

# Fee and Payment Regulations Home, and Island 22-23

| Finance - Income - July 2022

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1. The tuition fee and all other fees quoted are the level of fees to be charged in relation to the delivery of your course for 2022-20213. The University reserves the right to vary tuition fees in line with national inflation rates and subject to Government Policy on Higher Education. For other fees changes will be kept to a minimum, subject to changes in the cost of the provision to the University. Fees payable to external bodies are not set by the University and as such beyond our control, resulting in any changes being passed to the student. Students will be notified of any planned changes as soon as possible. As the tuition fee is based on the information available at the time of offer, if it is subsequently found that an incorrect fee has been quoted, the University reserves the right to increase or decrease the fee accordingly. All discounts, scholarships and fee reductions are applicable for the first year and subject to review and change thereafter.
2. The guidance in this booklet is for Home, EU, EEA and Channel Island students for the academic year 2022-23 with effect from **1 August 2022**. No fee may be reduced except on the express authority of the Director of Finance, unless the student is eligible for one of the fee reduction schemes described in this booklet. No fee may be reduced under more than one scheme.
3. The guidance in this booklet is only applicable to Accredited Courses and is not applicable to Professional Development (non-credit bearing) courses. For further fees guidance on these courses please refer to the relevant terms and conditions.
4. A part-time student is one who studies fewer than **100** credits per academic year. Study of **100** credits or more in a course year is classified as full-time study and incurs the full-time fee as specified in the tables.
5. Maritime students on a sea phase will not be charged tuition fees.

### Incoming Exchange Students

6. Applications for acceptance as a non-fee-paying incoming exchange student, whether under the Erasmus Program or from partner institutions elsewhere, are only considered from those students who are enrolled and studying at universities with which Solent University has a valid, signed inter-institutional agreement in place. An official nomination from the home University must accompany the application. Where an agreement has been reached that a student may extend their studies into a subsequent period, the student may be required to pay the requisite period fee should an extension exceed the number of exchanges covered by the inter-institutional agreement.
7. Exchange students must enroll as students at Solent University for the duration of their studies in Southampton. For further information contact the University by e-mail [international.exchanges@solent.ac.uk](mailto:international.exchanges@solent.ac.uk) or by telephone: +44 (0)23 8201 3529.
8. If fees are not being met through an international program or an approved inter-institutional scheme the exchange student remains liable for these fees.
9. Students of Solent University who spend a period of time abroad as part of their course, through an International Program or an approved inter-Institutional Exchange scheme, are required to enroll as students of, and pay the appropriate fees to, Solent University. All previous tuition fees owed to the University must have been **paid in full** before the year abroad can be confirmed.
10. Outgoing students who study abroad for one academic year will pay 15% of their normal annual tuition fees to Solent University.

## Visiting Students/Study Abroad

11. Visiting/Study Abroad students are defined as those students registered to study for credit (and not an award), and who will transfer this credit back to their home institution. We recognise students in this category from current partners who exceed their allocation of exchange places, and direct students where we have no partnership arrangement. For this latter group, it will be the student's responsibility to ensure credit transfer back to their home institution is approved in advance. Visiting/Study Abroad students may apply to study for one period or one academic year at Solent. Undergraduate students will be charged £3,500 per teaching period for a maximum of 60 credits. Postgraduate students will be charged a pro-rata fee, based on the units selected to study and up to a maximum 60 credits per teaching period.
12. Solent University does not accept Freemovers on a nil fees basis.
13. Students who study abroad for one teaching period are required to pay the full annual tuition fee.

## Recognition of Prior Learning (RPL)

14. The University will not reduce the tuition fee or charge an additional fee for the recognition of prior experiential and certificated learning.

## Registration Fees

15. All registration fees must be paid before a student embarks on a program of study, unless otherwise agreed with a member of the Income Team prior to the start of the course.

## Re-assessment

16. All students taking **further** attempts for MCA purposes will be charged a reassessment fee per assessment.
17. Resit fees will be charged and are payable prior to the assessment taking place. This fee will be payable even if the student chooses not to retake the assessment.
18. Candidates requiring internal re-assessment for MCA Signals examination will be charged per examination.
19. students taking reassessments for second and third and fourth attempts whether for academic or MCA purposes will not be charged a reassessment fee.

20. Under exceptional circumstances, and at the discretion of the Policy, Governance and Information Service, arrangements may be made for re-assessment of written examinations to take place at a British Council Office or other appropriate institution. An additional amount will be charged for this service.

### **Repeating a level/stage**

21. Where a student is repeating a unit then the full unit tuition fee due will be charged.

### **Continuing Education (Tuition-only Associate Students)**

22. Where a course or unit is also available on a tuition-only basis, there will be a charge per 20 credit unit. Such courses or units are not usually eligible for academic credits. Applicants are registered as associate students of the University and are not eligible to submit coursework, assignments or sit examinations unless they pay the full unit fee. For further details contact the relevant School (see the Course and Fee Enquiries section).

### **Language Units**

23. Language Units, with the exception of those for EFL (English as a Foreign Language), will incur the appropriate tuition and registration fee charges.

### **Additional Costs**

24. Students are required to pay for additional costs including such items as the cost of personal membership to professional bodies and additional materials beyond the supplied standard provision, for example consumables for art and design courses. Additional costs also include optional field trips and enhancement activities for personal development which do not form part of compulsory assessment. Please note this is not an exhaustive list. For information on additional fees for your individual course please contact your course leader.
25. A fee is payable for a replacement certificate, including European Diploma a Supplement. These are obtainable from the Policy, Governance and Information Service.

26. The University reserves the right to levy a charge of where a certificate needs to be amended and reissued through circumstances outside the University's control.
27. Each student **must** obtain a Campus Card, which is initially issued free. There will be a charge for a replacement card.
28. The University reserves the right to charge an external examining fee for examination candidates who are not students of the University.

### **Bespoke Courses and Consultancy Enquiries**

29. Solent University offers bespoke courses and consultancy to meet the needs of industry and commerce. Enquiries should be made to Solent University by e-mail to [ask@solent.ac.uk](mailto:ask@solent.ac.uk). Consultancy services will be supplied through Solent University Limited, a wholly owned subsidiary of the University, and will be subject to VAT where appropriate.

### **Payment Terms**

30. All students are enrolled for the full duration of their academic course/program and remain liable for their tuition fees on this basis, unless they have formally withdrawn i.e.: notified the Policy, Governance and Information Service in writing, or have been withdrawn on academic or other grounds. Please refer to the Withdrawals and Suspension section for further details regarding withdrawals.
31. Students are personally responsible for all their fees. These include course fees, accommodation fees and any other course related charges.
32. Students remain liable in the case where they are in receipt of a student loan, and where a sponsor or other third party is paying the fees. Students remain responsible for all course fees if their sponsor defaults on the payment, for whatever reason.
33. While advance payments will be accepted by the University, this does not guarantee a place on a University course.
34. All tuition fees are due annually, in full, at or prior to the commencement of a period of study.
35. For students on courses less than one year's duration, including students on maritime senior courses, payment must be paid in full prior to registration on their course.
36. For students on courses of at least one year's duration, including cadets on phased courses, arrangements may be made for payment of the annual tuition fee in instalments, either through standard instalment plans offered during on-line registration or by contacting the Income team on [income.team@solent.ac.uk](mailto:income.team@solent.ac.uk). Alternatively, enquiries may be made in person at the Student Hub (RM050).
37. Students must have a payment plan for any unpaid course fees with a defined method of payment in place with the University prior to registration on their course.

38. Failure to pay tuition fees in accordance with the student's chosen payment option will result in the full amount of their annual fee becoming due immediately.
39. Students embarking on a Placement or sea phase (whether for work or study) must ensure they have paid any debt from the previous year, as well as paying any fees due for the current year before commencing their placement, otherwise the sanctions set out in the Recovery of all Student Debt section may apply.

### **Payment Methods**

40. Payment of fees may also be made by payment card when booking a short course or enrolling online at: <http://portal.solent.ac.uk>. For further information contact the Income Office at [income.team@solent.ac.uk](mailto:income.team@solent.ac.uk).
41. For advice on the payment of outstanding fees including bank transfer and card payments please visit <https://www.solent.ac.uk/finance/make-a-payment>.
42. In the interest of student safety, the university does not accept cash payments for tuition or accommodation fees. Students should therefore make appropriate arrangements to pay using a different method (this could include opening a UK bank account if the student does not already have one). Students bringing a large amount of cash onto the University campus, will be doing so at their own risk, and the University will not accept any liability for any loss they may suffer as a result.
43. The University does not accept cheque payments or bankers drafts.

### **Student Loan Applicants**

44. Once confirmation is received from the awarding body that the tuition fees are to be paid, the University will contact the Student Loan Company. The student will remain personally liable for the fees until such a point as payment is made by the Student Loan Company, and also in the event that the student is reassessed and money is recovered from the University by the Student Loan Company in relation to a student's fees.

## Company/Organisational Sponsors

45. Students remain liable in the case where a sponsor or other third party is paying the fees.
46. Students are required to provide proof of sponsorship prior to commencing their course. Any fees not covered by their sponsor will be payable by staff members in line with standard tuition payment terms (Payment Terms section).
47. University staff undertaking SSU courses will be fully liable for course fees except where they are covered by one of the staff related fee reductions outlined in the General Fee Reduction section.

Proof of sponsorship may constitute a letter from the sponsor, a purchase order or a fully completed Corporate Tuition Fee Sponsorship Form. For a copy of the form refer to: <http://www.solent.ac.uk/studying/fees/sponsorship/company-and-organisational-sponsors.aspx>. For staff members, this will be the appropriate internal sponsorship or discount form. For a copy of these forms, please visit [www.solent.ac.uk/staffpay](http://www.solent.ac.uk/staffpay). All Sponsor forms need to be sent to the Income Team: [sponsorforms@solent.ac.uk](mailto:sponsorforms@solent.ac.uk).

48. Fees will only be invoiced to a sponsor where the student produces valid proof of sponsorship with instructions from the sponsor.
49. If no acceptable proof of sponsorship is submitted, students will be required to personally pay fees.
50. Where an external sponsor has been invoiced, payment of fees is normally due within 30 days of the invoice date.
51. In addition, failure of an external sponsor to pay the fees in a timely manner may lead to University sanctions being applied to the student account. In addition, the sponsor invoice will be credited, and the fees placed back onto the student's account. This will also affect future sponsorship applications received by the University from the sponsor concerned.
52. The University reserves the right to review and either accept or reject all offers of sponsorship at its discretion. Where the University deems it appropriate, payment may be required up front as a condition of accepting an offer of sponsorship.
53. Please see the Company/Organisational Debtor Policy for further details on <https://portal.solent.ac.uk/support/finance/student-fees-and-finance/late-payments.aspx>

## Credit Balance Refunds

54. In all cases a refund will be made to the original payee. This may be the student or a person or organisation paying on the student's behalf such as a parent, employer or scholarship provider.
55. Where the original payment was made by debit or credit card then the refund amount will be sent to the card used. If the card has expired then the Income Team will contact the student for up to date bank details and the refund will be sent by bank transfer.

56. For all other overpayments the refund will be by bank transfer.
57. Where the bank transfer has been received from overseas, the payment will be refunded back to the account from which it was sent.
58. All refunds will be calculated in UK Sterling but may be refunded in the currency of the original payment. The University will not refund any shortfalls due to exchange rate fluctuations, or offer compensation for any bank or other charges incurred.
59. Refunds will not be made in cash.

### **Recovery of All Student Debt**

60. Account statements will be prepared during the academic year on a schedule authorised by the Chief Finance Officer, detailing balances due from students and confirming final payment dates. The balance on your account will normally be adjusted to take into consideration of any grant or loan notifications received by the University from the Student Loans Company (SLC) and other sponsors.
61. Should students have difficulties in paying in accordance with the University standard payment terms, a payment plan may be negotiated. Students with an agreed payment plan must adhere to the agreed payment dates, otherwise sanctions will be applied and the University standard terms as agreed on registration will be enforced. For further information please see the Recovery of all Student Debt section. The statement will normally serve as the first reminder for payment. Further information for students can be found at: <http://www.solent.ac.uk/student-life/fees/fees-financial-support.aspx>
62. A student is an overdue debtor to Solent University if he/she:
  - i. Fails to pay any fees and charges by the specified due dates or fails to meet agreed payment plans.
  - ii. Fails to return, or pay for the replacement cost of any library book, software, equipment or kit issued on loan.
63. Sanctions are imposed on students who fail to pay tuition fees and other related fees by the due date and on those students who have defaulted on agreed payment plans. Students will be informed in writing of the intention to impose sanctions. Any subsequent failure to pay may result in the student being withdrawn from their course. Students withdrawn for non-payment of tuition fees will remain liable for a proportional payment of tuition fees in line with the University's withdrawal policy (see Withdrawals and Suspension section).
64. The application of sanctions may result in the following restrictions:
  - i. A late payment charge of £50 may be levied to cover the cost of administration where an agreed payment plan is broken, or a student is referred to a collection agency.
  - ii. The withdrawal of access to all University IT network and hardware (including Solent Online Learning).
  - iii. The removal of permission to borrow books from the Library.
  - iv. The termination of enrolment during the academic year.

- v. Students in debt will be unable to progress onto further stages of the course or transfer to another course.
  - vi. Students in debt will be unable to register on a new course. vii. The withdrawal of the invitation and permission to attend the graduation ceremony and award certificates being withheld.
65. Students will not be prevented from progressing on their course, lose IT access or permission to borrow books, be withdrawn from their course and certificates will not be withheld for non-tuition fee debt or tuition fee debt where the University deems the sanction to be disproportionate to the amount owed. The remaining sanctions (late payment charge, inability to transfer to, or register on a new course and inability to attend the graduation ceremony) will be enforced.
66. The University reserves the right to take action to recover any outstanding debts, as per its Student Debt Management Policy. A copy of the Management of Student Fees and Charges Policy is available for students at <https://portal.solent.ac.uk/support/finance/student-fees-and-finance/latepayments.aspx>
67. The policy includes the use of debt collection agencies, County Court action and the recharging of any fees incurred in this process to the student's account. Further information about the University's Student Debt Management Policy may be obtained by contacting the Income Manager, Tel: +44 (0)23 8201 3969; e-mail: [income.team@solent.ac.uk](mailto:income.team@solent.ac.uk) or in person at the Income Team Counter at the Student Hub (RM050).
68. For advice and information on student funding, debt and visas please visit <http://www.solent.ac.uk/welfare/finance>, or alternatively, contact the Student Hub on Tel: +44 (0)23 8201 5200, or e-mail: [student.hub@solent.ac.uk](mailto:student.hub@solent.ac.uk)

### Academic Progression of Students with Tuition Fee Debt

69. Students with tuition fee debt will be permitted to re-sit examinations or re-submit coursework before the commencement of the next academic session.

### Scholarships

70. For further information about scholarships offered by Solent University, please refer to: <http://www.solent.ac.uk/student-life/scholarships/scholarships.aspx>
71. You are only eligible for one fee discount, bursary or scholarship in any single year. For the calculation of discounts and scholarships where a student suspends or withdraws from a course please refer to the Withdrawals and Suspension section.

### Corporate Discounts

72. Corporate discounts may be negotiated by sponsoring organisations but are subject to approval only by the Chief Finance Officer. Corporate discounts are not available to self -

funded students.

### **Withdrawals and Suspension**

73. Students wishing to withdraw from a course should first discuss the matter with their Course Leader or Head of Subject. Students can also contact a student funding advisor through the Student Hub to discuss the funding implications of withdrawing.

74. A student withdrawing from a course must inform the Student Hub in writing as soon as the decision to withdraw has been made (see the Course and Fee Enquiries section for contact details). Students who do not comply with this requirement will remain liable for fees.
75. Students withdrawing from a course of study remain liable for the full fee except as provided below.
- i. Once a student has accepted an offer to study at Solent University (firm or insurance), they will be able to cancel their acceptance within 14 days without giving any reason. The cancellation period will expire after 14 days from the date on which you accepted the offer, which is the date on which your contract with the University began. To exercise your right to cancel, you must inform us of your decision to cancel this contract by a clear written statement, which may be sent by post or email. An example cancellation form can be found at: <https://www.solent.ac.uk/about/our-policies-and-legal-information/terms-conditions-undergraduate-and-postgraduate-courses>.
  - ii. Students withdrawing before the start of their course/unit may be eligible for a full refund of any tuition fees paid, providing that prior to the commencement of the course, written notification of withdrawal has been received by the University. Deposits or regulatory prepayments paid prior to registration will not be refunded.
  - iii. Students attending a course lasting an academic year or more, who withdraw will be charged as detailed below. Application of a withdrawal fee commences from the first week of teaching.
    - a. Students leaving within 14 days of their course start date will not receive a refund of any deposits or regulatory prepayments paid prior to registration unless exceptional circumstances apply but the university will refund any other tuition fees that the student has paid.
    - b. Students withdrawing before the end of the first term will be liable for 25% of the annual tuition fee. This is dependent upon written notification of withdrawal being received by the University prior to the commencement of the second term.
    - c. Students withdrawing during the second term will be liable for 50% of the annual tuition fee. This is dependent upon written notification of withdrawal being received by the University prior to the commencement of the third term.
    - d. Students withdrawing during the third term will be liable for the full year's fee.
    - e. Where a student engaged in a postgraduate research programme withdraws or suspends, the fee will be calculated pro rata on a monthly basis based on the annual fee.
  - iv. Where a student engaged in a maritime phased course leaves within 21 days of their course start date they will be eligible for a refund of any fees paid less any deposit payment where written notification of withdrawal has been received by the University. Students who leave after 21 days will be liable for the full phase fee.

- v. Students not registered on a term-based course should contact the Student Hub for details (Course and Fee Enquiries section).
  - vi. Students attending a course lasting **less than a year** remain liable for the full fee regardless of date of withdrawal.
  - vii. A suspension is regarded as a temporary break in study, the intention being to return to study the following academic year. Tuition fees charged at the time of suspension are calculated in line with withdrawal charges (Withdrawals and Suspension section). Resumption back onto the same programme of study will result in tuition fees being calculated on a pro-rata basis. Return to an alternative course (subject to approval) would result in the total tuition fee being charged for that year of study. Term dates for the academic year 2019/20 are available at <https://students.solent.ac.uk/official-documents/policy-governance-and-information/academic-calendar-2020-21.pdf>.
  - viii. All discounts and scholarships, will be calculated at the time the discount is applied and will be based on the full annual fees for the course. All reductions and scholarships will be reduced pro rata in line with any fee waiver applied upon suspension or withdrawal from study.
76. Where a registration fee is payable to professional examining/awarding bodies such as Edexcel (BTEC), this will not normally be refunded.

#### Postgraduate Research Students

- 77. Students may be admitted and enrolled to full-time or part-time research program in October and January.
- 78. The normal annual fee will be charged on re-registration at the commencement of the next academic year (commencing each October) and in subsequent academic years.
- 79. Full time MPhil/PhD research students who are 'writing-up', prior to the submission of their thesis, may pay an annual writing-up fee of 2/3rds the normal annual fee. Part time research students who are in the final stages of 'writing-up', prior to submission of their thesis, may pay an annual writing up fee of £2/3rds the normal annual fee for a maximum of two years. Both full-time and part-time research students will be eligible to receive a pro rata refund if they submit before the end of the academic year. This must be agreed in writing by the Director of Research, Innovation and Enterprise before the commencement of the academic year in which they propose to enter the 'writing up' phase, and should not exceed the period allowable under the terms of their degree registration.
- 80. If a student subsequently fails to submit by the end of their 'writing up' period and wishes to continue their registration and submit later, and this does not exceed the period allowable under the terms of their degree registration, they are liable for the **full annual tuition fee** but will be eligible to receive a refund if they submit before the end of the academic year.

81. Students who pay full fees in their final year and submit their thesis during that year will be eligible for a pro rata refund, calculated from the month following the month of submission.
82. The annual major amendments fee for PGR students is 2/3rds the normal annual fee for part time study. Students will incur either a half-year (6 months) or full-year (12 months) fee as applicable to the outcome of their examination. Research students will be eligible to receive a pro rata refund if they submit before the end of the 6 month or 12 month period of their viva examination or re-examination outcome.
83. Please refer to the Withdrawals and Suspension section for details of withdrawal fees for PGR students.

### **Postgraduate Taught Students**

84. Students on taught postgraduate courses that contain a dissertation element may apply to Policy, Governance and Information Service (see Course and Fee Enquiries section) for continuing student status. This is normally allowable free of charge where a dissertation extension has been granted beyond the period covered by the initial annual tuition fee for the course or the dissertation element.

### **Course and Fee Enquiries**

85. All enquiries should be referred to the appropriate School or Service.

