

INTRODUCTION

This Policy applies to all undergraduate (UG) and postgraduate (taught – PGT, doctoral researchers and other researchers – PGR) students at Brunel University London (the University). The Policy set out the details relating to the University's tuition fees and other student fees and provides information and guidance on payment of all fees and fines whilst studying at the University, including deadlines, sanctions and penalties for non-payment where applicable.

Students, including those whose fees are paid by a third party, are responsible for ensuring that all fees and fines are paid in accordance with this Policy.

Specific terms and conditions apply to the University's bursaries, scholarships and studentships. Please refer to the relevant funding information available online.

For fees purposes students are assessed as home/EU or overseas as determined by the fee status contained in the offer letter. All students should consult this document at the point of offer and in advance of registration. Should a student's fee status be reassessed during their course there is no automatic entitlement to any tuition fee reduction or retrospective tuition fee reduction.

Fee status for students who are registered on a distance learning course that is delivered and managed by a third party are determined by the nationality specified by the student in their application to the University and are not subject to reassessment. Home/EU Undergraduate student tuition fees are regulated by the UK Government and any increases will be in line with Government direction. Overseas undergraduate and all postgraduate tuition fees are subject to an annual increase. The University's general policies relating to the setting and payment of tuition and other fees are set out in [Council Ordinance 11 \(CO11\)](#) and this policy should be read in conjunction with CO11

All fees are approved annually by the University's Executive Board and the University publishes its framework of tuition fees, together with the levels of its miscellaneous and sundry fees and charges on the University website, for each academic session.

UK STUDENT FINANCE

UK government student finance for eligible students is processed by the relevant Funding Body:

- Student Finance England
- Student Finance Wales
- Student Finance Northern Ireland
- Students Awards Agency for Scotland

Students should be aware that the amount that they are able to borrow as a tuition fee loan or a post graduate loan will be assessed and verified by the relevant funding body and that the University has an obligation to notify the relevant funding body of any discrepancies or inconsistencies in the details submitted.

Funding entitlements will be notified to the student by the relevant funding body. Where a funding application has not been confirmed to the relevant funding body or confirmation has not been received by the University, the full annual tuition fee remains payable by the student. All debts to the University are pursued in accordance with the [University Debt Management Policy](#).

SPONSORED STUDENTS

If a sponsor is paying a student's tuition fees, the student must provide a letter confirming the sponsorship arrangements and amounts each year. It is the student's responsibility to upload this letter to the eVision portal during enrolment each academic year. The student will be responsible for any unfunded balance on their account with the University. All debts to the University are pursued in accordance with the [University Debt Management Policy](#).

1. SECTION 1: DEPOSITS, PAYMENTS, DISCOUNTS AND DEBTS

1.1. [Deposits for Tuition Fees](#)

1.1.1. Applicants assessed as home/EU for fees purposes, the University may request a deposit.

- 1.1.2. With the exception of applicants for distance-learning courses directly managed by the University, all International applicants with an overseas fee status will usually be required to pay a deposit at the point of being made an unconditional offer; this is normally non-refundable. Please view the [Admissions Policy](#) for full details of the deposit refund policy.
- 1.1.3. Where an applicant is required to pay a deposit, the deposit amount is up to 60% of the tuition fees for the first academic year.
- 1.2. Payment schedules
 - 1.2.1. Tuition fees not paid directly by the Student Loans Company (SLC) or National Health Service (NHS) are payable as follows for students with a Home/EU fee status commencing in September or October:
In six instalments, the first being due at or before registration, the remaining five will be payable each month from November to March inclusive.
 - 1.2.2. Tuition fees not paid directly by the SLC or NHS are payable as follows for students with a Home/EU fee status commencing in January:
In six instalments, the first being due at or before registration, the remaining five will be payable each month from February to June inclusive.
 - 1.2.3. Students with a Home or EU fee status who are registered on a distance learning course managed by Brunel University London commencing in September will be charged by module payable as follows:
In six instalments, the first being due at or before registration, the remaining five will be payable each month from November to March inclusive.
 - 1.2.4. Tuition fees for students with an overseas fee status commencing in September or October are payable as follows:
60% of the full annual tuition fee due at or before registration, the remaining 40% will be due in January.
 - 1.2.5. Tuition fees for students with an overseas fee status commencing in January are payable as follows:
60% of the full annual tuition fee due at or before registration, the remaining 40% will be due in March.
 - 1.2.6. Students with an overseas fee status who are registered on a distance learning course managed by Brunel University London commencing in September will be charged by module and the modules fees will be payable as follows:
60% of the full annual tuition fee due at or before registration, the remaining 40% will be due in January.
 - 1.2.7. Any students in receipt of a tuition fee loan from the SLC, the schedules for the payment of tuition fees will be determined with reference to UK Government legislation and guidance.
 - 1.2.8. Students who register at agreed times outside of the normal academic cycle shall pay in similar instalment arrangements to those outlined above, as agreed with the Finance Department.
 - 1.2.9. Students enrolling four weeks after their scheduled date for enrolment may not be entitled to pay in instalments.
 - 1.2.10. Students with a Home or EU fee status who are registered on a distance learning course commencing in September, that is delivered and managed by a third party will be charged an annual tuition fee payable as follows:
In six instalments, the first being due at or before registration, the remaining five will be payable each month from November to March inclusive.
 - 1.2.11. Students with an overseas fee status who are registered on a distance learning course commencing in September, that is delivered and managed by a third party will be charged an annual tuition fee payable as follows:
60% of the full annual tuition fee due at or before registration, the remaining 40% will be due in January
 - 1.2.12. Students with a Home/EU fee status who are registered on a distance learning course commencing in January, that is delivered and managed by a third party will be charged an annual tuition fee payable as follows:
In six instalments, the first being due at or before registration, the remaining five will be payable each month from February to June inclusive.
 - 1.2.13. Students with a overseas fee status who are registered on a distance learning course commencing in January, that is delivered and managed by a third party will be charged an annual tuition fee payable as

follows:

60% of the full annual tuition fee due at or before registration, the remaining 40% will be due in March.

1.2.14. Analogous arrangements will be made for students with a Home/EU or overseas fee status who are registered on a distance learning course that is delivered and managed by a third party, commencing in May.

1.3. Discounted Tuition Fees

1.3.1. Discounts for graduates of the University

Self-funding graduates of the University (who have achieved their intended award), who register for any subsequent degree programme will receive a discount of 15% on the net tuition fee due (i.e. the tuition fee after the application of any scholarship or bursary fee waivers). This applies to students who register on a further undergraduate programme, a doctoral or other research programme, online programme delivered by a third party, the PGCE programme and the Graduate Diploma in Law (CPE).

Eligible students, who are funding their studies with a career development loan, Postgraduate Loan (from the SLC) or a scholarship/bursary fee waiver, are considered self-funding for the purpose of this discount.

Students whose tuition fees are paid by a third party, either partially or in full, are not usually eligible for the graduate discount. For further information on sponsorships and discounts, please see the Sponsorship Discount Table below.

1.3.2. Early Payment Discount

All students who are responsible for paying their own tuition fees in full (self-funding) and who pay the full amount of the fees due at or before their scheduled date of registration, will be entitled to a 2% discount on the net tuition fee due, i.e. after the application of any other discounts to which they may be entitled.

Eligible students who are funding their studies with a Career Development Loan, Postgraduate Loan (from the SLC), or scholarship/bursary fee waiver, are considered self-funding for the purpose of this discount.

Students whose tuition fees are paid by a third party, either partially or in full, are not usually eligible for the Early Payment Discount.

1.3.3. Fee waivers and discounts are applied in the following order to eligible students:

1. Scholarship/bursary fee waiver applied to the full annual tuition fee;
2. Graduate discount applied to the net tuition fee; and
3. Early payment discount applied to the net tuition fee.

1.3.4. Sponsorship and Discount Table.

Tuition fees paid by	Available discounts
Full sponsorship (100% of the annual tuition fees are paid by a third party, not including family)	
Employer	No discounts apply
Embassy	
National Health Service (NHS) *	
Training and Development Agency (TDA) **	
Brunel University Studentship	
Any other third party	Graduate Discount (subject to eligibility) *** Early Payment Discount (subject to conditions) Alumni Family Discount (subject to eligibility) Family Discount (subject to eligibility)
Scholarship fee waiver	
Student Loans Company Tuition Fee Loan	
Student Loans Company Postgraduate Master's Loan	
Student Loans Company Postgraduate Doctoral Loan	Graduate Discount (subject to eligibility) *** Alumni Family Discount (subject to eligibility) Family Discount (subject to eligibility)
US Federal Loan	
US Private Loan	
Career Development Loan	
Partial sponsorship (a proportion of the annual tuition fees are paid by a third party, not including family)	
Employer	No discounts apply
Embassy	
National Health Service (NHS) *	
Training and Development Agency (TDA) **	
Brunel University Studentship (greater than 50% of the full tuition fee)	
Any other third party	Graduate Discount (subject to eligibility) *** Alumni Family Discount (subject to eligibility) Family Discount (subject to eligibility)
Student Loans Company Tuition Fee Loan	
Student Loans Company Postgraduate Master's Loan	
Student Loans Company Postgraduate Doctoral Loan	
US Federal Loan	
US Private Loan	
Career Development Loan	Graduate Discount (subject to eligibility) *** Alumni Family Discount (subject to eligibility) Family Discount (subject to eligibility)
Brunel University Studentship (less than 50% of the full tuition fee)	

* NHS funding is only available to students on specific health related courses.

** TDA funding is only available to students on specific courses that lead to a teaching qualification.

*** Students in receipt of the MBA Scholarship fee waiver are not eligible for the Graduate Discount (as specified in the MBA Scholarship Terms and Conditions). These students can only receive the Postgraduate Academic Excellence Scholarship and the Prompt Payment discount in addition to the MBA Scholarship.

Eligible doctoral researchers or other research students will receive the graduate discount on the writing up fee, but not the examination fee.

1.4. Non-payment of tuition fees

- 1.4.1. Returning students who owe tuition fees to the University or its academic partners (London Brunel International College or InterActive) will not be permitted to enrol for the next academic session until the debts have been cleared.
- 1.4.2. A student who fails to pay tuition fees or instalments thereof, or the reduced fee for writing up*, by the final date prescribed for payment of the fee or instalment, will be reported by the Chief Financial Officer or nominee to the Registrar, or nominee.
- 1.4.3. The University will advise the student in writing of the consequences of default in payment and if no satisfactory response is forthcoming within the specified period in such notification, the Chief Operating Officer or nominee shall declare the student withdrawn from the University with immediate effect. This will result in access to all University services being withdrawn.
- 1.4.4. Should a student's sponsor (including the Student Loans Company) fail to pay the tuition fees, the student will be allowed to continue his or her programme while negotiations between the University and the

sponsor continue. If, after due process, the University is unable to obtain payment of the fees, or if the sponsor repudiates in writing its offer to pay the fees, the University will regard the student as liable for the fees outstanding for the remainder of his or her programme of study even after the course has ended.

1.4.5. No student who has been de-registered because of non-payment of tuition fees will normally be allowed to re-register for the same or a subsequent session unless and until all debts to the University have been settled and a re-registration fee paid. No existing or former student who is in debt to the University will normally be allowed to enrol on a programme of study at the University until the debt is cleared.

1.4.6. No student who has been de-registered because of non-payment of tuition fees will normally be entitled to receive letters from the University until the debt is cleared.

** Writing up is the period of time where the student has completed their research and is preparing their thesis.*

1.5. Debts to the University and Conferment of Awards

1.5.1. For information on the treatment of students with debts, please see [CO11](#).

2. SECTION TWO: TUITION FEES, ABEYANCE / WITHDRAWALS, SUSPENSIONS, EXCLUSIONS AND HARDSHIP

2.1. Abeyance / Withdrawals / Suspensions / Exclusions and Reduction of Tuition Fees

2.1.1. All withdrawal and abeyance requests should be made via eVision to ensure that the student's central record is updated promptly and that tuition fees are administered correctly in line with this policy.

2.1.2. There is no entitlement to a reduction of tuition fees after enrolment for any student who takes abeyance or withdraws from their programme of study more than two weeks after the start date of the course.

2.1.3. At the discretion of the Registrar, the tuition fees (excluding any deposit) may be determined as follows for UG and PGT students:

Withdrawal* in weeks 1 and 2	No tuition fee due
Withdrawal* in weeks 3 to end of vacation 1	25% of annual tuition fee due
Withdrawal* from start of Term 2 to end of vacation 2	50% of annual tuition fee due
Withdrawal* at start of Term 3	100% of annual tuition fee due

* Withdrawal in this context is either temporary withdrawal (abeyance) until the end of the current academic year or permanent withdrawal from the University.

Where a student on an undergraduate or postgraduate taught course has been suspended or excluded from their course, their tuition fees will be adjusted in accordance with the table above once it has been confirmed that they have not submitted an appeal and will not be resuming their course in the current academic year.

In all cases, where the student is in receipt of funding from the Student Loans Company, the funding authority will be notified of the change in status and tuition fees.

Where the student is funded by a US Federal Loan or funding from the Department of Veterans Affairs, the funding authority will be notified of the change in enrolment status at the next attendance confirmation point.

2.1.4. Where a student on an undergraduate or postgraduate taught course was previously in abeyance, suspended or excluded and is returning to their course the following academic year, tuition fees will be charged as follows:

Resume studies at the start of term 1	100% tuition fee charged
Resume studies at the start of term 2	75% tuition fee charged

Resume studies at the start of term 3	50% tuition fee charged
Resume studies at the start of term 4	25% tuition fee charged

In all cases, where the student is in receipt of funding from the Student Loans Company, the funding authority will be notified of the change in status and tuition fees.

Where the student is funded by a US Federal Loan or funding from the Department of Veterans Affairs, the funding authority will be notified of the change in enrolment status at the next attendance confirmation point.

Term dates and University week numbers are available [here](#).

- 2.1.5. For doctoral researchers and other research students the academic year commences on 1st October. Tuition fees for doctoral researchers and other research students who commence in any other month will be pro-rated accordingly. Where a doctoral researcher or other research student takes a period of abeyance or withdraws (including suspensions and exclusions)* from their programme of study, tuition fees will be charged by calendar month within the academic year for each whole month of active study as follows:

Withdrawal in October	12 months abeyance	No tuition fee due
Withdrawal in November	11 months abeyance	1 month tuition fees due
Withdrawal in December	10 months abeyance	2 months tuition fees due
Withdrawal in January	9 months abeyance	3 months tuition fees due
Withdrawal in February	8 months abeyance	4 months tuition fees due
Withdrawal in March	7 months abeyance	5 months tuition fees due
Withdrawal in April	6 months abeyance	6 months tuition fees due
Withdrawal in May	5 months abeyance	7 months tuition fees due
Withdrawal in June	4 months abeyance	8 months tuition fees due
Withdrawal in July	3 months abeyance	9 months tuition fees due
Withdrawal in August	2 months abeyance	10 months tuition fees due
Withdrawal in September	1 month abeyance	11 months tuition fees due

* The tuition fees will be adjusted once we have confirmation that the student has not submitted an appeal.

Tuition fee adjustments will not be calculated for partial months.

If the date of withdrawal or the start of the abeyance is prior to the middle of the month, tuition fees will not be charged for that month.

If the date of withdrawal or the start of abeyance is after the middle of the month, tuition fees will be charged for that full month.

In all cases, where the student is in receipt of funding from the Student Loans Company, the funding authority will be notified of the change in status and tuition fees.

Where the student is funded by a US Federal Loan or funding from the Department of Veterans Affairs, the funding authority will be notified of the change in enrolment status at the next attendance confirmation point.

- 2.1.6. Where previously suspended or excluded doctoral researcher or other research student is permitted to return to their course the after the period of exclusion or suspension has ended tuition fees will be charged as follows:

Resume studies in October	12 months tuition fees due
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Resume studies in November	11 months tuition fees due
Resume studies in December	10 months tuition fees due
Resume studies in January	9 months tuition fees due
Resume studies in February	8 months tuition fees due
Resume studies in March	7 months tuition fees due
Resume studies in April	6 months tuition fees due
Resume studies in May	5 months tuition fees due
Resume studies in June	4 months tuition fees due
Resume studies in July	3 months tuition fees due
Resume studies in August	2 months tuition fees due
Resume studies in September	1 month tuition fees due

In all cases, where the student is in receipt of funding from the Student Loans Company, the funding authority will be notified of the change in status and tuition fees.

Where the student is funded by a US Federal Loan or funding from the Department of Veterans Affairs, the funding authority will be notified of the change in enrolment status at the next attendance confirmation point.

- 2.1.7. Where payment of tuition fees has been received by the University that is in excess of the final tuition fee liability, the balance may be refunded. Please view the [Admissions Policy](#) for full details of the deposit refund process.
- 2.1.8. Similar arrangements will be applied for some UG and PGT students who commence a programme of study other than at the beginning of the relevant academic year.
- 2.1.9. Students undertaking short courses are not generally entitled to a reduction in tuition fees.
- 2.1.10. Where students are in receipt of third-party funding, the fees will be returned to the funder.
- 2.2. Hardship and Remission of Tuition Fees.
 - 2.2.1. For information on tuition fees and the treatment of students in hardship, please see [CO11](#).

3. SECTION THREE: CHARGING TUITION AND OTHER COURSE-RELATED FEES

3.1. Undergraduate Tuition Fees

- 3.1.1. Tuition fees for a sandwich placement year (excluding sandwich placement year abroad) are charged in the third year of the programme (thick/thin sandwich) or in the third or fourth year of Integrated Masters** programme (thick sandwich) depending on when the placement is undertaken. All placement fees are listed on the University's website.
- 3.1.2. Final year tuition fees for students on an integrated masters programme will be reduced by an amount determined by the start year for the current programme of studies.
- ** *Integrated Masters Programmes currently available are MEng, MMath or MSci.*
- 3.1.3. Self-funding students with a European or overseas fee status who enter BSc Physiotherapy or BSc Occupational Therapy from September 2017 may be charged a placement fee in the year that they commence the clinical placement as outlined in the 'additional costs' link in the offer letter.
- 3.1.4. Placement and Mobility Fees.

Definitions of placement year and mobility years abroad (placement or study).

- A placement year is where a student undertakes a work placement for either a full year (a thick sandwich placement – minimum 24 weeks) or for part of a year in two separate years (a thin sandwich placement – totalling a minimum of 24 weeks over two years).
- A mobility scheme is where the student will be undertaking part of their programme (either studying or work placement) at a location outside the UK as part of a mobility scheme approved by Brunel University London.
- For the purpose of mobility, a full-year abroad is where the student spends less than ten weeks in an academic year at their home university and is either *studying* at an institution abroad or on *work placement* abroad for a minimum of 24 weeks.
- A part-year is where the student is based at their home university for ten weeks or more in an academic year, and is either *studying* at an institution abroad or on *work placement* abroad for four to 23 weeks.

3.1.5. Placement and mobility fee table for Home/EU and Overseas fee payers

Type of Study	Special Fee in relevant year	Description
Home/EU fee payers (otherwise £9,250 per year)		
Full-time study in the UK		
Thick sandwich (i.e. work placement in year three, or year four for Integrated Masters)	£1,000	This is the agreed fee for a thick sandwich placement and will be charged regardless of the number of placements undertaken in the same academic year
Thin sandwich (i.e. work placements in years two and three)	£1,000	This fee is charged in the year of the latest placement (usually year three) where the full tuition fee is charged for the first placement (usually year two)
Full-time study or work placement on a mobility scheme		
Three or four year programme with a <u>full-year</u> of study abroad (a full-year is a minimum of 24 weeks abroad)	£1,385 (maximum)	This is the tuition fee for the academic year in which the study abroad is undertaken
Three or four year programme with a <u>part-year</u> of study abroad (a part-year is four to 23 weeks abroad)	£5625*	This fee is 50% of the full tuition fee for an academic year, plus £1,000 for administrative costs
Thick sandwich placement year abroad (i.e. work placement in year three, or year four for Integrated Masters)	£1,385 (maximum)	This is the agreed fee for a thick sandwich placement and will be charged regardless of the number of placements undertaken in the same academic year
Thin sandwich placement year abroad (i.e. work placements in years two and three)	£1,385 (maximum)	This fee is charged in the year of the latest placement (usually year three) where the full tuition fee is charged for the first placement (usually year two)
Overseas fee payers (otherwise the standard fee applies)		
Full-time study in the UK		
Thick sandwich (i.e. work placement in year three or year four for Integrated Masters)	£1,000	This is the agreed fee for a thick sandwich placement and will be charged regardless of the number of placements undertaken in the same academic year
Thin sandwich (i.e. work placements in years two and three)	£1,000	This fee is charged in the year of the latest placement (usually year three) where the full tuition fee is charged for the first placement (usually year two)
Full-time study or work placement on a mobility scheme		
Three or four year programme with a <u>full-year</u> of study abroad (a full-year is a minimum of 24 weeks abroad)	£1,385	This is the tuition fee for the academic year in which the study abroad is undertaken
Three or four year programme with a <u>part-year</u> of study abroad (a part-year is four to 23 weeks abroad)	£8,700 if full fee is £15,400 £9,425 if full fee is £16,850 £10,360 if full fee is £18,720	This fee is 50% of the full tuition fee for an academic year, plus £1,000 for administrative costs
Thick sandwich placement year abroad (i.e. work placement in year three, or year four for Integrated Masters)	£1,385	This is the agreed fee for a thick sandwich placement and will be charged regardless of the number of placements undertaken in the same academic year
Thin sandwich placement year abroad (i.e. work placements in years two and three)	£1,385	This fee is charged in the year of the latest placement (usually year three) where the full tuition fee is charged for the first placement (usually year two)

**Students on a thin sandwich programme, who undertake a part year of study abroad in the third year of their course (FHEQ level 6) who have a tuition fee loan from the SLC, should take note that the maximum tuition fee loan available will be £1,000 in 2019/2020 and that they must have an alternative source of funding for their balance tuition fees.*

All students who are funded by the SLC and are considering undertaking part of their course abroad (full or part year, study or placement) are advised to contact their funding authority to discuss any implications on the maintenance funding available before committing to go abroad.

Where a maximum fee is quoted, the fee charged will be determined by the start year of the current programme of study.

3.1.6. Part-time undergraduate tuition fees

Home/EU undergraduate students studying on-campus in a part-time mode are charged 75% of the relevant full-time tuition fee in the first four years of study. Any subsequent years or parts of years that fall within the normal period of study for the programme carry a zero fee.

3.2. Postgraduate taught student tuition fees

- 3.2.1. Part-time students studying on campus are charged 50% of the full-time fee for the programme in each of years one and two. Any subsequent years or parts of years that fall within the normal period of study for the programme carry a zero fee.
 - 3.2.2. Postgraduate students who entered their programme before September 2018 will be charged a placement fee usually at the end of the taught period, once the student has secured an approved placement.
 - 3.2.3. Postgraduate students entering their programme from September 2018 will not be charged a placement fee.
 - 3.2.4. Postgraduate students who entered their programme from September 2019 will be charged a placement fee where the placement is for the academic year. The placement is usually at the end of the taught period and the fee will be charged once the student has secured an approved placement. All placement fees are listed on the University's website.
 - 3.2.5. Self-funding students with a European or overseas fee status who register for MSc Pre-registration Occupational Therapy or Physiotherapy programmes from September 2017 will be charged a placement fee in the year that they commence the clinical placement, as outlined in the 'additional costs' link in the offer letter.
 - 3.2.6. Students on distance learning courses directly managed by Brunel University London will be charged on a credit-based pro-rata basis. Students are liable for the full module (or block) fee once any course materials for that module (or block) have been dispatched or released online. Returned materials are not usually accepted.
 - 3.2.7. Students on distance learning courses that are delivered and managed by a third party will be charged an annual tuition fee.
- 3.3. Doctoral Researchers and other Postgraduate Research student tuition fees
- 3.3.1. Tuition fees for researchers will be charged by calendar month for every month that they are registered as actively studying on their course in the current academic year.
 - 3.3.2. The full tuition fee will be due for all students up to their expected submission date, irrespective of when the student actually submits their thesis.
 - 3.3.3. A reduced tuition fee will be charged for the period between the expected submission date and the maximum submission date.
 - 3.3.4. The reduced fee is valid for a maximum of twelve months and cannot be adjusted within this period.
 - 3.3.5. Doctoral researchers and other research students who entered their course before 1 September 2010 and who are conducting their research away from the University on a full-time basis will be charged a normal full-time tuition fee in the first academic year and the part-time tuition fee in subsequent years that are not designated as 'writing up'.
 - 3.3.6. Doctoral researchers and other research students who entered their course before 1 September 2010 and who are conducting their research away from the University on a part-time basis will be charged one-third of the full-time fee in any year that is not designated as 'writing up'.
- For information regarding periods of registration, please refer to the Code of Practice for Research Degrees.
- 3.4. Associate Students
- 3.4.1. Associate students on taught programmes are charged on a credit-based pro-rata basis or at a short course rate for the modules (or blocks) being undertaken. The module fees for students joining Brunel University London in 2019/0 can be found [here](#).
 - 3.4.2. Students who register for a degree programme having previously undertaken one or more modules (or blocks) at Brunel University London will be charged a tuition fee for the degree programme on a pro-rata basis by band for the number of credits attempted as part of the degree programme.
- 3.5. Members of staff registered for Brunel awards
- 3.5.1. Full-time members of staff who register for any University award on a part-time basis will be exempt from tuition fees where the Vice-Provost and Dean of their College or the Chief Operating Officer (or nominee)

believes that the programme of study will be of benefit to the member of staff's current or future employment with the University.

- 3.5.2. Part-time members of staff who register for any University award on either a full-time or part-time basis, will receive a pro-rated reduction in tuition fees (based on full-time equivalent hours in their employment contract), where the Vice-Provost and Dean of their College or the Chief Operating Officer (or nominee) believes that the programme of study will be of benefit to the member of staff's current or future employment within the University.
- 3.5.3. All staff will be charged examination fees where applicable.
- 3.5.4. If employment with the University ceases during the period of registration for a programme, the student becomes liable for the payment of tuition fees from that point onwards.
- 3.5.5. The number of places available to staff on this basis may be limited for particular programmes.

4. SECTION FOUR: OTHER FEES AND CHARGES

4.1. Reassessment Fees, and Fees for Repeated Study: Undergraduate Students

- 4.1.1. Where a student is reassessed on a failed module, no reassessment fee is charged.
- 4.1.2. Where the Board of Examiners requires the student, or a student chooses, to repeat or substitute the study of module(s) or study block(s) in the next academic year, a pro-rata tuition fee will be charged for this repeated or substituted study, unless the appropriate Panel or Board has accepted extenuating circumstances.
- 4.1.3. Where extenuating circumstances have been accepted by the appropriate Panel and Board, no tuition fee will be charged for the module(s) or study block(s) where extenuating circumstances apply.
- 4.1.4. Where a student is required to repeat the NCTJ accreditation examination a resit fee is charged.

4.2. Resubmission and Reassessment Fees, and Fees for Repeated Study: Postgraduate Taught Students

- 4.2.1. Where a student is required to resubmit the dissertation, a resubmission fee applies.
- 4.2.2. Where a student is reassessed on a failed taught module, no reassessment fee is charged.
- 4.2.3. Where the Board of Examiners requires the student, or a student chooses, to repeat the study of module(s) or study block(s) in the next academic year, a pro-rata tuition fee will be charged for this repeated study, unless the appropriate Panel and Board have accepted extenuating circumstances.
- 4.2.4. Where extenuating circumstances have been accepted by the appropriate Panel and Board, no tuition fee will be charged for the module(s) or study block(s) where extenuating circumstances apply.
- 4.2.5. Where a PGCE student is reassessed on a placement, a reassessment fee is charged.
- 4.2.6. Where a student repeats the NCTJ accreditation examination, a resit fee is charged.

4.3. Resubmission and Reassessment Fees: Doctoral Researchers and other Postgraduate Research Students

- 4.3.1. No fee is charged for the initial examination of a thesis, with the exception of PhD by publication or higher doctorates, where an examination fee applies.
- 4.3.2. Where a student is required to resubmit the thesis for examination, a resubmission fee applies.

4.4. Reassessment Fees Brunel Language Centre

- 4.4.1. Where a student repeats the Brunel English Language Test (BrunELT), a reassessment fee is charged.

4.5. Accommodation Fees

- 4.5.1. Please refer to [CO11](#).

4.6. Non-payment of Fees, Fines and Charges

- 4.6.1. Library fines and charges for services and lost books will be regarded as debts to the University, and in the case of non-payment, a defaulter will be excluded from all further use of the Library until such debts have been paid.
- 4.6.2. Any other charges raised on students by the University, including charges for lost equipment, car parking, library fines, or fines imposed under disciplinary or health and safety regulations, shall be regarded as debts to the University.

5. SECTION FIVE: REFUNDS

5.1. Tuition Fees – Undergraduate and PGCE Students (includes students with Home / EU, Overseas or Islands fee status)

5.1.1. *Refunds of Tuition fees Where the Student is in Receipt of UK Student Finance*

Where a student is in receipt of UK student finance and makes a change to their course of study at Brunel University London which has a financial implication (for example, moving from full time to part time study), the University will notify the relevant funding body of this change; this may result in a reassessment of the student's funding entitlement. Should the student's funding entitlement be reduced the relevant funding body will automatically make any adjustment to the finance paid directly both retrospectively and in the future as required to reflect this change, to the University. Please refer to the Terms and Conditions of your funding body.

5.1.2. *Refunds of Course fees for Self-Funding Students*

Where a self-funding student has a credit balance on their University student financial account, they are entitled to request a refund from the University. Students are able to do this via the Student Centre. Refunds will normally be processed within 14 days from the date of the request. Refunds are usually made to the originating account after any outstanding charges have been deducted.

5.1.3. *Refunds of Tuition fees for Sponsored Students*

Sponsored students are required to notify their sponsor of any change to their course, including those that could affect the tuition fee. Where a student is sponsored and the sponsor has a credit balance on the student account, the sponsor is entitled to request a refund from the University, in writing, via the Student Centre or by contacting the Finance Department. Refunds will normally be processed within 14 days from the date of the request. Refunds are usually made to the originating account after any outstanding academic related charges have been deducted. Accommodation fees will be dealt with separately.

5.1.4. *Refunds of Tuition Fee Deposits*

The University maintains a separate policy for the refund of tuition fee deposits, which can be seen [here](#).

5.1.5. Where a student with Home/EU fee status on an undergraduate or PGCE programme transfers to another provider or institution before the end of the academic year (or any period of study for which a tuition fee is paid), by their own choice or decision, no refund of tuition fees applies in respect of the remainder of that academic year (or period). The University has, however, the authority to allow an *ex gratia* adjustment as it sees fit, and without precedent.

5.1.6. Where a student with Home/EU fee status on an undergraduate or PGCE programme transfers to another provider or institution before the end of the academic year (or any period of study for which a tuition fee is paid), as a result of the University being in breach of the University terms and conditions, or unable to provide continuance of study, a refund of tuition fees will be applied in respect of the remainder of that academic year (or period) or, if paid in advance, fully refunded.

5.2. Tuition Fees – PGR Students (includes students with Home/EU, Overseas or Islands fee status)

5.2.1. If the student withdraws from / interrupts their study (i.e. takes a period of abeyance) on or after the final registration date for PGR students, the tuition fee liability and refund will be calculated on a monthly pro rata basis as a proportion of the annual fee.

5.3. Tuition Fees - Modular attendance (includes students with Home/EU, Overseas or Islands fee status)

- 5.3.1. Where students register for individual modules (i.e. part-time distance or e-learning managed directly by Brunel University London), the tuition fee for each module must be paid in full prior to the commencement of the module.
- 5.3.2. No refund will be applicable after the module has started, as normally the module course and reading materials, and lecture notes will have been issued. Requests for refunds prior to the start of a module will be referred to the relevant College for consideration.

5.4. Postgraduate Submissions

- 5.4.1. For PGT students who submit their final dissertation/project module, no refund of tuition fees applies in respect of the remainder of the term in which submission is made, as the student will have received full supervision for their research at this time.
- 5.4.2. For PGR students who submit their thesis/dissertation for examination early, tuition fees will be adjusted accordingly and any refund due will be calculated on a monthly basis. No refund of tuition fees applies in respect of the remainder of the month in which the submission is made.

5.5. Important Refund Information for Current Students

- 5.5.1. Students must not intentionally overpay their tuition, accommodation fees and related charges and costs due to the University in order to circumvent any government regulation or restriction and maybe considered under Senate Regulation 6 – Student Conduct (Academic and Non-Academic) if they do.
- 5.5.2. Refunds are not processed against individual receipts where there is an overdue balance on the student account, but are applied to any outstanding balance. The University is not able to act as a clearance account and must abide by Money Laundering Regulations 2007 and 2015.
- 5.5.3. Please be aware that all refunds are returned to the account from which payment was made. The refund will be processed and returned via the same method by which the payment was made. For fees that are paid by credit/debit card in person or online, refunds due to the student will be credited back to the card that made the original payment. In the event that the tuition fee payment(s) were made by a sponsor, the University reserves the right to refund the relevant fee proportion to the sponsor. The University will not act as a clearance account and abides by the relevant proceeds of crime and money laundering legislation (Proceeds of Crime Act 2002, and the Money Laundering Regulations 2007 and 2015).
- 5.5.4. All refunds will be calculated in £ Sterling but may be refunded in the currency of the original payment. The University will not refund any shortfalls due to exchange rate fluctuations, or offer compensation for any bank or other charges incurred. No refunds will be made in cash and no interest is paid on returned deposits or overpayments.
- 5.5.5. Once the University receives notification of withdrawals, interruptions, mode or course changes submitted via the student portal (eVision), and only when all account adjustments have been made and are reflected on the student account and the refund has been approved by the Finance Department, the monies due will be refunded within 14 days.
- 5.5.6. Special conditions apply to refund of payments made via Professional Career Development Loans, US Direct Loans and Canadian Educational Loans, due to the operating regulations of these funding schemes. It is a condition of the University's participation in these funding schemes that refunds are only processed in accordance with the relevant regulations.

6. SECTION SIX: COMPENSATION.

- 6.1. In the event that the University fails to comply with its obligations to you under the student contract, it will be responsible for any loss or damage you suffer that is a foreseeable result of the University's breach of the contract or its negligence. However, the University will not be responsible for any loss or damage that is not foreseeable. Loss or damage is foreseeable if it was an obvious consequence of the University's breach or if it was contemplated by you and the University at the time, the contract was entered into.
- 6.2. In considering whether it is appropriate to provide financial redress to a student to compensate them for reasonable costs or loss they have incurred, which is a foreseeable result or is a direct result of non-compliance by

the University with its obligations, or in circumstances in which the University is no longer able to preserve a student's continuation of study, the University will consider, on a case-by-case basis:

- the particular circumstances of the matter;
 - the nature and reasonableness of the costs or loss which the student has incurred (for example, as relevant, additional costs such as reasonable travel costs or reasonable costs associated with the student's transfer to another programme of study or institution, or in connection with a bursary); and
 - the context in which the costs or loss arises (for example, the implementation by the University of its Student Protection Plan in circumstances where the University is no longer able to preserve continuation of the student's study).
- 6.3. Students will be required to submit written evidence in support of a request for financial redress, which should be submitted using the Student Complaint procedure.
- 6.4. Alteration to the location of study or placement location:
- 6.4.1. The University makes all reasonable efforts to deliver the programmes of study, research opportunities and other services and facilities as specified in the University's offer. In certain circumstances, the University may be required to alter the location of study or placement. In such cases, the University will notify the affected students at the earliest opportunity. The Student Protection Plan provides further detail.
- 6.4.2. In cases where the student does not wish to accept the alternative arrangements, they may request to withdraw from the course. In such circumstances, please see Section 2 of this document for the applicable reduction of tuition fees.
- 6.5. Where the University is unable to preserve the Continuity of Study:
- 6.5.1. The University will consider a reasonable and adjusted request for compensation, as outlined in 6.2, where it is unable to preserve the continuity of study.
- 6.5.2. The University will not normally offer compensation where it has not been possible to maintain continuity of study due to events outside our reasonable control.
- 6.6. Maintenance Costs:
- 6.6.1. The University will consider a reasonable and adjusted request for compensation for maintenance costs where it has been necessary to alter the location of study.
- 6.6.2. The University will not normally offer compensation for maintenance costs where it has not been possible to maintain continuity of study due to events outside our reasonable control.
- 6.7. For further information, please refer to the University's [Terms and Conditions](#).

7. SECTION SEVEN: STUDENT BURSARIES & STIPENDS.

- 7.1. Bursaries: The University's commitment to honour student scholarships and bursaries is set out in the terms and conditions for [undergraduate awards](#) and for [postgraduate awards](#).
- 7.2. Stipends for Doctoral Researchers and other Postgraduate Research Students:
- 7.2.1. Student stipend payments are paid monthly in arrears in line with staff payroll, unless the stipend is from an externally funded source whereby the payment structure may be different and will be specified in the conditions in the offer letter for the studentship.
- 7.2.2. Abeyance (temporary withdrawal): A student, who takes a period of abeyance and is in receipt of a studentship, will cease to receive payments during this period. Payments will be reinstated upon confirmed return from abeyance.
- 7.2.3. Maternity and sickness payments will be in line with the terms and conditions of the studentship.
- 7.2.4. Where a student is in breach of the Code of Conduct and is suspended or excluded from the University, any monies paid on stipend payments in advance will need to be repaid to the University.

7.2.5. Students must be fully enrolled to receive stipend payments.

7.2.6. Students who transfer their third party sponsorship must also formally request withdrawal from their course via eVision, as any monies paid in advance and not declared will have to be repaid.

8. SECTION EIGHT: EXCLUSIONS.

8.1. This policy is not applicable in the following circumstances:

8.1.1. Where a student has been de-registered from the University for non-payment of tuition fees as set out in section 1.4 of this document.

8.1.2. Where a student is in breach of the Code of Conduct and is suspended or excluded from the University.

9. SECTION NINE: GENERAL DATA PROTECTION REGULATION (GDPR) AND FINANCIAL RECORDS.

9.1. Financial records are retained by the University for seven years after a student graduates or leaves the University.