialist Career Development Professional course costs will be in accordance with the funding maximum set by the Institute for Apprenticeships

<https://www.instituteforapprenticeships.org/apprenticeship-standards/career-development-professional-v1-0> This Apprenticeship incorporates the OCR Level 6 Diploma in Career Guidance and Development (minimum of 60 credits) approved by the Career Development Institute as giving eligibility to the Register of Career Development Professionals

## 5. Payment of Tuition Fees

- 5.1. The regulations governing higher education students' funding allow eligible students to defer payment of their tuition fees until the end of their studies by taking out a Tuition Fee Loan from the Student Loans Company (SLC). It is anticipated that most students will choose to engage with the Tuition Fee Loan scheme. Students should bring the following documents when they first register at the University and at the start of each subsequent year of their programme:
  - 5.1.1. Home students: A copy of the Student Finance England (or equivalent) letter indicating the amount of tuition fee loan approved, or proof that an application has been made. It is a student's responsibility to pass this information immediately to the University;
  - 5.1.2. All students: Where applicable, payment for the sum of the amount not covered by a tuition fee loan. If a sponsor such as a school or employer intends to pay your fee, you must provide a purchase order/official letter prior to or at enrolment.
- 5.2. If the student's Tuition Fee Loan is revoked or otherwise reduced, the student shall be liable for payment, direct to the University of that part of the Tuition Fee which is not met by the Loan.
- 5.3. Sponsors will be invoiced if you have provided the University with a letter from your sponsor. All sponsor invoices should be paid in full within 30 days of receipt. If the University does not receive payment of the Student Tuition Fee from the Student Sponsor, the Student shall remain liable for payment of the Tuition Fee and undertakes to pay all such fees upon request.
- 5.4. If you do not apply for a tuition fee loan or provide evidence of funding being paid by a sponsor, you will be a self-funding student. Self-funding students will need to make full payment or adopt the payment plan outlined in 5.5 below, before they can fully enrol at the University. Students must arrange payment either in full or by recurring card payment for the instalment plan via the following online secure website:-<https://payments.bishopg.ac.uk>
- 5.5. Self-funding students can either make their tuition fund payments in full or these payments can be scheduled in two instalments with 50% payable in the month of enrolment and the remaining 50% four months after the recorded student enrolment date. This payment profile will continue throughout your studies with 50% of your tuition fees payable at the start of each year of study (your re-enrolment date) and the remaining 50% due four calendar months later.
- 5.6. To align with the Government's introduction of loans for Master's level study, any Postgraduate student accessing such a loan can schedule their tuition fee payments in three instalments with 33% payable in October, 33% in February and 34% in May.
- 5.7. In their first year of study, International students are required to pay a £6,000 deposit before the allocation of a confirmation of acceptance of study letter and the balance of their annual tuition fee on enrolment. It must also be stated that the University reserves the right to levy an administration fee on international student applications should it be deemed necessary. In any subsequent years of study, 50% of your tuition fee will be payable at the start of the year (your re-enrolment date) and the remaining 50% four calendar months later.

The deposit will only be refundable if the University withdraws the offer of a place. All payments to the University in respect of student fees, fines and other charges must be made in £ sterling. Any currency conversion costs, or other charges incurred in making payment shall be borne by the student or the third party making the payment and shall not be deductible from the amounts



due to the University.

- 5.8. It should be noted that academic tutors are not in a position or empowered to vary fees or agree payment schedules with students on behalf of the University. All fee and payment related matters must be referred to the Finance Department or Student Advice.

## **Other Sums Due to the University**

### **6. Library Charges**

#### *6.1. Library Membership Fees*

- 6.1.1. Membership of the Library is free to students and staff members of BGU, as well as to ordained members of the clergy, ex-permanent members of staff, members of the SCONUL Access scheme and students and staff members who study or teach on programmes offered by other institutions validated by or franchised through the University.
- 6.1.2. Lifelong library membership is available to BGU alumni for a deposit of £50. Alumni can choose to end their library membership at any time at which point the deposit will be refunded provided their library account is clear of any outstanding resources or fines.
- 6.1.3. An annual library membership is available to members of the public for a fee of £50.

#### *6.2. Lost Library Resources*

- 6.2.1. Library members who lose, irreparably damage, or misplace library resources should report the loss to a member of the library staff immediately. The library member can choose to pay the replacement cost of the item or supply a new or like-new replacement themselves.
- 6.2.2. If a lost item is subsequently found and the item was paid for, where practicable the cost will be reimbursed. If a lost item is subsequently found and the item was replaced by the library member, where practicable the item will be returned to the library member.

#### *6.3. Inter Library Loans*

- 6.3.1. Library Services provides two resource-request services for which fees are charged:
- 6.3.2. **An inter-library loan service** is available to BGU students and members of staff. 1st year students may request up to 5 loans per academic year, 2nd year students up to 10 loans, and third year, MA, and taught phase EdD students up to 15 loans, each at a cost of £1 per request. Requests over and above each quota are charged at £12 per request. Research students may request up to 40 free requests per academic year. Staff members may request unlimited, free requests provided they are work-related.
- 6.3.3. Any charge accrued because of making use of the above resource-request services is applied to the person's library account. Should such charges remain unpaid for more than one month the Library reserves the right to deny the person in question use of resource-request services until such time as the outstanding charge is paid.

6.3.4. **A postal loans service** is available to students, postgraduate research students and students on distance learning programmes. Items are sent out free of charge, but the borrower is responsible for any costs associated with their return.

#### 6.4. *Library Lockers*

6.4.1. A limited number of library lockers are available, for free, for short-term (daily) use. A charge of £2 is payable if a locker key is returned late and the charge is normally applied to the person's library account. Should such charges remain unpaid for more than one month the Library reserves the right to deny the person in question use of the lockers until such time as the outstanding charge is paid.

### 7. **Printing, and Photocopying, and scanning**

7.1. Professional, paid for Print services, and self-use multifunction print devices are available for use across campus.. Printing and photocopying charges are set by the Reprographics Department. If you need to replace your University smartcard, there is a fee of £10.

### 8. **Assessment and Re-assessment Fees**

8.1. University tuition fees include fees for initial assessment. If a student fails or fails to submit work for any element of an assessment a resit fee will be due for each failed/non-submitted element. The University imposes a higher re-assessment fee for non-submission. Current re-examination fees for students are:

Submitted work and failed	£25 per assessment item
Failed to submit	£50 per assessment item
Re-submission of Thesis for PhD	£175
Re-submission of Thesis for EdD	£120
ITT resits	£500 to cover additional placement fees

8.2. The University acknowledges that degree courses including a Foundation Year are part of a strategy to widen participation. As such, students on the Foundation Year element of the course are developing skills to study towards Higher Education credits. For this reason, resit fees will be waived for the duration of the Foundation Year of study.

8.3. Students who have been granted extenuating circumstances and are sitting reassessment for the first time are not liable for these fees.

8.4. Students re-sitting an examination or re-submitting coursework will be sent details of the arrangements for resubmission by the Faculty Administration Office. Students must have completed an application for reassessment to indicate their wish to undertake the reassessment in question. The completed form must be returned to the Faculty Administration Office prior to the start of the relevant assessment period.

8.5. Students are responsible for ensuring that they have applied to resit all modules required for progression. Students should contact the Faculty Administration Office for advice if required.

### 9. **Accommodation**

9.1. Accommodation offered by the University is referenced from the Accommodation Policy - <https://www.bishopg.ac.uk/student/accommodation/apply>

9.2. Payment of accommodation fees and charges is detailed in the Accommodation Debt Management Policy.

## **10. Sports & Fitness Centre**

10.1. The on-campus Sport and Fitness Centre is open to all BGU students, staff, and members of the public, though this can be subject to review.

10.2. It is possible to access the facilities on a pay-per-session basis or through annual membership. Membership payments can be paid by monthly recurring card payment or in one payment. Students wishing to join the Sports and Fitness Centre will be required to complete an application and set up a monthly recurring card payment or pay in advance. Application forms are available from the Sports and Fitness Centre.

## **11. Non-Payment of Fees and Charges**

11.1. In applying this policy, the University Finance Department will always seek to be sympathetic to, and understanding of, individual student's circumstances. However, for the University to do so, students must engage in dialogue with the Finance Department or Student Advice if they are experiencing difficulties.

## **Academic Debt**

### **12. Non-Payment of Tuition Fees**

12.1. Any student owing tuition fees and other programme-related costs to the University after one month of embarking on a programme in any academic year, who has not provided a copy of their SLC payment Schedule letter or proof of a SLC application (as applicable), or who has not agreed payment terms with the University Finance Office, will face the following sanctions:

12.1.1. Four weeks after payment deadline missed - Suspended from the programme of study until debt is cleared (resumption of studies would be subject to length of period suspended);

12.1.2. Prohibited from re-enrolling the following year;

12.1.3. Terminated from a programme of study;

12.1.4. Award/graduation privileges withheld;

12.1.5. References withheld;

12.1.6. Relevant details of debt included in any reference provided to a third party.

12.2. In deciding what steps to take in respect of the payment of tuition fees and programme-related costs, the University will consider all the circumstances of each affected student's case and will reach a proportionate decision.

12.3. In addition to those steps referred to above, the University reserves the right to pursue and /or seek recovery of any outstanding tuition fees through the courts. The University also reserves the right to refer students' unpaid accounts to external agencies.

12.4. A student's Programme Leader will be advised of any sanctions to be applied.

- 12.5. Support systems are in place to assist students facing financial difficulties. Students in this situation are advised to seek advice from the Student Advice Team. Student Advice services are confidential.
- 12.6. Students in their final year must make full settlement of tuition fees to the University by 31<sup>st</sup> May. Students who fail to do so will not be eligible to attend for presentation of their award, nor will they be eligible to receive their degree certificate or a transcript of achievement.
- 12.7. Please note, withdrawal or suspension of studies may affect your entitlement to University Financial Support including bursary payments.
- 12.8. Reminder letters/emails will be sent where the fees are overdue.

### **13. Non-payment of Re-assessment Fee**

- 13.1. Students who fail to pay by the due date will be refused permission to take the assessment and a mark of zero will be recorded against the assessment attempt. Support systems are in place to assist students facing financial difficulties. Students in this situation are advised to seek advice from the Student Advice Team. Student Advice services are confidential.

## **Non-Academic Debt**

### **14. Overdue Library Resources**

- 14.1. The following processes and procedures apply to library members with library charges and/or overdue library resources:
- 14.2. Library borrowing rights are frozen if a library member fails to return a recalled item on time.
- 14.3. Borrowing rights may only be reinstated if the library member returns the loan, provides a replacement copy, or pays a replacement charge (see paragraph below). These options are explained in regular notification emails sent to the library member's university email account.
- 14.4. If a loan remains overdue for four weeks the library member is sent a replacement notice detailing the replacement cost and ways to pay.
- 14.5. The replacement charge is normally the recommended retail price, or, for out-of-print items, the average price of a good or like-new used copy. The library member is also reminded that they can alternatively return the item or supply the Library with a good or like-new replacement.
- 14.6. In cases where a loan remains outstanding for six weeks and no extenuating circumstances are in evidence, escalated for recovery based on the replacement cost of the item/s. This includes instances where a library member intercalates or has withdrawn from or has completed their studies.

### **15. Non-Payment of Monthly Sport and Fitness Centre fees**

- 15.1. If a recurring card payment is cancelled, then the membership will be suspended immediately. To reinstate a membership the remaining annual fee must be paid in full. All additional

payments must be made at the Sport and Fitness Centre.

## **16. Non-Payment of Placement Travel Contributions**

- 16.1. As per the Placement Transport, Accommodation and Subsistence Policy, students are required to contribute to their placement costs. The University reserves the right to pursue and /or seek recovery of any outstanding contributions.

## **17. Debt Recovery**

- 17.1. The University reserves the right to pass any debt to collection agencies which may lead to legal action being taken against them. Such action may lead to a County Court Judgment being registered and Bailiff's being asked to seize property. This may also affect a student's credit rating and the student may find it difficult to gain credit for six years. The student will be liable for any other associated costs over and above the debt including any administration costs incurred by the University and any third-party costs including commission, interest, and court costs.