

UNIVERSITY OF STIRLING CALENDAR - ORDINANCES

ORDINANCE 18

MATRICULATION, REGISTRATION AND PAYMENT OF FEES AND CHARGES BY STUDENTS

(Charter reference Article 3(b), Statute 10.2(d))

1. A person who has satisfied the conditions of admission to the University shall become a student in terms of Statute 1 on matriculation and that status shall continue until that person:
 - (i) notifies the University in writing of withdrawal from the University, or in the absence of such notification is deemed to have withdrawn by or on behalf of the Academic Council; or
 - (ii) is required by or on behalf of the Academic Council to discontinue studies; or
 - (iii) is granted a Degree, Diploma, Certificate or other academic distinction by the Academic Council; or
 - (iv) is required by the University to withdraw for non-payment of fees or other academic debts; or
 - (v) is expelled from the University under the terms of the Code of Student Discipline.

2. Matriculation shall require a declaration that the person will undertake to observe the Charter, Statutes, Ordinances and Regulations of the University and any other rules which the University may make for its students from time to time and will pay or cause to be paid all fees and other charges fixed by the University Court. That declaration shall remain in force for the duration of the person's study or research.

3. Students undertaking courses of study may be required to register at the commencement of each session or semester on specified dates, and those undertaking research upon arrival at the University. Full registration will only be permitted if the student does not owe the University money for fees or other academic debts. Provisional registration may be granted in writing to students in debt at the discretion of the Director of Finance but such registration will automatically terminate on the last day of the following month unless previously extended by the Director of Finance in writing. Academic debts shall include the following:
 - (i) tuition fees;
 - (ii) graduation fees;
 - (iii) enrolment fees;
 - (iv) thesis submission fees;
 - (v) other academic fees.All fees and other charges may be altered by the University without notice.

4. It shall be competent for the Director of Finance to impose a charge by way of interest on unpaid debts from the date of incurring the debt until the date of full repayment at 2% above the Base Lending Rate of the Bank of Scotland applicable on the date of full repayment.

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5. A student undertaking a course of study who does not register on the specified dates shall, unless granted prior written permission by the Academic Registrar on medical or compassionate grounds, be required to pay a late registration fee specified by the Court.
6. There shall be a right of appeal to a Deputy Principal against a decision by the Director of Finance not to exercise discretion in terms of paragraph 3. The Deputy Principal's decision shall be communicated to the student in writing and shall be final.
7. For the avoidance of doubt, a student who has been elected to a recognized full time office of the Students' Association shall remain a matriculated student of the University until the end of the session for which elected.

Revised Ordinance approved by the University Court: 23 March 2015