

# Fees Policy

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## 1. Introduction

The University of Hull (“the University”) is set up constitutionally as a charitable body, operating sustainably as a not-for-profit organisation. It reviews and publishes its fees annually, including Tuition Fees (“Fees”) and other charges (“Charges”).

This Tuition Fees and Charges Policy is intended to make clear to students and others how all major aspects of Fee setting and collection will operate, alongside arrangements for recovery and penalty in event of financial default and the basis upon which refunds may be made in certain circumstances.

## 2. Principles

This Policy applies to all students whose fees are payable to the University, and to applicants where applicable, and any staff member who enrolls as a student. It does not apply to individuals enrolled on apprenticeship courses.

The Fees applicable to each course, mode of study, and student tuition fee status continuing students for each academic year are published on the University's website at <https://www.hull.ac.uk/choose-hull/study-at-hull/money/money.aspx>

## 3. Setting tuition fees

The University Leadership Team approves the fee schedule annually for each academic year.

Fees are set according to a number of criteria. These include:

Mode of Study, e.g. full-time, part-time (normally pro-rated to the number of academic credits to be studied in the year), sandwich year-out, distance-learning or blended learning, and individual arrangements such as may apply to short courses.

Student residency and/or domicile status, e.g. UK/EU, International, 'Islands', and Equivalent or Lower Qualification (ELQ), as may apply to UK/EU students wishing to undertake a second course in the UK at an academic level no higher than they have previously studied.

Level of study, i.e. Undergraduate, Postgraduate or Research level.

Fees for International Students will normally be fixed at the annual rate notified at the point of admission for the expected duration of their course.

#### 4. Tuition Fee

It is a student's obligation to decide at the beginning of a programme of study to pay all tuition fees, as stated in the student contract.

The University reserves the right to apply sanctions to those students who persistently refuse or fail to pay tuition fees in accordance with the University's standard payment policy. Such sanctions may include the withdrawal of library lending facilities, the removal of access to ICT services, the withholding of transcripts, and ultimately withdrawal from your programme of study.

Any student with a tuition fee debt to the University will not be permitted to enrol for the next year of their programme of study, or any new programme, until the debt has been paid in full, or a repayment schedule that is satisfactory to the University has been agreed.

Students with a tuition fee debt at the end of their programme of study will not be allowed to attend the graduation ceremony, and certification will be withheld until said debt is paid in full.

The University reserves the right to pursue outstanding tuition fees via debt collection agencies, and may use legal proceedings in severe cases along with any relevant debt collection charges.

In addition to fees, students may be liable for charges such as: Library fines for overdue books, accommodation costs, including damage and misconduct fines.

Any debt owed to the University remains outstanding and payable regardless of a student's status, until cleared. It therefore extends to periods after a student has completed or ceased their course of study and is no longer enrolled at the University.

## 5. Payments for undergraduate students

A student is personally responsible for the payment, on time, of all Fees and Charges incurred in their name. Unless by specific arrangement as outlined in this Policy. The university recognises that many students decide to rely on funding from another source to meet their obligations. Examples of such sources are the Student Loans Company (SLC). In this instance it is the student's responsibility to ensure they are eligible for the loan and have taken all necessary steps to secure the loan to ensure its timely payment. The University will not accept any responsibility for students who have failed to check their eligibility or have received a loan using incorrect information.

Students with an in-principle agreement for a loan to cover their fees can use this to enrol however if for any reason they become ineligible for the loan the student will be fully liable for any unpaid fees and subject to debt recovery as detailed in this policy.

<b>Course Type</b>	<b>Number of Weeks</b>	<b>Number of Hours</b>	<b>Payment Options</b>
<b>A payment is due at the point of enrolment for all UG courses</b>			
<b>Full Time</b>	<b>+ 15</b>	<b>More than 21</b>	<b>3 Payments</b> 1. 50% 2. 25% 3. 25% <b>Payment In full</b>
<b>Part Time</b>	<b>+ 15</b>	<b>Less than 21</b>	<b>8 equal instalments per year</b> <b>Payment In full</b>
<b>Short Course / pre-sessional course</b>	<b>-15</b>	<b>Less than 21</b>	<b>Payment in Full</b>
<b>Short Course / pre-sessional course</b>	<b>-15</b>	<b>More than 21</b>	<b>Payment in Full</b>

Students who are eligible for partial funding from the SLC due to ineligibility can pay the self-funded element of their fees in full or in equal instalments during the length of their course.

### **Payment by a Sponsor**

A student wishing to rely on a corporate sponsor, such as an employer or an organisation in their home country, must produce written evidence in the form of a sponsorship letter or financial guarantee showing the sponsorship terms on corporate letterhead on or before the point of enrolment. If this letter is not available at the point of enrolment the student's status will be self-funded and a payment will be due.

Sponsors located outside the UK must also provide an email address to which invoices and correspondence can be sent.

The sponsor must be approved by the University of Hull, once approved the student may ask the University to invoice their sponsor for payment on the agreed date(s).

Students remain personally liable for ensuring that fees are paid, even if these are to be paid by a sponsor, if for any reason the agreed terms of payment by a sponsor are not met, the student be classified as self-funded and be liable for the fees.

If a student pays their fees to secure enrolment but later produces a sponsor's letter acceptable to the University, then a refund may be made to the student of the lesser of a) the amount paid by the student and b) the amount agreed in the sponsor's letter

Elcas (MOD's Enhanced Learning Credits Scheme) students must ensure they have applied for the correct fee before the University can invoice the sponsor.

### **6. Payments for Postgraduate Taught Students**

A student is personally responsible for the payment, on time, of all Fees and Charges incurred in their name. Unless by specific arrangement as outlined in this Policy.

As the SLC pay Postgraduate loans directly to the student we class all Postgraduates as self-funding.

The SLC pay the Postgraduate loan in 3 instalments. The payment of your tuition fees will also be due in 3 instalments each of which will fall immediately after the loan funds are released to your bank account. This is usually within one week of enrolment and the first week of each term.

Course Type	Payment Options
<b>A payment is due no later than two weeks after enrolment for all PGT courses</b>	
PGT Full Time – 1 Year	3 equal instalments over one year or payment in full
PGT Part Time – 2 Years	6 equal instalments over two years or payment in full

Instalments will be scheduled as follows;

34% no later than two weeks after enrolment

33% month 4

33% month 7

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If a student pays their fees to secure enrolment but later produces a sponsor's letter acceptable to the University, then a refund may be made to the student of the lesser of a) the amount paid by the student and b) the amount agreed in the sponsor's letter

Elcas (MOD's Enhanced Learning Credits Scheme) students must ensure they have applied for the correct fee before the University can invoice the sponsor.

## 7. Payments for Postgraduate Research Students

A student is personally responsible for the payment, on time, of all Fees and Charges incurred in their name. Unless by specific arrangement as outlined in this Policy.

Course Type	Payment Options
A payment is due at the point of enrolment for all Postgraduate Research Courses	
PGR Full Time – 3 Years  A Continuation Fee applies at year 4 and for each subsequent continuation year until submission of thesis.	3 equal instalments over one year or payment in full  The continuation fee is due in full at the start of each continuation year.
PGR Part Time – 5 Years  A Continuation Fee applies at year 6 and for each subsequent continuation year until submission of thesis.	8 equal instalments per year or payment in full  The continuation fee is due in full at the start of each continuation year.
Resubmission Fees PhD by Published Works Fees Higher Doctorate Fees	All fees due in full at the time of charging

## Payment by a Sponsor

A student wishing to rely on a corporate sponsor, such as an employer or an organisation in their home country, must produce written evidence in the form of a sponsorship letter or financial guarantee showing the sponsorship terms on corporate letterhead on or before the point of enrolment. If this letter is not available at the point of enrolment the student's status will be self-funded and a payment will be due.

Sponsors located outside the UK must also provide an email address to which invoices and correspondence can be sent.

The sponsor must be approved by the University of Hull, once approved the student may ask the University to invoice their sponsor for payment on the agreed date(s).

Students remain personally liable for ensuring that fees are paid, even if these are to be paid by a sponsor, if for any reason the agreed terms of payment by a sponsor are not met, the student be classified as self-funded and be liable for the fees.

If a student pays their fees to secure enrolment but later produces a sponsor's letter acceptable to the University, then a refund may be made to the student of the lesser of a) the amount paid by the student and b) the amount agreed in the sponsor's letter

Elcas (MOD's Enhanced Learning Credits Scheme) students must ensure they have applied for the correct fee before the University can invoice the sponsor.

### 8. Making a Payment

The University's preferred method of payment is online through [MyHull Portal](#) this is available 24 hours a day and is the quickest way for payments to be allocated to a student's account.

All tuition fees owing to the University must be paid in Pounds Sterling. All payments must be accompanied by the University ID number and name of the student to whom the payment relates.

The full list of current payment options is:

Online using via [MyHull Portal](#) – MyFinance by:

- Debit/credit card
- Through our International Payment Provider – Flywire. Flywire accepts bank transfers, credit/debit card payments and other online payment methods in many different currencies from all over the world.
- Students who are no longer studying at the University of Hull should email [studentdebt@hull.ac.uk](mailto:studentdebt@hull.ac.uk) in the first instance.

Students can create a Direct Debit to pay for their fees. However, to be eligible to pay by Direct Debit instalments, you must have a UK bank account that accepts direct debits and owe more than £50. Instalments can only be collected under the University's approved scheme

### **Cash Payments**

We have to comply with strict Government regulations designed to stop money laundering. Unfortunately, this means our payment methods are restricted to those detailed above.

### **Tuition Fee – Refunds**

If a student suspends their studies or withdraws from their programme before completion, they may be entitled to a refund of tuition fees if they have paid all (or a proportion) of the fee themselves. When a student leaves their programme, expected tuition fees will be recalculated dependent on the type of programme the student was attending, and the formal date the student left the course.

Fee liability is calculated depending on the start date of each course term date.

Any fee waivers or discounts awarded will be pro-rated accordingly

Refunds will only be made to the same payee or account as the original payment, and usually by the same payment method.

Students who suspend on medical grounds who can provide the necessary evidence will not be charged for any repeat year when they resume studies.

## **Sponsored Students (excluding Student Loans Company)**

Refunds are only made to sponsors at the request of the sponsor, and are calculated in identical fashion to a student refund. Where a sponsor has contributed a proportion of the fee, any refund will be made to the student in the first instance (until the refund exceeds the student's personal payment) unless the sponsor has specified that they will pay a percentage of any fees due.

## **Student Loans Company**

Where a student has paid more than the fees owing, a refund will be organised for any overpaid tuition fees and the funds will be returned to the SLC.

Where a student has taken out a tuition fee loan, the University will notify the SLC of the last date of attendance and the student's liability for fees will be communicated to the SLC.

## **Refund Schedule**

If a student withdraws from their academic programme, or goes on a period of 'leave of absence', their tuition fees will be recalculated on the following basis. Fees will be charged on a 25%, 25%, 50% basis, based on the start date of a programme, and the related liability point as recognised by the Student Loans Company.

### **9. Refund on programmes less than 15 weeks in length**

There is no fee reduction for short programmes if a student withdraws this includes pre-sessional English courses.

### **10. Help and Advice on Payment**

Student Fees and Financial Support can provide information on Fee matters and can, if required can refer students to other University services for detailed or complex queries.

Student who are encountering difficulty in paying an agreed Fee instalment on time should consult with Student Fees and Financial

Support and seek their advice and guidance. Contract details can be found on the

Students should refer to the University's website for information on support including bursary and scholarship arrangements.

## 11. Recovery of Student Debt

The University expects any fees to be paid promptly and in accordance with the fee payment options listed in section 8.

Students are encouraged to contact the finance team as soon as possible to discuss any fee payment difficulties.

**The following reminders will be issued from the point a debt becomes due. It is the responsibility of the student to check their email and my.hull account for messages or reminders from Finance.**

<b>Payment on demand</b>		
<b>Payment due letter</b>	<b>e-mail</b>	<b>Due date</b>
<b>Debt Stage 1 (DL1)</b>	<b>e-mail</b>	<b>14 days after due date</b>
<b>Debt Stage 2 (DL5)</b>	<b>e-mail</b>	<b>14 days after DL1</b>
<b>Debt Stage 3 (DL10)</b>	<b>e-mail</b>	<b>14 days after DL5</b>
<b>Debt Stage 4 – Final</b>	<b>e-mail</b>	<b>14 days after DL10 and the following two subsequent months</b>
<b>Referral to Third Party Collection Agency</b>	<b>No notice</b>	<b>Two months after the final payment date</b>

Further letters may be sent by post to the student's home address at the University's discretion if payment has not been received.

### **Payment Plans**

**If any agreed repayment plans are not adhered to, the debt will be referred to the Universities Third Party Debt Collection Agency without notice.**

**The debt will remain with the external agency until paid in full. Legal action may be taken to recover the debt with the student becoming liable for further costs.**

## **12. Other Outstanding Fees and recovery charges**

Students whose enrolment has not been terminated but who owe money relating to other Charges will not be prevented from graduating but will remain liable to the University for settlement of those Charges and may be subject to debt collection activity in relation to such Charges, even after graduating.

A student whose debt is referred to a debt collection agency will become liable for Charges in addition to the balance of the debt owing to the University

## **13. Accommodation Fees**

The payment schedule for accommodation fees is outlined in the university accommodation contract. Unpaid accommodation fees owed to the university are paid and collected in the same method as detailed in this policy.