



# UNIVERSITY OF STIRLING

## TUITION FEES POLICY

AND

## TUITION FEE LIABILITY REDUCTION OR REFUND APPLICATION PROCEDURE

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# Contents

<b>POLICY</b> .....	3
<b>Purpose</b> .....	3
<b>Definitions</b> .....	3
<b>Scope</b> .....	3
<b>Points of Policy</b> .....	3
<b>PROCEDURE</b> .....	6
<b>Purpose</b> .....	6
<b>Scope</b> .....	6
<b>Procedure</b> .....	6

# **TUITION FEES POLICY**

## **Purpose**

1. The purpose of this policy is to set out the tuition fee liability that applies to students upon enrolment on a module or course/programme of study.

## **Definitions**

1. None

## **Scope**

2. The policy relates to:
  - Student tuition fee liability

The policy does not relate to:

- Non-refundable tuition fee deposits
- Accommodation fees
- Field trip fees
- Students on years one or two of an Integrated Degree Programmes with Forth Valley College. These students are subject to the relevant Forth Valley College tuition fee policies in years one and two.

This policy replaces the 'Tuition Fee Refund Policy' and applies to students who began their studies in 2014-15 or later. The policy relevant to students who commenced their studies prior to 2014-15 can be accessed from: also [Tuition Fees Refund Policy prior to 2014-15](#).

## **Points of Policy**

3. All students bear a personal liability for the tuition fees associated with any module or course/programme of study for which they enrol.
4. Students who are considering leaving their programme of study are encouraged to first make contact with the University for advice and guidance before making a decision to leave. Further information on the range of support available can be found on the University website: <http://www.stir.ac.uk/student-support/leaving/>
5. In all cases, where a student withdraws from or discontinues their studies, or is granted a period of leave of absence from their studies, the date of withdrawal/discontinuation/leave of absence is used by the University in calculating tuition fee liability.

6. For students who are sponsored, in the event of the sponsor not making payment in respect of the tuition fees, the student will be personally liable for the payment.
7. Students funded by the Student Awards Agency for Scotland (SAAS) will not be liable for tuition fees if they withdraw before 1 December. The full annual tuition fee will be paid by SAAS for all students in attendance at 1 December.
8. Students funded by the Student Loans Company (SLC) will be liable for payment of either 25%, 50% or 100% of the tuition fee loan, in line with SLC policy. For undergraduate students starting in September this is 25% if withdrawal takes place before autumn mid-semester reading week, 50% if between autumn mid-semester reading week and before spring semester starts, and 100% thereafter.
9. The tables below set out a summary of the policy that the University will apply when calculating tuition fee liability for self-funded / sponsored students who withdraw or discontinue their studies, or who take a period of leave of absence from their studies at the University:

**Students invoiced on a course/programme basis:**

<b>Students who withdraw discontinue or take a leave of absence from studies:</b>	<b>Tuition Fee Liability</b>
Within the first three weeks of the official start date of the programme or the date of enrolment, whichever is the later	10% of annual course/programme fee
After the first three weeks and by 31 January for programmes starting in September and by 30 June for programmes starting in January	60% of annual course/programme fee
Thereafter	100% of annual course/programme fee

**Students invoiced on a module basis:**

<b>Students who withdraw discontinue or take a leave of absence from studies:</b>	<b>Tuition Fee Liability</b>
Within the first three weeks of the official start date of the module or the date of enrolment, whichever is the later	10% of module fee
Thereafter	100% of module fee

10. Postgraduate research students who withdraw, discontinue or take a period of leave of absence, will have their tuition fee liability charged on a pro-rata basis, based on months of study, rounded up to the nearest full month.
11. Only in exceptional circumstances will the University consider reducing a student's tuition fee liability or refunding a portion of tuition fees paid.
12. A student can apply to have a request for a reduction or refund considered by the University using the '*Tuition Fee Liability Reduction or Refund Application Procedure*' and applications will be considered on their individual merit.
13. Applications for a reduction in liability or a refund of tuition fees are **not** normally considered on the basis of:
  - Academic difficulties or failure;
  - Financial difficulty;
  - A student choosing to cease studies at the University or transfer to another institution;
  - Social issues e.g. career aspirations or reasons for coming to the University have changed.
14. Where a student undertakes an approved period of leave of absence and therefore a temporary suspension of their studies is put in place, the student remains liable to pay any outstanding fees which may be due at the point of suspension of studies.
15. The University offers students the opportunity to pay tuition fees in instalments via an agreed payment plan. Students who withdraw, discontinue or take a period of leave of absence are required to honour their agreed payment plan until their tuition fee balance is cleared.
16. If it is determined that a student has over-paid tuition fees to the University, or if a refund is approved, any refund amount will be first offset against any debt the student has to the University (e.g. accommodation, parking, library) before being refunded.

# **TUITION FEE LIABILITY REDUCTION OR REFUND APPLICATION**

## **PROCEDURE**

### **Purpose**

The purpose of this procedure is to set out details on the circumstances in which refunds of tuition fees or a reduction in tuition fee liability will be considered by the University, and how any refund or reduction will be determined.

### **Scope**

The procedure relates to:

- How applications for tuition fee refunds will be dealt with;
- How applications for a reduction in tuition fee liability will be dealt with.

### **Procedure**

1. The Tuition Fee Policy specifies that only in exceptional circumstances will the University consider reducing a student's tuition fee liability or refunding a portion of tuition fees paid.
2. A student can apply to have a request for a reduction or refund considered by the University using this Procedure and applications will be considered on their individual merit.
3. Applications for a reduction in liability or a refund of tuition fees will not normally be considered on the basis of:
  - Academic difficulties or failure;
  - Financial difficulty;
  - A student choosing to cease studies at the University or transfer to another institution;
  - Social issues e.g. career aspirations or reasons for coming to the University have changed.
4. A student wishing to apply to have the University consider a request for a reduction in tuition fee liability or a refund of fees paid, should complete the [Tuition Fee Liability Reduction or Refund Application form](#). Completed forms, along with relevant supporting information or evidence should be submitted to:  
The Student Enrolment, Data and Fees Manager, either by email at [tuitionfees@stir.ac.uk](mailto:tuitionfees@stir.ac.uk), or to the Student Hub, Cottrell Building, University of Stirling, FK9 4LA.
5. Applications are normally considered and responded to within 15 working days.
6. If a reduction in tuition fee liability is agreed, the student will be advised of the reduction and any balance of tuition fees which remains outstanding after the reduction has been applied.

7. If a refund of tuition fees paid is agreed, the refund will:
  - be calculated in UK Sterling / GBP;
  - be for the amount specified by the University as being refundable;
  - only be made to the original payer of the fee, whether this is the student, another individual or an agency or financial institution;
  - never be made in cash;
  - not take account or include any difference or shortfall due to exchange rate fluctuations.
8. Where the original payment of tuition fees was split between more than one payer, any refund due will be made in proportion to the original split.
9. Where tuition fees are wholly or partially paid by a third party, a refund request will be considered within the context of any relevant arrangement agreed by the University, concerning the student and the third party and the University will advise the student accordingly.
10. Appeals on the outcome of a tuition fee liability reduction or refund application may be submitted on the basis of the following grounds:
  - The decision has been made in a manner which is procedurally incorrect, or
  - The decision has been taken in the absence of all of the relevant information.
11. Should a student wish to appeal the outcome of an application, the appeal should: written; detail the ground / grounds (as specified in para 10 of this procedure) upon which the appeal is based; be submitted within five working days of the receipt of the outcome to the Academic Registrar, either by email at [academic.registrar@stir.ac.uk](mailto:academic.registrar@stir.ac.uk), or to Cottrell Building, University of Stirling, FK9 4LA.