

## Fees and Charges Guidelines 2013/14

These guidelines apply to all students paying tuition fees to the University of Bath. They apply to undergraduate (UG) and postgraduate (PG) students and to visiting students.

### 1. Tuition fee rates

Tuition fee rates are published on the Student Finance Office and Study website each year. Tuition fees are an annual charge (subject to inflationary increase) to cover the cost of:

- your academic tuition including teaching
- access to core learning and IT facilities
- library and laboratory access
- most assessment and examination fees
- most services for students e.g. access to Student Services Advisers, Careers Advisers

How much you pay will depend on whether you are UG or PG, full or part-time and on your tuition fee status. Home, EU and Island students pay fees at a lower rate than Overseas students as the University receives some additional funding to support teaching from the Higher Education Funding Council for England (HEFCE). Additional information about how fee status is determined can be found at [www.bath.ac.uk/study/ug/fees/fee-status/](http://www.bath.ac.uk/study/ug/fees/fee-status/)

Different fee rates, for UG students, are also applicable depending on when you began your programme of study. For Home and EU students this is determined by Government legislation. Further information on how much you are liable to pay can be found at [www.bath.ac.uk/finance/student/](http://www.bath.ac.uk/finance/student/)

### 2. Regulations

All registered students of the University are subject to rules and regulations. There are specific regulations that relate to the payment of tuition and other University fees these can be found at [www.bath.ac.uk/regulations/](http://www.bath.ac.uk/regulations/)

### 3. Placements

A reduced tuition fee is normally payable during any placement period. Placements for UG students can be either full year (thick sandwich) or part year over two academic years (thin sandwich). Placements can be undertaken either in the UK or overseas and can either be work based or study based at another Higher Education Institution.

Tuition fees for students undertaking "thin" sandwich placements will be pro-rata over the years of placement to reflect the periods of study at the University and time spent on placement. Full details of placement fee levels can be found at [www.bath.ac.uk/finance/student/](http://www.bath.ac.uk/finance/student/)

### 4. PG overseas students on field-work abroad

In cases where PG students liable for fees at the 'overseas' rate spend a minimum of six consecutive months engaged in field-work abroad, the fee for such a period shall be 50% of the appropriate full-time rate. The standard full-time fee will apply to any remaining part of the academic year.

### 5. Visiting students

Visiting students will normally pay a pro-rata amount of tuition fees based on the length of attendance at the University. For UG students this is calculated weekly based on a 30 week academic year. For PG students this is calculated weekly based on a 52 week academic year.

## 6. Mid-year starters

PG research students who begin their programme of study at a point other than the start of the academic year will be charged a pro-rata fee during their first year. The fee amount is calculated in weeks based on a 52 week year from the point of entry to the end of the academic year (normally 30<sup>th</sup> of September). For all subsequent years of study normal payment terms will apply.

## 7. Fee Loans

If you are a Home/EU UG student and you have not already undertaken previous study at higher education level or its equivalent, you are likely to be entitled to a tuition fee loan to cover the costs of your tuition fee. This means that you will not have to pay tuition fees up-front. It will be paid to the University on your behalf by the Student Loans Company (SLC). PGCE students can also apply for the same Government funding package as UG students. Further information about Government support for Home/EU Undergraduates and PGCE students can be found at [www.gov.uk/student-finance](http://www.gov.uk/student-finance)

The University receives payment of your tuition fee loan in three instalments based on set attendance points throughout the academic year. The University will only receive the proportion of tuition fees shown below if you are in attendance on the relevant date. The 2013/14 attendance points are as follows (dates may change slightly in each academic year depending when Christmas and Easter fall)

30 <sup>th</sup> September 2013	6 <sup>th</sup> January 2014	5 <sup>th</sup> May 2014
25%	25%	50%

## 8. Training Support Fees

If you are a postgraduate research student you may also be charged a Training Support Fee (TSF). Details of this charge are specified in your offer letter and when you accept your offer of a place you accept the TSF in addition to your programme tuition fee. Training Support Fees are sometimes called bench fees at other universities and although the titles may vary, they are all designed to provide funding to the department, allocated to assist the research project, and therefore to assist the student in their studies and in completing their PhD. How they are used will depend on your particular research project and you will be able to discuss this in detail with your supervisor at the University. Please note that neither you nor any sponsor owns any equipment purchased with a TSF. Full title to such goods remains with the University.

## 9. Payment terms

All tuition fees are payable in full, for the academic year to which they relate, on registration. The University does allow students to make payment of tuition fees in a maximum of two instalments. Various payment methods are available including

- Direct Debit
- Debit card
- Credit cards
- Cheques/Drafts
- Bank transfer/International bank transfer

Not all payment methods are available in instalments and some payment methods carry an instalment charge. The University reserves the right to refuse the concession of paying in instalments to students with a history of late payments. Full details can be found at [www.bath.ac.uk/finance/student/](http://www.bath.ac.uk/finance/student/)

Individual students are ultimately personally liable for tuition fees unpaid by sponsors (including Local Education Authorities and Research Councils). The University does not offer payment in instalments to sponsors; all fees must be paid in full on receipt of invoice.

### 10. Additional course costs

There may be additional costs associated with your particular programme of study e.g. fieldwork, textbooks, placement travel. Your department is responsible for providing information about these and you should check their web-pages in the first instance.

### 11. Additional Charges

Tuition fees do not include unlimited free printing and you will be responsible for paying any Library late fees or fines separately. You may also be charged for any examination re-sits you are required to undertake.

### 12. Accommodation

Separate fees are payable for any University accommodation you secure. The University manages your tuition fee and accommodation accounts separately. More information about University accommodation can be found at [www.bath.ac.uk/accommodation/](http://www.bath.ac.uk/accommodation/)

### 13. Course/Study changes & Refund Policy

#### SLC funded Undergraduate and PGCE students

If you suspend or withdraw from your programme of study you will be charged tuition fees based on your attendance at set points throughout the academic year. The attendance points are as follows

30 <sup>th</sup> September 2013	6 <sup>th</sup> January 2014	5 <sup>th</sup> May 2014
25%	25%	50%

If you are in attendance on each of the set points you will be charged the relevant proportion of tuition fee. The exception to this rule is if you withdraw from your programme of study before the end of week one in your first year of study no tuition fees will be charged.

No tuition fees are charged during periods of suspense.

Undergraduate students who agree special arrangements for study will be charged a pro rata amount based on the number of credits being taken.

Further information about suspending or withdrawing from study can be found at [www.bath.ac.uk/student-services](http://www.bath.ac.uk/student-services)

#### Self-Funding Undergraduates and PGCE students

If you suspend or withdraw from your programme of study you will be charged a pro rata amount of tuition fees on a weekly basis for the duration of your attendance during the academic year. This is based on 30 week academic year. The exception to this rule is if you withdraw from your programme of study before the end of week one in your first year of study no tuition fees will be charged.

Any excess of tuition fees paid will be returned. All refunds are returned in the manner in which they were originally paid.

No tuition fees are charged during periods of suspense.

Undergraduate students who agree special arrangements for study will be charged a pro rata amount based on the number of credits being taken.

Further information about suspending or withdrawing from study can be found at [www.bath.ac.uk/student-services](http://www.bath.ac.uk/student-services)

#### Postgraduate taught students

If you suspend or withdraw from your programme of study you will be charged a pro rata amount of tuition fees on a weekly basis for the duration of your attendance during the academic year. This is based on 52 week academic year.

Any excess of tuition fees paid will be returned. All refunds are returned in the manner in which they were originally paid.

No tuition fees are charged during periods of suspense.

Changes to mode of study e.g. full to part time will also be charged on a pro rata weekly basis for the duration of time spent studying in each mode.

### **Postgraduate Research Students**

If you suspend or withdraw from your programme of study you will be charged a pro rata amount of tuition fees on a weekly basis for the duration of your attendance during the academic year. This is based on 52 week academic year.

Any excess of tuition fees paid will be returned. All refunds are returned in the manner in which they were originally paid.

No tuition fees are charged during periods of suspense.

Changes to mode of study e.g. full/part time to writing up will also be charged on a pro rata weekly basis for the duration of time spent studying in each mode.

### **14. University funding**

In certain circumstances, the University may pay all or part of the tuition fee on your behalf. Full details, guidelines and terms and conditions for UG fee waivers are available at [www.bath.ac.uk/study/ug/funding/](http://www.bath.ac.uk/study/ug/funding/)

If you are a postgraduate and you are made an offer which includes a scholarship to cover some or all of your tuition fees, please make sure that you understand the details specified in your offer letter and any subsequent written correspondence from the University.

### **15. Alumni**

If you have graduated with a full degree from a previous and separate programme at the University of Bath, you may be eligible for a discount of 10% on any part of your postgraduate tuition fee for which you are personally responsible. This discount only applies if you are not receiving any sponsorship, scholarships or bursaries which cover the full cost of the fees and/or you are not receiving any state funding in the form of loans or grants which cover the full cost of the fees. For full details and terms and conditions see [www.bath.ac.uk/study/pg/fees/](http://www.bath.ac.uk/study/pg/fees/)

Should you have any queries or require further information regarding payment of Tuition Fees and/or these guidelines please contact the Student Finance Office:

Tel: +44 (0)1225 383045 or e-mail: [stu-fin@bath.ac.uk](mailto:stu-fin@bath.ac.uk), Wessex House 3.44