

- Where a student withdraws from a course and has already paid more than the appropriate amount due. The difference between the amount paid and the amount due will be refunded to the student.

6.3. Withdrawing from a course

A home or EU student withdrawing on a permanent basis will be liable for tuition fees on a sliding scale, depending on the date that the student informs the College, in writing, of their withdrawal from the course. Non-attendance does not constitute withdrawal. To withdraw from the course a student must complete a withdrawal form and return it to the HE Student Finance Team.

- x International students are not eligible for a refund or discounted fee following a withdrawal unless the course has been cancelled by the College. See schedule 3 for full details on International withdrawal policy.
- x It is the responsibility of the student to check the actual term dates for their course
- x A student interrupting their studies on a temporary basis, known as suspension of studies, shall not normally be entitled to any tuition fee refund and will remain liable for any unpaid fees for the current academic year. Upon returning to study on the same level of the same course, tuition fees will be adjusted to reflect fees already paid for that level of study.
- x Notwithstanding the provision of 6.4, in exceptional circumstances on receipt of a written request from the student, the Director of Finance and Corporate Services may waive or refund tuition fees or an administration charge in full, or in part, for students who have withdrawn on a temporary or permanent basis. All requests for a waiver must be submitted in writing to the HE Student Finance Team.

6.4. Exceptional circumstances may include:-

- Death of spouse/ partner, parent or child;
- Serious physical or mental illness that prevents the student from continuing with their studies;
- Serious personal injury that prevents the student from continuing with their studies.
- The above list is not exhaustive and each request will require the submission of certified medical or other documentary evidence.

Term	September start*	January start*	% of full fee charged
1	Start of course (or enrolment if later) to end of term 1 (Christmas break)	Start of course (or enrolment if later) to end of term 1 (Easter break)	25
2	Start of term 2 (January) to end of term 2 (Easter break)	Start of term 2 (April) to end of term 2 (summer break)	50
3	Start of term 3 (April) to end of academic year (summer break)	Start of term 3 (September) to end of term 3 (Christmas break)	100

7. FAILURE TO PAY

- 7.1. Failure to pay can, ultimately, result in a student's withdrawal from their course.
- 7.2. A student who fails to provide details of payment within 30 days of registration or who is in default of a tuition fee instalment payment by 30 days, will be blocked by the College from their programme of studies. While their account is blocked a student shall not be entitled to attend classes or lectures, have access to learning resource facilities. To get their account reinstated they must make contact with the HE Student Finance Team.
- 7.3. A student who has been blocked for default in the payment of a tuition fee may be re-admitted to a programme of study where either payment is made in full or sufficient information is provided regarding when and how payment will be made. This regulation is without prejudice to the Head of Finance or nominees (with delegated authority) right to make an arrangement for the payment of fees where a student is in default.
- 7.4. Being blocked from a programme of studies for non-payment of fees shall not be grounds for granting extensions for submission of assessments, nor may the Board of Examiners treat such a block as circumstances adversely affecting student performance in assessment.
- 7.5. Non-payment of tuition fees may result in students being withdrawn – below details the withdrawal process for students that have not resolved their financial obligations to the College:
- 7.6. On the Monday of the first week in December, all students that have not paid 25% of their course fee will be withdrawn from the course; with the outstanding balance passed to a third party for pursuit of payment.
- 7.7. Where a student wishes to dispute the decision of the College to block or terminate their studies they should make a formal review request in writing to the HE Student Finance Team
- 7.8. The College will withhold the certificate and prevent the student from attending the graduation ceremony for any student who has not paid their fees. A student who owes fees will also be ineligible to proceed from one stage or level of a programme to the next or receive an academic award.

8. DEBT RECOVERY

- 8.1. The College reserves the right to take any reasonable steps to recover any outstanding debt in connection with unpaid academic fees including undertaking legal proceedings to recover such debts. The College reserves the right to seek reimbursement of reasonable costs associated with the recovery of outstanding debts. When an account is passed to an outside recovery agency the debt referral fee is 15% of the outstanding balance. The debt referral fee is added to the outstanding balance, becoming part of the total amount owed by the student to the College.

9. LEGAL JURISDICTION

- 9.1. Disputes under these regulations or any other regulations of Bradford College or any contract between Bradford College and any students shall be governed by English Law and the parties agree to submit to the exclusive jurisdiction of the English Courts.
- 9.2. Debt recovery through the Sheriff's Courts in Scotland, where a debtor to the College normally resides in Scotland, is an exception to the general position established under 9.1.

10. LOYALTY BURSARY

10.1. Loyalty bursary's on a first come first serve basis are available for HE student who meet the following criteria

- Must have directly progressed from a full time FE course at Bradford College in the previous year of entry to HE (no gaps)
- Full-time students will receive the money in January of their first year and part-time students will receive the money in May of their first year.

11. GLOSSARY

Academic Fees	A sum of money due to the College in respect of educational services, that will include tuition (including assessment and examinations), academic supervision, the provision of other academic services and facilities such as library and learning resources, the provision of pastoral and extra-curricular services and the conferment of awards.
Effective Start Date	The effective start date is the formal commencement date for study on the programme on which the student is registered and which is confirmed by the receipt and acceptance of a fully completed and signed Registration Form & Financial Declaration. Students should not attend teaching sessions before registering on the programme except during induction week.
Registration	Registration is an agreement between the College and the student under which the College provides a programme of studies and makes available academic services and facilities associated with that programme of study. The student, in signing the registration form & financial declaration, agrees to certain obligations, including the payment of fees for the provision of academic services and facilities associated with the programme of studies.
Sponsor	A sponsor is a third party that undertakes to pay any part of a fee owed to the College by a student. Only undertakings engaged in the private or public sectors are acceptable as sponsors to the College. This includes the Student Loan Company. An individual who is a member of the student's family is not acceptable as a sponsor. It is the responsibility of the student to provide evidence of a sponsor that is prepared to pay fees, or part of a fee, on behalf of that student.
Tuition Fees	A sum of money due to the College in respect of registration, tuition, assessment, examination and conferment of an award.
Overseas	The Education (Fees and Awards) (England) Regulations 2007 Statutory Instruments 2007, No 779) define overseas for fees classification purposes.
New Students	Students registering in the College on a new HE programme in 2019/20
Continuing Students	Students continuing their HE studies with the College in 2019/20. This includes students progressing within Bradford College from a Foundation Degree or Higher National Diploma to Bachelors Top-Up programme of study.
SLC	Student Loans Company

BRADFORD COLLEGE
Tuition Fee Policy Schedule 2

Higher Education
Home/EU Student Fees

Academic Year 2020/21

BRADFORD COLLEGE HIGHER EDUCATION FEE SCHEDULE 2020/21

This document relates to all students deemed to be home students as defined in the 'The Education (Fees and Awards) (England) Regulations 2007'. This includes those people who are assessed as UK/EU nationals for the purposes of fee status.

This Fee Schedule should be read in conjunction with the College HE Fee Regulations at schedule 1 of this document.

Please note that the fee regulations and fee schedules are subject to amendment, due to possible changes to national funding policy.

Payment by direct debit/instalment is only available to those studying courses of at least one term's duration or equivalent and only where fees are £250 or more.

Fees relate to 2020/21 only. Students who switch modes of study will be classed as new students

Students who transfer to a programme of study which has a different fee rate to the programme they initially registered on will have their fees adjusted in-line with Student Finance England guidance. For example a student moving from a degree course charged at £8,750 in term 1 to an HND course at £7,750 will be charged 25% fee for the first course, £2187.5 and 75% fee for the second course, £5812.5. Total charge for the year £8,000 and vice versa if going from a lower tariff course to a higher tariff. Providing they remain on the same mode of study.

Students progressing to the 2nd/3rd year of their courses will pay the same fee rate as they paid in year 1.

Full time courses

New Entrants

The following relates to new entrants to the College, beginning a full time course, and who were not at the College 2019/20, or who were studying at the College but have changed their mode of study in 2020/21.

- Home & EU full-time student fees rates are as follows:
- HNC/HND £7,750
- Foundation Degrees £7,750
- Undergraduate Degrees and PGD ITT £8,750
- PGCE £9,000
- MA or MSc £5,750 (except MA Visual Arts £4,500 and MEd fees are dependent on whether the student is from a partnership school)
- Home & EU part-time student fees rates are as follows:
- Level 4/5/6 – Part-time rate £875 per 20 credits
- Level 7 – Part-time rate £1,920 per 60 credits (except MA Visual Arts £1,500 per 60 credits and MEd which is dependent on whether the student is from a partnership school)
- Repeat fees at any level are based on individual circumstances, year the student started the course and number of credits to be repeated. The minimum fee is £600 per 15 credits and maximum fee is £875 per 20 credits.

Progressing Students

- Students progressing from a Foundation Degree or a Higher National Diploma achieved with the College in 2019/20 to a full Honours degree top up or direct entry to year 3 in 2020/21 will be charged £8,750.

- Students progressing from another institution having completed a Foundation Degree or equivalent to a BA (Honours) or BSc (Honours) at Bradford College, must have had no break in learning (except agreed suspension of studies period) and the mode of attendance on both courses must be the same (i.e. full time to full time). The fee is £8,750.

Part-time Courses

- Students progressing from a Foundation Degree or Higher National Diploma achieved with the College in 2019/20 to a full Honours degree top up in 2020/21 will be charged £875 per 20 credits. This requires students to have had no break in learning (except agreed suspension of studies period) and the mode of attendance on both courses must be the same (e.g. part time to part time).
- Students progressing from another institution having completed a Foundation Degree or equivalent to a BA (Honours) or BSc (Honours) at Bradford College, must have had no break in learning (except agreed suspension of studies period) and the mode of attendance on both courses must be the same (i.e. part time to part time). The fee is £875 per 20 credits for all one year BA (Honours) and BSc (Honours) part time courses.