

## Composite Fee Liability Policy 2020/21 Academic Year

The policy applies to all categories and levels of students who register from 1 August 2020 onwards.

### Definitions

1. *Composite Fees* – tuition fees together with any examination, registration, or other fees payable in respect of the programme for which the student is enrolled.
2. *Tuition Fees* – the tuition fees chargeable for a student's programme of study.
3. *Bench Fees* – the additional costs chargeable to a student for their postgraduate research project
4. *Additional Costs* – additional study related costs such as laboratory costs, equipment, printing and copying charges, library fines or replacement charges, mandatory field trip costs and costs that may be payable to a third-party organisation.
5. *Academic Year* – the specific period from 1 August to 31 July.
6. *Advance Fee Payment* – a specified proportion of the tuition fees that is payable in advance by students who require a Certificate of Acceptance to Study (CAS) in the United Kingdom letter.
7. *Student Contract* – the terms and conditions which apply when a student accepts an offer of a place and when they enrol with the University.
8. *Study Year* – the annual period of study for any student who registers outside of the Academic Year

### Liability for Composite Fee Payments

9. It is the student's responsibility to ensure that all fee payments to the University are paid at the appropriate time irrespective of any undertaking by a third party to pay fees on behalf of a student. Students will become liable for payments of their fees should the sponsor not be able to pay. Further information on paying fees can be found at: <https://www.bradford.ac.uk/money/fees/paying-fees/>
10. Students who wish to withdraw or suspend from their programme of study should do by using the electronic form provided on E:vision as soon as possible. Where a student is unable to use this form they should submit their intention to withdraw or suspend in writing to their programme administrator. Fee liability charges are calculated from the date written confirmation of withdrawal or suspension is received at the University, or a later date if advance notification is provided. The University does not backdate withdrawal or suspensions. Non-attendance at the University does not constitute withdrawal or suspension.
11. The University charges fees in full for the academic or study year at the commencement of the academic or study year. Fees are based on periods of registration – not attendance.
12. Where a student leaves their period of study earlier than intended, fee liability will be calculated in line with the tables provided in the appendices.
13. Where a student undertakes a proportion of their normal credit load for the year, fees

will be adjusted accordingly. Students studying less than 80 credits will not be charged for the full load. Students studying 80 credits or more will be charged the full fee.

### **Calculation of Tuition Fee Liability**

14. Tuition Fee Liability for students who withdraw or suspend during the academic or study year will be calculated according to student status and length of time on the programme. Calculations will be undertaken as follows:

**a) Home/EU and International Fee Paying Undergraduate Taught Students (Full and Part Time):**

A student who withdraws or suspends within the first two weeks of term will not be charged tuition fees. Students who withdraw or suspends after the first two weeks of term will be charged tuition fees in three liability periods, as detailed in Appendix I.

Part-time students who are studying over two semesters will be charged as in the tables in Appendix I. Part-time students or who are studying for less than 2 whole semesters or on a modular basis will be charged as detailed in section 14(d) below.

**b) Home/EU and International Fee Paying Postgraduate Taught (Full and Part Time – 0.5fte):**

A student who withdraws or suspends in the first two weeks following the start of term will not be charged. Students who withdraw or suspend after the first two weeks following the start of term will be charged tuition fees in three liability periods, as detailed in Appendix II.

Part-time students studying less than 0.5FTE or on a modular basis will be charged as detailed in section 14(d) below

**c) Home/EU and International Fee Paying Postgraduate Research (Full and Part Time):**

A student who withdraws or suspends in the first two weeks following the start of term will not be charged. Students who withdraw or suspend after the first two weeks following the start of term will be charged tuition fees for each month started, as detailed in Appendix III.

Writing up fees are not reduced if a student withdraws or suspends within the academic or study year.

**d) Modular and Other Fee Paying Students:**

- i) Students studying their programme on a modular basis will be charged per module undertaken. A student who withdraws or suspends in the first two weeks following the start of the module will not be charged. After this two-week period, each module is charged in full.
- ii) A Pre-sessional student who withdraws or suspends in the first two weeks following the start of the Pre-sessional course will not be charged. Students who withdraw or suspend after the first two weeks of the course start date will be charged liability, as detailed in Appendix IV.

## e) Scholarships and Discounts:

All calculations for refunds for students in receipt of Scholarships, Bursaries or Discounts should be applied to the student payable tuition fee balance. The Alumni and early payment discounts are calculated as a percentage of the student payable balance and this is therefore the last of any discounts or scholarships to be applied to the calculation. Early payment discounts will only be applied where the revised fee liability is over £8,000.

### Calculation of Bench Fee Liability

15. Bench Fee Liability for students who withdraw or suspend during the academic or study year will be calculated based on the actual spend to date. Where a student has withdrawn and they have paid more Bench Fees than has been spent, any overpayment will be refunded. **Payment of Refunds**
16. A student who has withdrawn from the University during the academic or study year will normally only be entitled to a refund of Composite Fees (and/or Bench Fees) if they meet all of the following criteria:
- The University has received notification in writing from the student to confirm that the student no longer wishes to continue the programme of study, and
  - The student is no longer attending lectures, or undertaking research, as confirmed by the Faculty. The withdrawal date will be taken as the date that notification of the withdrawal is received by the University, or a later date if advance notification is provided.
  - The student has returned all items owned by the University, including but not limited to, laptops or other mobile devices and books.

The University will only refund Composite fees (or part thereof) which have been paid and have cleared through the University's bank account.

17. Refunds of tuition fees will be calculated in line with the liability periods set out in the Appendices. Where a student has also paid an examination, registration or other fee as part of their total composite fee, this will be refundable to the student if it is recoverable to the University (i.e. if the University has passed this onto an external organisation such as Professional, Statutory or Regulatory Body and is unable to recover it, no refund will be made).
18. Refunds will not normally be issued for students undertaking a suspension from their programme of study. Instead any resulting credit will remain on the student's account and will be carried forward until the student returns. Suspending students are responsible for paying any outstanding fees and/or fines to the University, which may include, but is not limited to, composite fees, library fines and hardship loans. Re-enrolment will not be permitted unless all outstanding composite fees have been paid.
19. a) Where a student has not subsequently enrolled with the University, advanced fee payments will be refunded on request. The University reserves the right to charge an administration fee of £200 when refunding advance fee payments. This charge is levied to recover the relevant costs of administering the original admission process and of making the refund.
- b) Where a student has enrolled with the University but subsequently withdraws within the first

two weeks of term, advanced fee payments will be refunded on request. The University reserves the right to charge an administration fee of £200 when refunding advance fee payments. This charge is levied to recover the relevant costs of administering the original admission process and of making the refund.

20. Any monies owed to the University that are not included in the composite fees and which may include, but is not limited to, payment for items such as library fines and repayment of hardship loans, will be collected separately. Confirmation of additional monies owed can be obtained from the Credit Control Team, Directorate of Finance, Planning and Commercial Operations, Phoenix North East, University of Bradford, Richmond Road, Bradford BD7 1DP or email: [creditcontrol@bradford.ac.uk](mailto:creditcontrol@bradford.ac.uk)
21. Where the total sum already paid to the University exceeds the revised fee liability amount then a refund will be authorized within 30 days of receipt of cancellation of the student's contract with the University.
22. Refunds will be calculated in UK Pounds Sterling. The University is not responsible for shortfalls due to exchange rate fluctuations, or bank or other charges incurred.
23. Refunds are normally made to the fee payer (person or organization). In exceptional circumstances it may be possible for the University to refund a third party but only where written permission is obtained from the original source of the funding (in line with the Financial Regulations of the University).
24. Refunds will be paid into the bank account of the person or organization that paid the tuition fees. If payment was made by credit or debit card, then refunds will be made to the card from where the fees were paid. The University cannot pay refunds in cash.
25. The University has a Student Protection Plan which sets out what students can expect to happen to protect their interests if their course, campus or institution closes or is significantly changed. The University seeks to minimise change and, where change is unavoidable, puts in place specific plans and arrangements to support and protect students.
26. Under the University's Student Contract, students who are dissatisfied with the arrangements made are entitled to withdraw from the University, and in such circumstances refunds will be calculated in line with the provisions set out in paragraphs 15-24 of this policy.
27. In the unlikely event of the cancellation of a programme requiring the activation of the University's Student Protection Plan, and where the University has been unable to make suitable arrangements for teach-out or transfer to an alternative programme, the University will refund fees paid for the current level of the affected programme but not for any previous levels completed. (For example, where a student has completed Level 4 and is studying Level 5 at the time the programme is affected, the University will refund fees associated with Level 5 of the programme, but not for Level 4).
28. The University will not seek to recover any student Bursary already paid in respect of study which the University is unable to continue to provide. If the student is provided alternative provision of study, at the University or elsewhere, any remaining amounts to be paid under the Bursary will be paid.

## Compensation

29. In the unlikely event of the University's Student Protection Plan being activated, the University will consider compensation for circumstances occurring as a direct result of situations set out within the Student Protection Plan.
30. In considering compensation, the University will take into account the context of the situation that has occurred, and any individual circumstances of students. The University will also take into account any mitigating actions which have been put in place to support students. The University will consider a wide range of measures to support students, including assistance with travel costs required by a change to delivery location, and compensation should it not be possible to maintain continuity of study, and will discuss compensation with the student or students affected. Compensation will be benchmarked against guidance from the Office of the Independent Adjudicator for Higher Education.
31. Where a student is unhappy with the level of compensation offered, a complaint may be submitted under the University's Student Complaints Procedure, under which an independent review of the proposals will be made:

<https://www.bradford.ac.uk/academic-misconduct-appeals-and-student-complaints/student-complaints/>

Where a student has completed internal procedures under the Student Complaints Procedure, the matter may be referred to the Office of the Independent Adjudicator for Higher Education.

### **Further Advice**

32. The University provides confidential specialist advice about student funding and can also help with general advice about budgeting, debt and welfare benefits. Any student experiencing financial difficulty who would like support and advice on the above may contact the Student Life Team at [money@bradford.ac.uk](mailto:money@bradford.ac.uk). Students may also wish to contact the Students' Union Advice Centre at [ubu-advice@bradford.ac.uk](mailto:ubu-advice@bradford.ac.uk). Students unable to clear their tuition fee liability charge at the time of withdrawal should contact the Credit Control Team at [creditcontrol@bradford.ac.uk](mailto:creditcontrol@bradford.ac.uk) to develop an acceptable payment plan.

### **Complaints**

33. Queries regarding fee calculations should be directed to the Fees Team at [sas-fees@bradford.ac.uk](mailto:sas-fees@bradford.ac.uk). If the team cannot answer the query, it will be escalated to the Fees and Finance Manager.

Complaints regarding refund decisions or the refund process should follow the usual Student Complaints Procedure:

<https://www.bradford.ac.uk/academic-misconduct-appeals-and-student-complaints/student-complaints/>

### **Alterations to the Policy**

34. Changes to the Policy may take place from year to year as required to comply with changes in regulations. Students will be kept informed of any changes by notices sent to student email accounts. Notices will also be posted to Canvas (the University's virtual learning environment) and on the University's website. The University will, where practicable, canvas students' opinions and consider any reasonable representations that are made.

## Money Laundering

35. The University has an Anti-Money Laundering Policy, which sets out the procedures to be followed if money laundering is suspected:

<http://www.bradford.ac.uk/finance/media/finance/documents/Anti-money-laundering-policy.pdf>

## Appendix I

### Home/EU and International Fee Paying Undergraduate Taught Students (Full and Part Time)

#### Students Commencing in September 2020

Liability Period	Percentage of Tuition Fees to be charged
05 October 2020 – 18 October 2020	No charge (refund of payments made to date)
19 October 2020 – 11 January 2021	25% (refund of additional payments made)
12 January 2021 – 19 April 2021	50% (refund of additional payments made)
20 April 2021 – Onwards	100% (No refund will be made)

#### Students Commencing in January 2021

Liability Period	Percentage of Tuition Fees to be charged
25 January 2021 – 07 February 2021	No charge (refund of payments made to date minus administration fee)
08 February - 19 April 2021	25% (refund of additional payments made)
20 April 2021 – 20 September 2021	50% (refund of additional payments made)
21 September 2021 - Onwards	100% (No refund will be made)

#### Students Commencing in April 2021 (44 Week Course)

Liability Period	Percentage of Tuition Fees to be charged
19 April 2021 – 02 May 2021	No charge (refund of payments made to date minus administration fee)
03 May 2021 – 09 August 2021	25% (refund of additional payments made)
10 August 2021– 3 January 2022	50% (refund of additional payments made)

04 January 2022– Onwards	100% (No refund will be made)
--------------------------	-------------------------------



## Appendix II

### Home/EU and International Fee Paying Postgraduate Taught

Postgraduate Taught Students commencing in September 2020

Liability Period	Percentage of Tuition Fees to be charged
05 October 2020 – 18 October 2020	No charge (refund of payments made to date minus administration fee)
19 October 2020 – 31 January 2021	Fees will be charged at one third of the total fees for the academic year (refund of additional payments made)
01 February 2021 – 31 May 2021	Fees will be charged at two thirds of the total fees for the academic year (refund of additional payments made)
01 June 2021 – Onwards	Full fees will be charged (no refund will be made).

Postgraduate Taught Students commencing on 25 January 2021

Liability Period	Percentage of Tuition Fees to be charged
25 January 2021 – 07 February 2021	No charge (refund of payments made to date minus administration fee)
08 February 2021 - 31 May 2021	Fees will be charged at one third of the total fees for the academic year (refund of additional payments made)
01 June 2021 – 30 September 2021	Fees will be charged at two thirds of the total fees for the academic year (refund of additional payments made)
01 October 2021 – Onwards	Full fees will be charged (no refund will be made).

## Appendix III

### Home/EU and International Fee Paying Postgraduate Research

Postgraduate Research Students commencing in September or October 2020

Liability Period	Percentage of Tuition Fees to be charged
05 October 2020 – 18 October 2020	No charge (refund of payments made to date minus administration fee)
19 October 2020 – 31 October 2020	Fees will be charged at one/twelfth (1/12) of the total fees for the academic year (refund of additional payments made)
01 November 2020 – 30 November 2020	Fees will be charged at two/twelfths (1/6) of the total fees for the academic year (refund of additional payments made)
01 December 2020 – 31 December 2020	Fees will be charged at three/twelfths (1/4) of the total fees for the academic year (refund of additional payments made)
01 January 2021 – 31 January 2021	Fees will be charged at four/twelfths (1/3) of the total fees for the academic year (refund of additional payments made)
01 February 2021 – 28 February 2021	Fees will be charged at five/twelfths (5/12) of the total fees for the academic year (refund of additional payments made)
01 March 2021 – 31 March 2021	Fees will be charged at six/twelfths (1/2) of the total fees for the academic year (refund of additional payments made)
01 April 2021 – 30 April 2021	Fees will be charged at seven/twelfth (7/12) of the total fees for the academic year (refund of additional payments made)
01 May 2021 – 31 May 2021	Fees will be charged at eight/twelfths (2/3) of the total fees for the academic year (refund of additional payments made)
01 June 2021 – 30 June 2021	Fees will be charged at nine/twelfths (3/4) of the total fees for the academic year (refund of additional payments made)
01 July 2021 – 31 July 2021	Fees will be charged at ten/twelfths (5/6) of the total fees for the academic year (refund of additional payments made)
01 August 2021 – 31 August 2021	Fees will be charged at eleven/twelfths (11/12) of the total fees for the academic year (refund of additional payments made)
01 September 2021 – 30 September 2021	Full fees will be charged (no refund will be made).

Postgraduate Research Students commencing in February 2021

Liability Period	Percentage of Tuition Fees to be charged
01 February 2020 – 14 February 2021	No charge (refund of payments made to date minus administration fee)
15 February 2020 – 28 February 2021	Fees will be charged at one/twelfth (1/12) of the total fees for the academic year (refund of additional payments made)

01 March 2021 – 31 March 2021	Fees will be charged at two/twelfths (1/6) of the total fees for the academic year (refund of additional payments made)
01 April 2021 – 30 April 2021	Fees will be charged at three/twelfths (1/4) of the total fees for the academic year (refund of additional payments made)
01 May 2021 – 31 May 2021	Fees will be charged at four/twelfths (1/3) of the total fees for the academic year (refund of additional payments made)
01 June 2021 – 30 June 2021	Fees will be charged at five/twelfths (5/12) of the total fees for the academic year (refund of additional payments made)
01 July 2021 – 31 July 2021	Fees will be charged at six/twelfths (1/2) of the total fees for the academic year (refund of additional payments made)
01 August 2021 –31 August 2021	Fees will be charged at seven/twelfth (7/12) of the total fees for the academic year (refund of additional payments made)
01 September 2021 – 30 September 2021	Fees will be charged at eight/twelfths (2/3) of the total fees for the academic year (refund of additional payments made)
01 October 2021 – 31 October 2021	Fees will be charged at nine/twelfths (3/4) of the total fees for the academic year (refund of additional payments made)
01 November 2021 – 30 November 2021	Fees will be charged at ten/twelfths (5/6) of the total fees for the academic year (refund of additional payments made)
01 December 2021 –31 December 2021	Fees will be charged at eleven/twelfths (11/12) of the total fees for the academic year (refund of additional payments made)
01 January 2022 – 31 January 2022	Full fees will be charged (no refund will be made).

Postgraduate Research Students commencing in June 2021

Liability Period	Percentage of Tuition Fees to be charged
01 June 2021 – 14 June 2021	No charge (refund of payments made to date minus administration fee)
15 June 2021 – 30 June 2021	Fees will be charged at one/twelfth (1/12) of the total fees for the academic year (refund of additional payments made)
01 July 2021 – 31 July 2021	Fees will be charged at two/twelfths (1/6) of the total fees for the academic year (refund of additional payments made)
01 August 2021 –31 August 2021	Fees will be charged at three/twelfths (1/4) of the total fees for the academic year (refund of additional payments made)
01 September 2021 – 30 September 2021	Fees will be charged at four/twelfths (1/3) of the total fees for the academic year (refund of additional payments made)
01 October 2021 – 31 October 2021	Fees will be charged at five/twelfths (5/12) of the total fees for the academic year (refund of additional payments made)
01 November 2021 – 30 November 2021	Fees will be charged at six/twelfths (1/2) of the total fees for the academic year (refund of additional payments made)
01 December 2021 –31 December 2021	Fees will be charged at seven/twelfth (7/12) of the total fees for the academic year (refund of additional payments made)
01 January 2022 – 31 January 2022	Fees will be charged at eight/twelfths (2/3) of the total fees for the academic year (refund of additional payments made)

01 February 2022 – 28 February 2022	Fees will be charged at nine/twelfths (3/4) of the total fees for the academic year (refund of additional payments made)
01 March 2022 – 31 March 2022	Fees will be charged at ten/twelfths (5/6) of the total fees for the academic year (refund of additional payments made)
01 April 2022 – 30 April 2022	Fees will be charged at eleven/twelfths (11/12) of the total fees for the academic year (refund of additional payments made)
01 May 2022 – 31 May 2022	Full fees will be charged (no refund will be made).

## Appendix IV

### Pre-Sessional Course

20 weeks course commencing April 2021

Liability Period	Percentage of Tuition Fees to be charged
19 April 2021 – 02 May 2021	No charge (refund of payments made to date minus administration fee)
03 May 2021 – 27 June 2021	50% (refund of additional payments made)
28 June 2021 - Onwards	Full fees will be charged (no refund will be made).

10 weeks course commencing June 2021

Liability Period	Percentage of Tuition Fees to be charged
28 June 2021 – 11 July 2021	No charge (refund of payments made to date minus administration fee)
12 July 2021 - Onwards	Full fees will be charged (no refund will be made).

6 weeks course commencing June 2021

Liability Period	Percentage of Tuition Fees to be charged
26 July 2021 – 08 August 2021	No charge (refund of payments made to date minus administration fee)
09 August 2021 - Onwards	Full fees will be charged (no refund will be made).