

04: INTERNATIONAL STUDENTS

**UNDERGRADUATE, POSTGRADUATE TAUGHT AND
POSTGRADUATE RESEARCH**

Academic Year – 2018/19

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| Related Documents: | TFP1819 – Tuition Fee Policy SDP1819 – Student Debt Policy FWP1819 – Fee Waiver Policy ANNEX 01 – Deposits, Scholarships, Discounts And Bursaries ANNEX 02 – Payment Of Fees ANNEX 05 – Studying Away From The University ANNEX 06 – Additional Charges ANNEX 07 – Additional Modules And Retake Charges ANNEX 08 –Withdrawal from the University |
| Further Information: | www.uwe.ac.uk/money |

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INTRODUCTION

This annex to the tuition fee policy largely draws together information from the tuition fee policy and the other annexes as it specifically applies to international students.

ALL INTERNATIONAL STUDENTS

INTERNATIONAL DEPOSIT

All new international students starting a degree course at the University are required to pay a deposit of £3,000 (except in the cases noted below) All students are normally expected to pay the deposit before registration. Payment of the deposit is a condition of registration and required in order for students to be issued with a Confirmation of Acceptance of Studies (CAS) statement, this is to enable students to apply for a visa.

This deposit will be refunded in certain circumstances. For full details, see the Refund Policy for International Deposits: www.uwe.ac.uk/money

International applicants in the following categories of students are NOT required to pay the £3,000 deposit (other payments may be required in advance e.g. accommodation):

- Students sponsored by a Government (UK or other)
- Applicants sponsored for more than £3,000 in tuition fees by the University
- Applicants sponsored by another (UK or non-UK) Educational institution
- Students sponsored by an International Scholarship Agency e.g. Chevening Scholarship
- Students in receipt of US Federal loans of any other Government Financial Aid which is certified by the University and received by UWE
- Applicants to courses offered at Hartpury College, where a different deposit scheme exists.

The balance of the fees will become due at registration (see Annex 2 for details of payment arrangements).

International students may be entitled to scholarships/discounts, see www.uwe.ac.uk/money for details.

Students studying Pre-sessional English courses are required to pay their course fees in full in order to be eligible for a CAS for their pre-sessional course. This is normally not refundable on withdrawal.

On completion of the Pre-sessional course, students are required to pay the £3,000 international deposit in order to be issued with a CAS for their degree course.

STUDENT FEE LIABILITY

All students become liable to pay their full tuition fees from the first day of term on their course subject to the conditions detailed in Annex 08

Where students are in receipt of tuition fee loans from Student Finance, their liability is calculated based on how long they remain registered at the University in each academic year. The liability periods are used to calculate any payments due or to be refunded should a student withdraw or suspend studies.

For students not in receipt of a tuition fee loan from Student Finance the liability periods are used to calculate any payments due to be paid or to be refunded should a student withdraw or suspend studies.

Payment plans are offered by the University to help student spread the cost of paying for their course are not linked to the liability periods see Annex 8.

Students paying by instalments may have completed payment of all of their fees before the start of the third liability period; refunds will be made in the event of a withdrawal.

Students retain ultimate liability for the payment of their fees, whether invoiced or not, even where they have a sponsorship agreement. If sponsorship is withdrawn or the sponsor defaults on payment, the student is responsible for paying any fees owed.

The only exception to this is for students on courses directly commissioned by a third party (e.g. some nursing courses) and where the course registration is at the request of an employer. In such circumstances, where sponsorship is withdrawn or payments default, the student will be withdrawn from the course.

A commissioned course is one where an employer or organisation has contracted the University to supply educational services

Entitlements and liability come in to force and/or accrues on the first day of each term. See Annex 08 for details.

Students are required to arrange for the payment of their fees at registration, see Annex 02.

The University has aligned all of its liability and withdrawal dates to the same pattern. For consistency and ease of interpretation, the University applies the same liability pattern across all of its courses and students groups.

LIABILITY PERIODS AND TERMS

For the purposes of monitoring students attendance for the collection of fee charges each academic session is divided in to liability periods. Liability periods are aligned to term dates rather than to semester or teaching block dates.

SCHOLARSHIPS AND DISCOUNTS

The University offers a variety of scholarships and discounts to its students. Full details of the scholarships and discounts available including the eligibility criteria, can be found on the University website: www.uwe.ac.uk/money

The University reviews all scholarships and discounts on an annual basis.

UNDERGRADUATE TAUGHT INTERNATIONAL

FEES SET BY THE UNIVERSITY

Fees for international students are set by cohort at the point of entry and do not increase for the duration of a student's course of study unless there is a break in study.

STANDARD FEE COVERAGE

The standard fee will cover a student for a first sit and one resit at all modules necessary to complete an academic year of a course.

UNDERGRADUATE TAUGHT – The full annual tuition fee for undergraduate students on full time and sandwich courses covers a standard of 120 credits per year plus additional and/or retake credits up to the maximum permitted by the academic regulations – a maximum of 150

credits per academic year. The credit requirement for the placement year of a sandwich course varies, the fees charged and their coverage reflect this – see Annex 5 Studying Away from the University – for details.

- **Retake** – A retake is another opportunity to study the whole module and includes a sit and a resit, there is no charge for a retake when it is taken as part of a standard academic year i.e. in addition to a standard number of credits up to the maximum permitted by the Academic Regulations.
- **Repeat** – All students who have failed a module or other credit-bearing element of their course and are registered for a full academic year of repeat study (see Annex 3 Student Finance Funded Students for details) are liable to pay a repeat tuition fee. The repeat tuition fee will normally be calculated with reference to the number of modular credits being repeated as a proportion of the equivalent standard academic year and subject to the full time/part time definitions laid out above. Where a student meets the definition of full time for the purposes of funding, they will be charged the full annual fee rate for the repeat year.

SWITCHING FROM HONOURS TO NON HONOURS DEGREES

There is no reduction in the fee if a student opts to transfer to a Non Honors award.

PLACEMENT FEES

The terms 'placement fee' and 'placement year' refer to the academic year spent away from the University undertaking work experience that is a requirement for a sandwich course. They do not apply to work experience that is built into a taught academic year and that does not meet the requirements for a sandwich course.

Regardless of when a student paying international fees commenced their course there is an annual fee charged for the placement year, this fee is less than that charged for a year of full time study. There is no reduction in the fee charged for the third year of full time study; details can be found on the tuition fees pages. Full details of placement fees are included in Annex 05, studying away from the University.

POSTGRADUATE TAUGHT INTERNATIONAL

FEES SET BY THE UNIVERSITY

Taught postgraduate fees. Fees for international students are set by cohort at the point of entry and do not increase for the duration of a student's course.

STANDARD FEE COVERAGE

The full course tuition fee for postgraduate students on full time courses covers a standard of 180 credits for the whole course. Postgraduate students taking additional modules above the standard 180 credits or retaking modules will be required to pay an additional module charge as outlined in Annex 07; Additional Modules and Retakes Charges.

PART TIME COURSES AND PART TIME FEES

It is usual for part time students at the University to be charged either:

- a per year fee
- a per credit fee based on the number of credits taken in any given year.

Part time fees for postgraduate courses are likely to increase each year in line with inflation and in line with other fee charges at the University.

Part time fees will be set at a pro rata amount of the full time equivalent fee where possible, however, there is no requirement for the part time fees to be directly proportionate to full time fees in recognition of the variation in costs that may exist between a full time and a part time course of study.

A part time student will normally be required to pay the per year fee or per credit fee applicable to each year of registration therefore it is expected that they will pay more, in total, for the whole course than a full time student paying a whole course fee.

The charging pattern for part time courses varies and can be either a set charge per year of study or based on the number of credits taken in a given year.

- If the charge is per year of study, it will cover the standard expected credits for the year – usually 60.
- If a student takes less than the standard number of credits for their course in a year of study, there is no reduction in the annual fee.
- If a student takes more than the standard number of credits for their course in a year of study, the additional module(s) will be charged at the appropriate credit rate.
- If the charge is based on the number of credits taken, the charge will be made based on the credits and will cover only those credits.

INTERIM FEES ON FULL TIME POSTGRADUATE COURSES

The University modular scheme allows students to 'step off' courses at various designated points. For students specifically stepping off a course to claim an interim award and notifying the University specifically as such to avoid confusion the University will aim to publish the applicable fee charge for interim awards.

Usually students will only be charged for the proportion of the course completed to obtain the interim award. However, in cases where further modules have been started additional charges will be made on a per module basis and in accordance with the reduction in fee policy. This does not apply for withdrawals where it is not stated that the withdrawal is with the intention to claim an interim.

POSTGRADUATE NHS STUDENTS

NHS students should be aware that there are different rules that apply to their tuition fee funding, details are available on the University website: www.uwe.ac.uk/money

POSTGRADUATE EDUCATION STUDENTS

Education students on some courses should be aware that there are different rules that apply to their funding, details are available on the University website: www.uwe.ac.uk/money

BILP DEPOSITS

All Bristol Institute of Legal Practice (BILP) students are required to pay a non-refundable deposit on acceptance of their offer. For further information on Bristol Institute of Legal Practice deposits, please contact: bilpinfo@uwe.ac.uk

For international students required to pay the International Deposit the non-refundable BILP deposit will be deducted from the amount required for payment as the international deposit. For example:

Student A pays a BILP Deposit of £500, Student A is only required to pay a further £2,500 to satisfy the requirements of the international deposit

Student B pays a BILP Deposit of £200, Student B is only required to pay a further £2,800 to satisfy the requirements of the international deposit

POSTGRADUATE RESEARCH INTERNATIONAL

FEES SET BY THE UNIVERSITY

Postgraduate Research fees – all postgraduate research students will be required to pay the per year fee applicable to each year of registration. These fees are reviewed annually and may increase each academic year by no more than 3%.

Part time fees will be set at a pro rata amount of the full time equivalent fee where possible, however, there is no requirement for the part time fees to be directly proportionate to full time fees in recognition of the variation in costs that may exist between a full time and a part time course of study.

STANDARD FEE COVERAGE

The full course tuition fee for postgraduate research students includes the cost of up to 120 credits. If a student takes less than the standard number of credits for their course in a year of study, there is no reduction in the annual fee.

The full course tuition fee for postgraduate research students covers the required number of modules for the students' specific course. Postgraduate research students taking additional modules above the required credits or retaking modules will be required to pay an additional module charge as outlined in Annex 07; Additional Modules and Retakes Charges.