

Student Fees Regulations for 2019/20

Senior Regulation Owner:	Deborah Harry, Chief Finance and Planning Officer, Finance Directorate
Approving Body (if different):	Chief Finance and Planning Officer or Delegate (Director of Financial Services/Director of Management Accounts)
Operational Regulation Owner	Debbie Warr, Head of Corporate Reporting, Finance Directorate
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1 Tuition fees - general matters

- 1.1 All students at the University will pay a tuition fee for their course or research programme unless the course/research programme is provided under a contract for funding by a third party and students are not required to pay a tuition fee.
- 1.2 Students are personally liable for payment of the full tuition fee unless the fee is paid on their behalf by a third party. However, if a third party does not pay the full fee, or any part of it, it must be paid by the student.
- 1.3 A student is liable to pay tuition fees for the full period that they are enrolled as a student, unless they exercise their statutory right to cancel their contract with the University within 14 calendar days of accepting their offer (or within 14 calendar days of enrolling if enrolment takes place fully online) as detailed in the University's terms and conditions. If a student chooses to leave their course within the first three weeks of the course starting then the University will refund any tuition fees paid in full.
- 1.4 The level of tuition fee to be paid for each academic year of study depends on:
- how the student is classified for fees assessment purposes (i.e. whether the student is assessed as a Home, European, Island or International student)
 - the length of the course
 - the mode of study (e.g. full-time or part-time)
 - whether the course/programme of study is delivered at the University's Sheffield campuses, with or through a collaborating or partner organisation, with or through an employer in the UK or abroad, or by distance learning.
- 1.5 The initial amount of tuition fee that a student is required to pay will be notified when they receive the University's offer of a place. This will be notified via UCAS or, where the application is not processed through UCAS, by the University or by the relevant collaborating or partner organisation.
- 1.6 All payments of tuition fees should be made in accordance with the timings set out in the student's offer letter and/or the University's invoice and should be made in pounds sterling. Payments can be made online at epay.shu.ac.uk using a debit/credit card, Western Union or directly into the University's bank account:

Sheffield Hallam University	
Sort Code	40-41-07
Bank	HSBC Bank Plc
Bank Address	Carmel House, Sheffield
Account Name	Sheffield Hallam University General Account
Account Number	91274163
IBAN Number	GB40HBUK40410791274163
Branch Identifier Code	HBUKGB4109B

Alternatively, payments can be made over the telephone by contacting the University's Finance Recovery Services Team on +44 (0)114 225 5668.

2 Designated Courses

- 2.1 Where a student is assessed as a Home/EU student for fees assessment purposes and chooses to study a designated course (as defined by Regulations made under the Teaching and Higher Education Act 1998 and explained in the paragraph below), the maximum amount of tuition fee that the University may charge is specified by the UK government.
- 2.2 For students commencing their studies from the academic year 2017/18, this currently means that the government has set a maximum fee of £9,250 that institutions are able to charge to Home/EU students studying full-time at undergraduate level, including on a Bachelor's or Integrated Master's degree, Foundation Degree, or for a Higher National Certificate (HNC) or Higher National Diploma (HND) award, or for a Certificate in Higher Education (CertHE) award, or for a Diploma in Higher Education (DipHE) award. Students who commenced their studies between 2012/13 and 2016/17 will continue to pay £9,000 per year for the duration of their course.
- 2.3 The University reserves the right to make changes to its tuition fees if the government's requirements in relation to the maximum amount of tuition fees that institutions may charge changes. Such changes, whether they reduce or increase the maximum amount of tuition fee, will take effect for relevant students in accordance with the terms of government policy. The University will publish details of any changes on its website and in the information about tuition fees applicable to a student's year of entry. Any changes affecting applicants will be sent to them by email at key points in the application cycle, prior to entering into an enrolment contract.

3 Full-time and part-time courses

- 3.1 Full-time, undergraduate courses normally consist of 120 credits in an academic year. If a student is enrolled for less than 90 credits in an academic year they will be part-time.
- 3.2 Full-time, postgraduate courses normally consist of 180 credits in an academic year. If a student is enrolled for less than 90 credits they will be part-time.

4 Assessment of applicants' fee status

- 4.1 The fee status of applicants is assessed in accordance with the relevant UK government regulations. Under the current regulations an applicant's fee status is assessed as "Home", "Island", "European Union" or "International". This assessment is based on the applicant's immigration status and history of residence. An applicant's fee assessment status will be notified to them in their offer letter.

Applicants may contact the University's Admissions and UK Recruitment office if they believe they have been incorrectly assessed.

5. Tuition fee increases

- 5.1 The University reviews tuition fee levels annually and reserves the right to increase fees for academic years subsequent to the student's first year of entry to the University. Such increases will normally reflect inflationary changes in the University's costs for delivering courses and programmes of study.
- 5.2 Information about the amounts by which tuition fees will increase will be made available to prospective students by email before they enter into an enrolment contract with the University and will also be available earlier on the University's website (<https://www.shu.ac.uk/study-here/fees-and-funding>).

5.2.1 Home/EU Undergraduate Students (and PGCE students)

The maximum fee level for Home/EU undergraduate students is capped by the government.

Students commencing study from 2017/18:

The fee level for students who commenced their first year of study on their chosen course from 2017/18 will be £9,250 in 2018/19 and 2019/20. This is in line with the maximum fee level confirmed by the government. The fee from 2020/21 may increase in line with any inflationary increases applied by the government. For illustrative purposes in 2017/18 the government applied a 2.8% uplift based on the RPI-X inflation measure; the government have confirmed that there will be no inflationary increases to fee levels in 2018/19 or 2019/20.

Students commencing study between 2012/13 and 2016/17:

Students who commenced their first year of study on their chosen course between 2012/13 and 2016/17 will continue to be charged £9,000 per year of study with no inflationary increase.

5.2.2 Home/EU Postgraduate Taught Students (excluding PGCE students)

Students commencing on a postgraduate taught course of more than one academic year from 2018/19 will not be subject to an inflationary uplift on their course fees.

Where a postgraduate taught course is for more than one academic year and the course commenced before 2018/9, the tuition fees may be subject to an annual inflationary increase in 2018/19 only. This increase will be based upon the RPI-X inflation measure published in January 2017 of 2.9%).

5.2.3 Home/EU Postgraduate Research Students

The University aligns its tuition fees for Home/EU postgraduate research students with the indicative fees published by UK Research and Innovation (UKRI). Any inflationary increases will be in line with the increases to the published fees (for illustrative purposes only the increase in 2019/20 was 1.6%)

5.2.4 International Students

Where an applicant's fee status is assessed as "International" and they enrol and commence their first year of study on their chosen course from 2016/17 they will pay the same amount of tuition fee for each year of study on this course, with no inflationary increases.

Where an international student commenced their studies before 2016/17 the tuition fees may be subject to an annual inflationary increase. This increase will be based upon the RPI-X inflation measure published in the first quarter of the preceding calendar year (for illustrative purposes only the March 2018 RPI-X measure was 3.4%).

All fee increases are rounded up to the nearest five pounds sterling (£5).

Fee increases for contracts and commissioned courses will be in line with those specified in the contract.

6 Additional charges associated with study

6.1 Currently the University's full-time undergraduate tuition fee includes:

- membership fees for professional bodies, during your time at the University, where membership is relevant to the course and future employment; and
- any UK field trips that are a required part of the course

6.2 Full-time undergraduate students commencing their studies from 2018/19 onwards who choose to take a placement year will pay a £1,200 placement fee (based on a fee of £1,850 of which £650 is waived) during their placement year.

Where a full-time undergraduate student commenced their studies before 2018/19 they will receive a full fee waiver during their placement year.

6.3 All other costs and charges associated with study on all courses and programmes at undergraduate and postgraduate level will be paid by the student. Examples of such additional costs include:

- UK field trips and visits that are not a required part of an undergraduate course and for postgraduate courses
- overseas field trips and visits
- professional body membership fees for postgraduate students
- equipment and materials, other than consumables that are an integral part of taught study
- printing, books, publications and other personal study resources and consumables.

An indication of the additional costs associated with the main activities on specific courses is made available on the University's website.

6.4 Bench fees: bench fees are payable for study on certain research degree programmes. The amount payable will depend on the research programme and the

student's fee status. Currently, bench fees are payable by students studying for the following research degrees:

MPhil/PhD - Research Degrees: Materials and Engineering Research Institute

MPhil/PhD - Research Degrees: Biomedical Research Centre

MPhil/PhD - Research Degrees: Sport and Physical Activity.

- 6.5 Recognition of Prior Learning (RPL): A standard charge of £50 is being introduced per application which will be applied for recognition of prior learning at postgraduate level. No charge will be made for undergraduate applications.

7 Deposits and pre-payments

- 7.1 The University may require students to pay a deposit in order to secure a place and receive services prior to enrolment. Currently:

- students domiciled in South Asia are required to pay a deposit of £3,000. This applies to both undergraduate and postgraduate students from India, Pakistan and Sri Lanka.
- all other undergraduate and postgraduate taught international students are required to pay a deposit of £1,000.

Deposits are only refundable in specific circumstances. The conditions applying to refunds of deposits are set out in the University's Terms and Conditions.

- 7.2 Students studying on a short course (less than 21 weeks in duration) must pay the entire tuition fee prior to commencement of the course.
- 7.3 All international students who are on a full-time course and who are responsible for paying the tuition fee themselves, whether undergraduate or taught postgraduate, must pay 50% of the tuition fee (less any deposit) prior to enrolment for each year of study.

8 Transferring in or out of University

- 8.1 If you transfer from one University to another, your new University will tell the Student Loans Company. If you transfer during the academic year, and are paying your fees by Tuition Fee Loan, your Tuition Fee Loan may be split between the two Universities.
- 8.2 Where you are paying your fees by Tuition Fee Loan and you transfer to Sheffield Hallam, the University will inform the Student Loans Company and calculate your tuition fee based on when you transferred, and how much of your Tuition Fee Loan has been paid to your first University. If your first University has already received an instalment of your tuition fee from the Student Loans Company, Sheffield Hallam will not charge you again for that term, but you will first need to tell our Fees team about this - email: invoicing@shu.ac.uk

Example: If you registered at an alternative University in September, and transferred to Sheffield Hallam in November, your tuition fee loan would be paid as follows:

Term 1: 25% of your alternative University fee would be paid to the alternative University

Term 2: 25% of your Sheffield Hallam fee would be paid to Sheffield Hallam University

Term 3: 50% of your Sheffield Hallam fee would be paid to Sheffield Hallam University

- 8.3 For Postgraduate students your fee will be calculated based on an individual credit basis, considering any external credit to be transferred in. Our Fees team will be able to confirm the amount you will be invoiced - email: invoicing@shu.ac.uk

9 Non-payment of tuition fees

- 9.1 If payment of any tuition fee due is not made by the date stipulated the student will become a debtor. The University's Terms and Conditions set out what will happen if a student is in debt to the University. In addition, the University may take action to recover the debt and, if unsuccessful, may use our external debt collection agency to recover the debt.

10 Refunds

- 10.1 Students are entitled to a refund of any over-payment of tuition fees.
- 10.2 The other circumstances in which University will refund tuition fees are set out in the University's Terms and Conditions.
- 10.3 Any refund of tuition fees as a result of a student's withdrawal from their studies will be conditional on the student having officially notified the University in the form specified. Information about how to do this is available from Faculty helpdesks. Any refund will be calculated from the official date of withdrawal.
- 10.4 Refunds of tuition fees paid on a student's behalf by a third party will be made to that third party.
- 10.5 Refunds will be made:
- to the bank account from which the funds originated
 - to the original debit/credit card where the original payment was made by that method
 - in pounds sterling.
- 10.6 Refunds will be paid within 14 days of receipt of the relevant information from students.