

INTRODUCTION

This Policy applies to all undergraduate and postgraduate taught students and researchers* (doctoral and other) at Brunel University London (the University). The Policy sets 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.

* Doctoral and other researchers are referred to as researchers in this policy.

Apprentices registered at Brunel University London are excluded from this policy and the associated tuition fee regulations as they are not charged tuition fees on an individual basis.

Students and researchers, 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, European 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/researcher'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 an online course is determined by the nationality specified by the student in their application to the University and are not subject to reassessment.

Home Undergraduate student tuition fees are regulated by the UK Government and any increases will be in line with Government direction. European* and overseas undergraduate and all postgraduate tuition fees are subject to an annual increase.

* Fees for continuing European undergraduate and postgraduate students will be aligned with that of home students for the duration of their current course.

Part-time students on a postgraduate taught course commencing in January will be required to re-enrol in September and will be charged the fee for the second period of registration in January.

The University's general policies relating to the setting and payment of tuition and other fees are set out in <https://www.brunel.ac.uk/about/documents/pdf/co11.pdf> 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 or researchers is processed by the relevant Funding Body:

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

Students and researchers should be aware that the amount that they are able to borrow as a tuition fee loan, post graduate loan or doctoral 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/researchers 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 AND RESEARCHERS

If a sponsor is paying a student's/researcher's tuition fees, the student/researcher must provide a letter confirming the sponsorship arrangements and amounts each year. It is the student's/researcher's responsibility to upload this letter to the [eVision](#) portal during enrolment each academic year. The student/researcher 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 or European for fees purposes may be required to pay a deposit.
- 1.1.2. With the exception of applicants for distance-learning courses and online courses** 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.
** not courses that are temporarily delivered online due the pandemic.
- 1.1.3. Where an applicant is required to pay a deposit, the deposit amount is up to 40% of the tuition fees for the first academic year.
- 1.1.4. Where an undergraduate or postgraduate taught student requires a student visa and the visa is refused post-registration, the following adjustments will apply to the full tuition fee for the academic year if there is no online alternative course option available:
- 1.1.5. Fees for withdrawal and abeyance are charged cyclically based on the course start date. For example:
For courses commencing in September or October the first term is the Autumn Term.
Vacation 1 would be the Christmas Break.
For courses commencing in January the first term is the Spring term.
Vacation 1 would be the Easter break.
For courses commencing in May the first term is the Summer term.
Vacation 1 would be the Summer break.
Where a student changes course or mode of attendance in year, these percentages will be applied to the fee liability.

| | |
|---|---|
| Withdrawal* in the first three weeks from the course start date. In-year course or mode of attendance (MOA) change | No tuition fee due 100% of the fee charged for the new course or mode of attendance. |
| Withdrawal* from the start of the fourth week to the end of vacation 1. In-year course or MOA changes. | 25% of annual tuition fee due 25% of the full fee will be applied to the previous course or MOA and 75% of the full fee for the new course or MOA. |
| Withdrawal* from start of the second term to the end of vacation 2 In-Year course and MOA changes. | 50% of annual tuition fee due 50% of the full fee will be applied to the previous course or MOA and 50% of the full fee for the new course or MOA. |
| Withdrawal* from the start of the third term | 100% of annual tuition fee due |

| | |
|---------------------------------|--|
| In Year Course and MOA Changes. | 100% of the full fee will be applied to the previous course or MOA and the full fee for the new course or MOA will apply from the following academic year. |
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1.1.6. Where a research student requires a student visa and the visa is refused post-registration, the following adjustments will apply to the full tuition fee for the academic year if the student has to withdraw from the University:

| | |
|---|----------------------------|
| Withdrawal before the 16 th day of the first month of the course | No tuition fee due |
| Withdrawal before the 16 th day of the second month of the course | 1 month tuition fees due |
| Withdrawal before the 16 th day of the third month of the course | 2 months tuition fees due |
| Withdrawal before the 16 th day of the fourth month of the course | 3 months tuition fees due |
| Withdrawal before the 16 th day of the fifth month of the course | 4 months tuition fees due |
| Withdrawal before the 16 th day of the sixth month of the course | 5 months tuition fees due |
| Withdrawal before the 16 th day of the seventh month of the course | 6 months tuition fees due |
| Withdrawal before the 16 th day of the eighth month of the course | 7 months tuition fees due |
| Withdrawal before the 16 th day of the ninth month of the course | 8 months tuition fees due |
| Withdrawal before the 16 th day of the tenth month of the course in July | 9 months tuition fees due |
| Withdrawal in before the 16 th day of the eleventh month of the course | 10 months tuition fees due |
| Withdrawal before the 16 th day of the twelfth month of the course. | 11 months tuition fees due |

1.1. Payment Schedules for Courses Commencing in September or October (see Section 9 for online courses).

1.1.1. 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 or EU fee status:

In six instalments, the first being due at or before registration, the remaining five will be payable each month from November to March inclusive.

1.1.2. Tuition fees for students with a home or EU fee status, registered on a distance learning course managed by Brunel University London, that is charged by module are 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.

1.1.3. Tuition fees for students with a Home or EU fee status, registered on a distance learning course managed by Brunel University London, that is charged annually are 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.

1.1.4. Tuition fees for students with an overseas fee status are payable as follows:

40% of the full annual tuition fee due at or before registration, the remainder will be due in two instalments of 30% each, one in January and the final one in March.

1.1.5. Tuition fees for students with an overseas fee status, registered on a distance learning course managed by Brunel University London, that is charged by module are payable as follows:

40% of the full annual tuition fee due at or before registration, the remainder will be due in two instalments of 30% each, one in January and the final one in March.

- 1.1.6. Tuition fees for students with an overseas fee status, registered on a distance learning course managed by Brunel University London, that is charged annually are payable as follows:
40% of the full annual tuition fee due at or before registration, the remainder will be due in two instalments of 30% each, one in January and the final one in March.
 - 1.1.7. Tuition fees for students with an overseas fee status, registered on an online course, , that is charged annually are 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.
 - 1.1.8. 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.
 - 1.1.9. 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.
 - 1.1.10. Students enrolling four weeks after their scheduled date for enrolment may not be entitled to pay in instalments.
- 1.2. Payment Schedules for Courses Commencing in January
- 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 or EU fee status:
In six instalments, the first being due at or before registration, the remaining five will be payable each month from February to June inclusive.
 - 1.2.2. Tuition fees for students with a home or EU fee status, registered on a distance learning course managed by Brunel University London, that is charged by module are 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.
 - 1.2.3. Tuition fees for students with a home or EU fee status, registered on an online course, that is charged annually are 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.
 - 1.2.4. Tuition fees for students with an overseas fee status are payable as follows:
40% of the full annual tuition fee due at or before registration, the remainder will be due in two instalments of 30% each, one in March 2021 and the final one in May 2021.
 - 1.2.5. Tuition fees for students with an overseas fee status, registered on an online course, that is charged annually are 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.
 - 1.2.6. 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.
 - 1.2.7. 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.
 - 1.2.8. Students enrolling four weeks after their scheduled date for enrolment may not be entitled to pay in instalments.
- 1.3. Payment Schedules for Courses Commencing in May
- 1.3.1. Tuition fees for students with a home or EU fee status, registered on an online course that is charged annually are payable as follows:
In six instalments, the first being due at or before registration, the remaining five will be payable each month from May to September inclusive.

- 1.3.2. Tuition fees for students with an overseas fee status are payable as follows:
40% of the full annual tuition fee due at or before registration, the remainder will be due in two instalments of 30% each, one in July and the final one in September.
- 1.3.3. Tuition fees for students with an overseas fee status, registered on an online course, that is charged annually are payable as follows:
In six instalments, the first being due at or before registration, the remaining five will be payable each month from May to September inclusive.
- 1.3.4. 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.
- 1.3.5. 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.
- 1.3.6. Students enrolling four weeks after their scheduled date for enrolment may not be entitled to pay in instalments
- 1.4. Discounted Tuition Fees
- 1.4.1. 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 postgraduate taught programme, a doctoral or postgraduate research programme, online programme and the PGCE programme.
- Eligible students, who are funding their studies with a career development loan SLC Tuition Fee Loan, an SLC Postgraduate Loan, SLC Doctoral Loan 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.
- 1.4.2. Early Payment Discount for New Students.
- 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.
- 1.4.3. Early Payment Discount for Returning Students.
- 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 re-enrolment, 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

- 1.4.4. 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.
(Where a student has a fee waiver and the Postgraduate Taught Academic Excellence Scholarship, the fee waiver will be applied first).
 2. Brunel Alumni Family Discount or Brunel Family Discount applied to the net tuition fee.
 3. Graduate discount applied to the net tuition fee; and
 4. Early payment discount applied to the net tuition fee.
- 1.4.5. 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) 1.4.5a | |
| Training and Development Agency (TDA) 1.4.5b | |
| Brunel University Studentship | |
| Any other third party | |
| Health Education England Training Grant 1.4.5d | Postgraduate Academic Excellence Discount Only |
| Scholarship fee waiver | Graduate Discount (subject to eligibility) 1.4.5c |
| | Early Payment Discount (subject to conditions) |
| | Alumni Family Discount (subject to eligibility) |
| | Family Discount (subject to eligibility) |
| Student Loans Company Tuition Fee Loan | Graduate Discount (subject to eligibility) 1.4.5c |
| Student Loans Company Postgraduate Master's Loan | Alumni Family Discount (subject to eligibility) |
| Student Loans Company Postgraduate Doctoral Loan | Family Discount (subject to eligibility) |
| Career Development Loan | |
| US Federal Loan | Graduate Discount (subject to eligibility) 1.4.5c |
| US Private Loan | Alumni Family Discount (subject to eligibility) |
| 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) 1.4.5a | |
| Training and Development Agency (TDA) 1.4.5b | |
| Brunel University Studentship (greater than 50% of the full tuition fee) | |
| Any other third party | |
| Health Education England Training Grant 1.4.5d | Postgraduate Academic Excellence Discount Only |
| Student Loans Company Tuition Fee Loan | |
| Student Loans Company Postgraduate Master's Loan | Graduate Discount (subject to eligibility) 1.4.5c |
| Student Loans Company Postgraduate Doctoral Loan | Alumni Family Discount (subject to eligibility) |
| Career Development Loan | Family Discount (subject to eligibility) |
| Brunel University Studentship (less than 50% of the full tuition fee) | |
| | Graduate Discount (subject to eligibility) 1.4.5c |
| | Alumni Family Discount (subject to eligibility) |
| | Family Discount (subject to eligibility); |
| | International Tuition Fee Waiver (subject to eligibility) |
| US Federal Loan | |
| US Private Loan | |

1.4.5a NHS funding is only available to students on specific health related courses.

1.4.5b TDA funding is only available to students on specific courses that lead to a teaching qualification.

1.4.5c 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.

1.4.5d The Health Education England Training Grant is only available to students registered for the MSc Physician Associate course. Discount eligibility will for students in receipt of this grant will be reviewed next year.

Eligible researchers will receive the graduate discount on the writing up fee, but not the examination fee.

1.5. Non-payment of tuition fees

- 1.5.1. Returning students who owe tuition fees to the University or its academic partners (London Brunel International College) will not be permitted to enrol for the next academic session until the debts have been cleared.
- 1.5.2. 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.
- 1.5.3. 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 Registrar or nominee shall declare the student withdrawn from the University with immediate effect. This will result in access to all University services being withdrawn.
- 1.5.4. Should a student's sponsor (including the Student Loans Company) fail to pay the tuition fees, the student will be allowed to continue their 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 their programme of study even after the course has ended.
- 1.5.5. 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.
- 1.5.6. 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.

1.6. Debts to the University and Conferment of Awards

- 1.6.1. 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 / Financial De-registration and Reduction of Tuition Fees

- 2.1.1. Fees for withdrawal and abeyance are charged cyclically based on the course start date. For example:
For courses commencing in September or October the first term is the Autumn Term.
Vacation 1 would be the Christmas Break.
For courses commencing in January the first term is the Spring term.
Vacation 1 would be the Easter break.
For courses commencing in May the first term is the Summer term.
Vacation 1 would be the Summer break.
Where a student changes course or mode of attendance in year, these percentages will be applied to the fee liability.

- 2.1.2. All withdrawal and abeyance requests should be made via eVision, where available, to ensure that the student's central record is updated promptly and that tuition fees are administered correctly in line with this policy.
- 2.1.3. 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.
- 2.1.4. At the discretion of the Registrar, the tuition fees (excluding any deposit) may be determined as follows for undergraduate and postgraduate students who commence their programme of study in September:

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|---|---|
| <p>Withdrawal* in the first three weeks from the course start date. In-year course or mode of attendance (MOA) change</p> | <p>No tuition fee due</p> <p>100% of the fee charged for the new course or mode of attendance.</p> |
| <p>Withdrawal* from the start of the fourth week to the end of vacation 1. In-year course or MOA changes.</p> | <p>25% of annual tuition fee due</p> <p>25% of the full fee will be applied to the previous course or MOA and 75% of the full fee for the new course or MOA.</p> |
| <p>Withdrawal* from start of the second term to the end of vacation 2 In-Year course and MOA changes.</p> | <p>50% of annual tuition fee due</p> <p>50% of the full fee will be applied to the previous course or MOA and 50% of the full fee for the new course or MOA.</p> |
| <p>Withdrawal* from the start of the third term In Year Course and MOA Changes.</p> | <p>100% of annual tuition fee due</p> <p>100% of the full fee will be applied to the previous course or MOA and the full fee for the new course or MOA will apply from the following academic year.</p> |

* *Withdrawal in this context is either temporary withdrawal (abeyance) for a specified period or permanent withdrawal from the University.*

Where a student on an undergraduate or postgraduate taught course has been suspended, 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.

Where a student on an undergraduate course or postgraduate taught courses has is de-registered (for non-payment of tuition fees or by the Immigration Sponsor Review Panel), the tuition fees will be adjusted in accordance with the table above. The tuition fee reduction will be processed at the end of the academic year and will apply from when access was removed.

In the event of the death of a student the fees will be adjusted in accordance with the table above. The course end date will be the date that the University received formal notification. Any refunds will normally be made to the next of kin or appropriate funding authority.

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.

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

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|---|--------------------------|
| Resume studies at the start of the first term of the course (relative to the original start date). | 100% tuition fee charged |
| Resume studies at the start of the second term of the course (relative to the original start date). | 75% tuition fee charged |
| Resume studies at the start of the third term of the course (relative to the original start date) | 50% tuition fee charged |
| Resume studies at the start of the fourth term of the course. | 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.

For reference term dates and University week numbers are available [here](#).

- 2.1.6. For researchers the academic year commences on 1st October. Tuition fees for researchers who commence in any other month will be pro-rated accordingly. Where a researcher takes a period of abeyance or withdraws (including suspensions/exclusions and de-registration) 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 |

In the case of suspensions/exclusions the tuition fees will be adjusted once we have confirmation that the student has not submitted an appeal.

In the case of de-registration, the tuition fees will be adjusted in accordance with the table above. The tuition fee reduction will be processed at the end of the academic year and will apply from when access was removed.

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 the event of the death of a student the fees will be adjusted in accordance with the table above. The course end date will be the date that the University received formal notification. Any refunds will normally be made to the next of kin or appropriate funding authority.

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 previously suspended/excluded or de-registered researcher 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 |
| 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.

- 2.1.8. 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.
- 2.1.9. Similar arrangements will be applied for some undergraduate and postgraduate students who commence a programme of study other than at the beginning of the relevant academic year.
- 2.1.10. Students undertaking short courses are not generally entitled to a reduction in tuition fees.
- 2.1.11. Where students are in receipt of third-party funding, the fees will be returned to the original payer.
- 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. Full Time and Sandwich 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. Part-time Undergraduate Tuition Fees

Home and European undergraduate students registered for courses usually delivered 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.

* including courses that are temporarily delivered online due to pandemic.

3.1.5. 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.
- Students on online courses** are not expected to undertake mobility years.
* not courses that are temporarily delivered online due to the pandemic.

3.1.6. Placement and Mobility Fee Table for Home, European and Overseas Fee Payers

Details of these fees are available on the following link:

[Paying your tuition fees \(brunel.ac.uk\)](https://brunel.ac.uk)

**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.

3.2. Postgraduate Taught Student Tuition Fees

3.2.1. Part-time students registered for courses usually delivered 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.

* including courses that are temporarily delivered online due to pandemic.

3.2.2. Postgraduate taught 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 taught students entering their programme from September 2018 will not be charged a placement fee.

3.2.4. Postgraduate taught 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 within the [Additional Course Related Costs page](#)

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.

3.3. Postgraduate taught student fees for distance learning courses

3.3.1. 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.

3.3.2. Full-time and part-time students on online courses** will be charged an annual tuition fee over the duration of the course. Further information specific to online courses** is available in [Section 9](#) of this policy.

** Not including courses that are temporarily delivered online due to the pandemic.

3.4. Researcher's Tuition Fees

3.4.1. 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.

3.4.2. 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.

3.4.3. A reduced tuition fee will be charged for the period between the expected submission date and the maximum submission date.

3.4.4. The reduced fee is valid for a maximum of twelve months and cannot be adjusted within this period.

- 3.4.5. Researchers 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](#).

3.5. Associate Students

- 3.5.1. 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 2021/22 can be found [here](#).
- 3.5.2. Students who register for a degree programme having previously undertaken one or more modules (or blocks) at Brunel University London or another UK University 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.

3.6. Members of Staff Registered for Brunel Awards

- 3.6.1. 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 Student and Staff Services 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.
- 3.6.2. 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 Student and Staff 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.
- 3.6.3. All staff will be charged examination fees where applicable.
- 3.6.4. 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.
- 3.6.5. 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: Researchers
 - 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 with or without viva, 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 the student's account 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, European, 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 University fees and 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 or European 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 or European 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, European, 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, European, 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 postgraduate taught 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. Credit balances on a student's account are not routinely returned. Refunds of credit balances must be requested by the student.
 - 5.5.2. 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.
 - 5.5.3. 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.
 - 5.5.4. 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).
 - 5.5.5. 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.
 - 5.5.6. 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 of requesting the refund.

- 5.5.7. 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.

5.6. Refunds in the event of the death of a student.

In the event of the death of a current student tuition fees will be adjusted and any refund due will be paid to the next of kin.

In the event of the death of a past student, any outstanding tuition fees will be cancelled.

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 Complaints 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 AND RESEARCHER 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 Researchers:

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

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

9. SECTION NINE ONLINE COURSES (Not courses that are temporarily delivered online due to the pandemic).

9.1. [Deposits, Payments, Discounts and Debts](#).

9.1.1. Deposits for Tuition Fees.

Home/EU and overseas students registered for online courses are not required to pay a deposit.

9.1.2. Payment Schedules for Courses Commencing in September (*September intake*).

Tuition fees for full-time students with a Home, European or overseas fee status, registered on an online course are 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.

Tuition fees for part-time students with a Home, European or overseas fee status, registered on an online course are split over the duration of the course with a portion of the fee raised each academic year. The fees are 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 each year

9.1.3. Payment Schedules for Courses Commencing in January. (*January intake*).

Tuition fees for full-time students with a Home, European or overseas fee status, registered on an online course are 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.

Tuition fees for part-time students with a Home, European or overseas fee status, registered on an online

course are split over the duration of the course with a portion of the fee raised each academic year. The fees are 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 each year.

9.1.4. Payment Schedules for Courses Commencing in May. (*May intake*).

Tuition fees for full-time students with a Home, European or overseas fee status, registered on an online course are payable as follows:

In six instalments, the first being due at or before registration, the remaining five will be payable each month from May to September inclusive.

Tuition fees for part-time students with a Home, European or overseas fee status, registered on an online course are split over the duration of the course with a portion of the fee raised each academic year. The fees are payable as follows:

In six instalments, the first being due at or before registration, the remaining five will be payable each month from May to September inclusive each year.

9.1.5. Where an enrolled student requests to defer* to the May intake in the same academic year and the tuition fee for the May intake is higher – the University will charge the lower rate of tuition fees for the duration of the course.

* the student must make the deferral request within 2 weeks of the course start date.

9.1.6. Where an applicant who has accepted their offer requests to defer to the May intake in the same academic year and the tuition fee for the May intake is higher – the University will issue a new offer letter for the higher rate of tuition fees.

9.2. Discounted Tuition Fees.

Discount arrangements for students registered on online courses** can be found in [Section 1.5](#) of this Policy.

9.3. Non-payment of tuition fees

Information on non-payment of tuition fees for students on online courses can be found in [Section 1.6](#) of this Policy.

9.4. Debts and Conferment of Awards.

For information pertaining to students on online courses please see [Section 1.7](#) of this Policy.

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

For information pertaining to students on online courses please see [Section 2.1](#) of this Policy

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

Details of these fees can be found in [Section 4.3](#) of this Policy.

9.7. Refunds.

Details of refunds for students on online courses can be found in [Section 5](#) of this Policy.

9.8. Compensation.

Details of compensation for students on online courses can be found in [Section 6](#) of this Policy.

9.9. Student Bursaries & Stipends.

Details of any applicable bursaries and stipends can be found in [Section 7](#) of this Policy.

10. General Data Protection Regulations (GDPR) and Financial Records.

Details in relation to student on online courses** can be found in [Section 8](#) of this Policy