

## **Tuition Fee Payment and Refund Policy Higher Education Students – Home Status**

Under the terms and conditions of their enrolment, the following information applies to all Home students. Please note it is the student's responsibility to ensure all tuition fees payments are made by them or their third party sponsor. In the event that their third party sponsor withdraws support then the student will be liable to pay any tuition fees outstanding on their account.

1. Students are liable for tuition fees from their course start date (not including any "cooling off period" see section 7) until they cease being a student, either by virtue of completing the course or by withdrawing from their programme of study; more information about our withdrawal policy is available here.
2. If the student or their sponsor fails to pay their tuition fees in a timely manner, UCB reserves the right to withdraw the student from their programme of study.
3. Should a student wish to leave UCB before the end of their programme of study, the student is responsible for notifying the University in writing of their intention to withdraw (or take a leave of absence). If the student does not contact UCB, they will remain enrolled on the programme and are thus liable to incur costs which could equate to the full year of tuition.
4. Requests to take a leave of absence from your studies or withdraw from a programme are not confirmed until the University has approved the request. The date of withdrawal or leave of absence will be used for tuition fee charging and refunding purposes.
5. If you wish to enrol on the course and expect the Student Loans Company to pay a tuition fee loan on your behalf, but do not have a loan approved at the point of enrolment, you will be personally responsible for ensuring your tuition fee is paid by the agreed instalment dates as published on the University's website. UCB will issue a tuition fee invoice directly to you and payment of fees will remain your responsibility until such a point that your tuition fee loan is approved.
6. Students who are in receipt of Student Loans Company funding:
  - 6.1 If a student agrees to take out a Tuition Fee Loan, but then changes their mind, they are responsible for paying the loan amount for up to the latest point of liability (first day of each term), back to the Student Loans Company. Students should ensure they have read the terms and conditions of their student funding package.

6.2 The processing and awarding of student finance is independent of UCB. Any payments made to a student or to UCB on behalf of the student are made in line with the student's loan agreement with the Student Loans Company

6.3 Should a student lose entitlement to some or all of their Tuition Fee Loan during or after they have left their course, the responsibility for payment of the tuition fee will revert back to the student.

7. UCB offers a 14 day (10 working days) "cooling off" period to all new students in the first year of a new programme (not including internal transfers between programmes), during which if a student wishes to take a leave of absence or withdraw from their studies they can do so and a tuition fee charge will not be incurred. The cooling off period will start from the first day of the induction week, or the student's enrolment day, if this is later.

7.1 In order for the 14 days (10 working days) "cooling off" period to be taken advantage of students must inform the University in writing of their intention to withdraw from the course within the cooling off period.

7.2 Please note that this "cooling off" period applies to home, HE tuition fees only; any UCB accommodation contract is completely independent of this, therefore students in UCB accommodation should familiarise themselves with this policy also.

8. Information for students who wish to pay their fees in instalments:

8.1 The University offers the opportunity to all Home/EU students to pay their fees in instalments across the length of their programme of study.

8.2 Instalment dates vary depending on whether you start your course in September or February and whether you are studying at undergraduate or postgraduate level.

8.3 Instalment dates are published on the tuition fee pages of UCB's website; if you are intending to pay your fees by instalment please familiarise yourself with the expected payment dates in advance of enrolment.

9. Information for students who wish to pay their fees in full:

9.1 The University offers an early payment discount of £500 to Home full-time undergraduate and PGCE students who are opting to pay their own tuition fees in full at the beginning of their course. The early payment deadline will be published on the tuition fee pages of our website. The University must receive the tuition fee in full by the published deadline in order for the student to be given the discount.

9.2 The early payment discount applies only to students who are self-funding (i.e. they are paying their own fees or fees are being paid by a relative/friend). If they are being funded by another sponsor they will not be able to access this discount.

10. Information for students whose tuition fees are being paid by a third party sponsor (other than the Student Loans Company):

10.1 If another sponsor (e.g. an employer) is contributing towards some or all of your tuition fees, in order for UCB to invoice the sponsor, we request that at the point of enrolment you provide the Finance department with a signed and dated letter on official letterhead, confirming the following: •

The student's full name and the name of the course that is being paid for.

- The academic year to which the sponsorship applies
- The exact value of tuition fees the sponsor is agreeing to contribute.
- The name and address to which UCB should send the invoice

10.2 Any third-party sponsor must be aware that UCB expects the agreed fee to be paid to the university in full within 30 days of receipt of the invoice.

10.3 If the sponsor fails to pay the tuition fee on behalf of the student, payment of the tuition fee will be the responsibility of the student.

## 11. UCB's Refund Policy

11.1 UCB is able to authorise a refund in circumstances whereby a student has paid more tuition fees than for which they are liable, or where a student has paid part or all of the fee to UCB and subsequently has a tuition fee loan approved from the Student Loans Company.

11.2 If you wish for your refund to be paid by BACS transfer you must notify us of the relevant account details in writing by emailing [finance@ucb.ac.uk](mailto:finance@ucb.ac.uk). You must provide us with the bank name, account name, sort code and account number, along with your student ID number.

11.3 UCB's Finance department will only process the refund payment once it has received the equivalent amount of money from the Student Loans Company; SLC pay out tuition fees in instalments once UCB have confirmed that the student is in attendance, therefore you should not expect to receive your refund immediately. The Finance department will issue the appropriate refund within 30 days of receiving the equivalent amount from SLC, on the condition that the student has provided UCB with their bank details.