

Tuition fees policy

Applicable academic years 2014/15 – 2018/19

1. The purpose of this policy is to set out the tuition fee liability that applies to students upon enrolment for their course of study.

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 Courses 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 [Tuition Fees Refund Policy prior to 2014-15](#).

Policy

3. All students bear a personal liability for the tuition fees associated with the course / courses of study for which they enrol.

4. For students who are sponsored, or in receipt of tuition fee support from a statutory funding agency, in the event of the sponsor or support provider not making payment in respect of the tuition fees the student will be personally liable for the payment:

The full annual tuition for students funded by the Student Awards Agency Scotland (SAAS) will be paid by SAAS for all students in attendance at 1 December. Students who withdraw or take a leave of absence before 1 December will be liable for a proportion of their tuition fee as outlined in point 5 of this policy

The annual tuition fee for rest of UK undergraduate students in receipt of a tuition fee loan from the Student Loans Company (SLC) will be paid to the University in three instalments. Students who withdraw or take a leave of absence will be liable for a proportion of their tuition fee as outlined in point 5 of this policy, minus any tuition fee loan payments for which the student is eligible at the point of withdrawal

5. The University will apply the following rules when calculating tuition fee liability for students who withdraw, suspend or discontinue their studies at the University:

Courses of study invoiced on an annual basis

Students who withdraw, suspend or discontinue studies	Tuition Fee Liability
Within the first two weeks of the official start date of the course	10% of annual tuition fee is due
After the first two weeks and within the first 14 weeks of the official start date of the course	60% of annual tuition fee is due
Thereafter	100% of annual tuition fee due

Courses of study invoiced on a modular basis*

Students who withdraw, suspend or discontinue studies	Tuition Fee Liability
Within the first two weeks of the official start date of the module	10% of annual tuition fee is due
After the first two weeks of the official start date of the module	100% of annual tuition fee is due

* Certain courses of study are invoiced on a modular basis, such as MSc Applied Professional Studies.

6. Only in exceptional circumstances will the University consider reducing a student's tuition fee liability or refunding a portion of tuition fees paid.

7. 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.

8. Students who are considering leaving their course 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 our Student Support pages.

9. 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.

10. Any tuition fee amounts which are eligible to be refunded would first be used to offset any existing debts to the University (e.g. accommodation fees) before being refunded.

11. 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.

12. Tuition fees already paid by a student taking an approved period of leave of absence are not normally refunded but retained until studies are resumed or permanent withdrawal occurs. Where a student resumes their studies after a leave of absence the retained amount can be used to offset tuition fee charges for that academic year. If a student decides not to return after an approved

leave of absence and to withdraw from their studies they can request refund of the retained fees by contacting the University's Income Office.

13. The University offers students the opportunity to pay tuition fees in instalments via an agreed payment plan. Students who withdraw from their course of study are required to honour their agreed payment plan until their tuition fee balance is cleared.

14. If it is determined that a student has over-paid tuition fees to the University, any over-payment will be first offset against other University debt (e.g. accommodation, parking, library) before being refunded.