

Cardiff University Tuition Fees Policy

2026/27

Version Control

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1. Purpose and Scope

This Tuition Fee Policy sets out how Cardiff University determines, charges, collects, and manages tuition fees for all students. It explains the responsibilities of both the University and its students in relation to tuition fees, including how fees are calculated, when they must be paid, and the processes followed where fees remain unpaid.

The University is committed to operating a fair, transparent, and accountable approach to tuition fees and associated charges. This includes ensuring that students receive clear and accurate information about their financial obligations, while also safeguarding public funds and ensuring value for money.

The policy applies to all enrolled students across all levels and modes of study. This policy forms part of the University's Terms and Conditions and should be read and understood alongside them. Together, these documents establish the contractual framework between the student and the University, covering matters

such as fee setting, fee status classification, payment arrangements, debt management, withdrawals, and refunds.

2. Key principles

Cardiff University applies the following core principles in relation to tuition fees.

The University charges tuition fees on an annual basis for each academic year of study. The amount payable is determined by the student's fee status, mode of attendance, and programme, and is confirmed in the offer of admission.

Students are personally responsible for ensuring that their tuition fees are paid in full and on time, regardless of whether they are funded through Student Finance, a sponsor, or any other third party. Where a third party fails to pay some or all the fees, the student remains ultimately liable for any outstanding balance. Where delays arise outside the student's control (e.g. confirmed sponsor or Student Finance processing delays), the University will take a supportive and proportionate approach, which may include temporary holds on escalation.

Tuition fees are normally due in full at the start of the academic year. However, the University offers approved instalment arrangements for eligible students, subject to defined terms and conditions.

Where fees remain unpaid, the University will take proportionate action to recover the debt, which may include the termination of a student's registration in accordance with its regulations.

3. Definitions

For the purposes of this policy, the following terms have the meanings set out below.

An **academic year** refers to the period of study for which tuition fees are charged, as defined by the University for each programme of study.

A **self-payer** is a student who is responsible for paying all or part of their tuition fees directly to the University, rather than through an external funding body.

A **sponsor** is an external organisation, such as an employer, government body, or other institution, that has formally agreed in writing to pay all or part of a student's tuition fees on their behalf.

Student Finance refers to UK government funding bodies (such as Student Finance Wales or Student Finance England) that provide loans or grants to eligible students to cover tuition fees and/or maintenance costs that are paid directly to the University.

SIMS refers to the University's student information and finance system, through which students can view their tuition fee account, payment schedule, and make payments.

An **Interruption of Study (IoS)** is an approved, temporary suspension of a student's studies, agreed in advance with the University.

A **withdrawal** is the formal and permanent termination of a student's registration on their programme of study, following completion of the official withdrawal process.

A **tuition fee liability** is the amount of tuition fees a student is required to pay for a given academic year, which may be affected by changes in registration status such as withdrawal or interruption of study.

4. Fee Status Classification

Cardiff University determines each student's tuition fee status (for example, Home or Overseas) in accordance with relevant legislation and national guidance. This includes the Education (Fees and Awards) (Wales) Regulations 2007, the Higher Education (Qualifying Courses, Qualifying Persons and Supplementary Provision) (Wales) Regulations 2015, and any subsequent amendments. The University also follows guidance issued by the [UK Council for International Student Affairs](#) (UKCISA).

Further details on categories and classification can be found on the [UKCISA website](#).

4.1. Fee Status Assessment for Applicants

Fee status is confirmed following receipt of a formal application for admission to the University which is successful (i.e., where an offer of a place to study is to be made) by the University's Admissions Team. Each applicant's fee status is considered on an individual basis by a member of the Admissions Team with relevant expertise.

Fee status is normally determined from information supplied in the application for admission. However, the University reserves the right to request the provision of additional information and original documentation where necessary. Failure to submit supporting documentation or information, when requested, will result in either the allocation of the higher rate of fee classification or a rejection decision. A minimum of 14 days will be allowed for documentation/information to be submitted. All relevant information/documentation known/available at the time of application must be disclosed. Confirmation of fee status is detailed in the formal offer of admission. Applicants should allow a minimum of 10 working days for a decision on their assessment. Final assessment is normally made prior to enrolment, subject to the submission of appropriate documentation.

If an applicant achieves settled status or the relevant period of ordinary residence after the first day of the academic year (as outlined in the Education (Fees and Awards) (Wales) Regulations 2007) but before the start of the programme, the University will deem the first day of the programme to be the relevant date in the determination of fee status.

4.2. Fee Status Appeals

All applicants have the right to appeal a fee status if they disagree with their fee status classification and have reasonable grounds for doing so. Reasonable grounds are:

1. Additional information or evidence demonstrating the fee classification is incorrect is available that was not available at the time of the initial assessment; **or**
2. The applicant feels their assessment has not been treated in a fair or consistent manner, or in line with official regulations.

All appeals should be made in writing to the Head of Admissions within 28 days of receipt of a formal offer to admissions-advice@cardiff.ac.uk. Your full name and University Application number or UCAS Personal ID must be provided along with any documentation or evidence relevant to the appeal. You should also state under which category you are appealing (1. New information or 2. Incorrect assessment). If appealing under category 2 you should also state which UKCISA fee category you feel you meet and why.

The University will provide an initial response within 28 working days of a fee status assessment being received.

4.3. Appeal Panel

When a decision cannot be reached by Admissions or where a second appeal is submitted with reasonable grounds (as outlined above) a panel will review the case.

The appeal panel will consist of a minimum of three members of Cardiff University staff including at least one representative not in the Admissions team. A minimum of two members of the panel will not have been involved in the original fee assessment or reassessment.

Panel members will assess the fee status independently and will then meet to discuss their findings. All appeals will be held in a timely manner and a timeline for a decision will be communicated to the applicant or authorised party acting on the applicant's behalf when full evidence/information has been received from the applicant.

All decisions by the panel are final and there is no further right to appeal. The final decision will be communicated to the applicant in writing by the Head of Admissions (or member of staff acting on their behalf).

4.4. Fee Status Assessments for Students

Once an applicant starts the enrolment process to become a student, an adjustment to fee status will only be applied should it become evident that an error had been made in the initial classification, or if adjustment is required under the regulations. The review of fee status after enrolment is detailed in section 6.1.

5. Tuition Fee Levels and Annual Changes

Tuition fee levels are set annually by Cardiff University and are published on the University's website for each academic year of entry. The fees payable by a student are determined by their fee status, mode of attendance, and programme of study, and are confirmed in the formal offer of admission.

Tuition fees apply to a full academic session unless otherwise stated. The University reserves the right to revise tuition fee levels for future academic years, subject to applicable regulations and external guidance. Any changes to published fees for a student's year of entry will be communicated clearly in advance of enrolment.

5.1. Home Undergraduate Students

If you have been classified as a home student and qualify for the government-regulated undergraduate tuition fee, you will be charged a single tuition fee for each academic year. The University's policy is to charge the maximum regulated fee to reflect increased costs of delivery and maintain a high-quality student experience. Tuition fees may therefore increase in line with any uplift determined by the Welsh Government by law or policy in the second and subsequent years of your course. Where applicable, we will notify you of any change in tuition fee by the end of June in the academic year before the one in which the fee will increase.

For students undertaking a placement or study abroad year as part of their programme, a reduced tuition fee may apply. The fee charged is expressed as a percentage of the standard full-time home undergraduate tuition fee and depends on the nature of the activity undertaken.

Student type / year of study	Tuition fee charged (% of the full home undergraduate annual tuition fee)
Full time	100%

Study abroad year / International Exchange / Turing Scheme / Taith programme / Unpaid research at an overseas Higher Education Institution	15%
Work placement year (paid or unpaid)	20%
Placement years with higher attendance requirements (where applicable to the programme)	Up to 50%

Further details of undergraduate tuition fees, including placement and study abroad arrangements, are available on [Home undergraduate fees - Study - Cardiff University](#) website.

5.2. Home Postgraduate Taught Students

For Home postgraduate taught students, tuition fees published for the year of entry are fixed for the full duration of the programme, providing certainty over the total cost of study. However, exceptions may apply in specific programmes. Where an exception applies, the University will clearly communicate any programme-specific arrangement in the offer letter..

5.3. Home Postgraduate Research Students

For postgraduate research students, tuition fees are set for the year of entry but may increase in subsequent years of study. Any increases are typically aligned with external guidance, such as that provided by UK Research and Innovation (UKRI), where applicable.

Where a student is eligible for a specific fee arrangement (for example, an EU fee reduction scheme), this will be confirmed at the point of offer. Such arrangements may be subject to change for future cohorts.

5.4. International Students

For international students, tuition fees published for the year of entry are fixed for the duration of the programme, providing certainty over total fee costs.

Exceptions may apply for certain programmes, including those with different fee structures across stages (for example, Medicine and Dentistry, where separate pre-clinical and clinical fee rates apply). These variations will be clearly communicated in advance.

Students who do not qualify for Home fee status will be charged tuition fees in line with the Overseas fee rates applicable at the time of entry.

5.5. Repeating a Year of Study

Where a student is required to repeat a full year or part of their programme, additional tuition fees will normally be payable. The level of fees charged will depend on the nature of the repeat, including whether the student is repeating modules with attendance (internal repeat) or without attendance (external repeat), as well as the number of credits being undertaken.

For students undertaking an internal repeat, tuition fees will be charged on a pro-rata basis, reflecting the proportion of credits being repeated relative to the full credit load of the programme.

For students undertaking an external repeat, a fixed administrative fee will apply. For the 2026/27 academic year, this fee is £156.

Full details of repeat fee arrangements will be determined by the University based on the student's individual circumstances and mode of study and will be confirmed to the student in advance.

Students should note that repeating a year of study does not replace or reduce any existing tuition fee liability, and they remain responsible for any outstanding fees from earlier periods of study. Tuition fees relating to repeat must be paid in accordance with the University's payment terms.

6. Liability for Fees

By accepting an offer of admission and completing enrolment, a student enters into a contractual agreement with Cardiff University and accepts responsibility for the payment of their tuition fees for the duration of their programme of study.

Tuition fees are the personal responsibility of the student, regardless of any arrangement with a third party, including sponsors, employers, or Student Finance bodies. Where all or part of the tuition fees are expected to be paid by a third party, the student remains responsible for ensuring that appropriate arrangements are in place; and payment is made in accordance with the University's deadlines.

If a third party fails to pay part or the total agreed tuition fees for any reason, the outstanding balance will become payable by the student. The University will not act as an intermediary in disputes between the student and the third party.

Fee liability is confirmed at the point of enrolment, based on the fee status set out in the offer of admission. Students are expected to review this information carefully before accepting their place.

Applicants have the right to challenge their fee status classification before enrolment through the fee status appeals process.

6.1. Review of Fee Status After Enrolment

A request to review fee status after enrolment is only permitted in exceptional circumstances. To be considered, the request must:

- be submitted within 14 days of the issue being identified;
- clearly set out the reasons for the request; and
- include independent supporting evidence and an explanation of why this information was not provided during the admissions process.

Requests must be submitted to studentconnect@cardiff.ac.uk and will be considered in accordance with the [University Review Procedure](#). A review will only be considered on the following grounds:

- procedural irregularity, where the original fee status assessment was not carried out in line with the relevant regulations or University procedures; and/or
- new information or evidence, which was not available at the time of the original assessment and could have affected the outcome.

If a request is accepted as eligible for consideration, it will be reviewed in accordance with the University Review Procedure, and the outcome will be communicated to the student in writing. The decision reached through this process will be final in line with the provisions of that procedure.

7. Payment of Tuition Fees for Self-Payer Students

Tuition fees are invoiced at the start of each academic year and are due for payment in accordance with the deadlines set out in this policy and confirmed in the student's SIMS account.

Students are responsible for ensuring that their tuition fees are paid in full, either at the point of enrolment or in accordance with an approved instalment arrangement. All tuition fees must be paid within the academic year to which they relate.

Where the total tuition fee for the academic year is £500 or less, the full amount must be paid in a single instalment and is not eligible for payment by instalments.

7.1. Payment Methods

Students may pay their tuition fees using one of the following methods:

- Online card payment via the SIMS system
- Bank transfer (including international payment platforms approved by the University)
- Direct Debit from a UK bank account, where available

Cash and cheque payments are not accepted under any circumstances.

Full details of payment methods are published on the [University website](#) and made available to students at enrolment.

7.2. Instalment Arrangements

Students who do not pay their tuition fees in full at enrolment may be eligible to pay by instalments, subject to the University's standard arrangements.

All instalment due dates are confirmed in the student's SIMS account and must be adhered to.

Home Students (including Student Finance-funded students)

Home students paying their fees by instalments are required to pay:

- 25% of the total tuition fee at the start of the academic year
- 25% at the second instalment point
- 50% at the final instalment point

Overseas Students, Postgraduate Taught (PGT), and Postgraduate Research (PGR) Students

Students in these categories paying by instalments are required to pay:

- One-third of the total tuition fee at each of three instalment points

Instalment dates vary by start date and programme and are confirmed individually to students via SIMS.

7.3. Payment Plans and Payment Extensions

Students who are unable to meet the standard instalment arrangements may request an adjustment to their payment schedule. Requests must be submitted using the University's designated payment plan or extension process after enrolment.

All requests will be considered on a case-by-case basis. Approval is at the discretion of the University and may be subject to conditions.

Failure to adhere to an agreed payment plan may result in the withdrawal of the arrangement and the application of the standard debt recovery process.

7.4. Communication of Payment Obligations

Students will receive confirmation of their tuition fee balance, instalment amounts, and payment due dates via SIMS at enrolment. The University may also issue reminders and communications to support students in meeting their payment obligations.

Students are expected to check their Cardiff University email account and SIMS regularly and to act promptly on any communication relating to tuition fee payments.

8. Payment of Tuition Fees for Sponsored Students

Cardiff University recognises a range of sponsorship arrangements under which a third party agrees to pay all or part of a student's tuition fees. These include government funding bodies (such as Student Finance) and external sponsors (such as employers, embassies, or other organisations).

In all cases, tuition fees remain the ultimate responsibility of the student. Where a sponsor or funding body fails to pay any part of the tuition fees by the required deadline, the outstanding balance will become immediately payable by the student.

8.1. Student Finance

Undergraduate students and some postgraduate students funded by Student Finance are assessed and administered through the relevant government funding body. Where funding is approved:

- tuition fees are paid directly to the University in accordance with Student Finance schedules
- the funding will appear on the student's record once confirmed

Students must ensure that their application for Student Finance is completed accurately and in a timely manner. Where funding is delayed, reduced, or not approved for any reason, the student will remain responsible for any outstanding tuition fees.

If a Student Finance application is withdrawn or rejected after enrolment, the student will be reclassified as a self-payer and must pay the outstanding fees in line with the University's payment requirements. If funding is later reinstated, any overpayment will be refunded where applicable.

8.2. Other Sponsors

Students whose tuition fees are paid by an external sponsor must provide formal evidence of sponsorship to the University as soon as possible and no later than 30 days after enrolment. Sponsorship documentation must be submitted through Student Connect. This evidence must meet the University's requirements for an invoice to be raised and issued to the sponsor.

As a minimum, sponsorship evidence must:

- be provided on official headed paper or as a formal financial guarantee
- clearly state the student's name and student ID
- confirm the amount of tuition fees to be paid (full or partial)
- include a valid billing address and contact email
- include a purchase order number where required

Once valid sponsorship evidence has been received and approved by the University, an invoice will be issued directly to the sponsor for the agreed amount of tuition fees. All sponsor invoices are payable within 30 days of the invoice date.

Where a sponsor has agreed to pay only part of the tuition fees, the sponsored amount will be deducted from the total fee charged for the relevant academic year. The student will remain responsible for paying any remaining balance. The outstanding balance must be paid in accordance with the standard payment arrangements set out in this policy, including adherence to instalment deadlines where applicable.

Where a sponsor fails to pay the invoiced amount, in full or in part, within the required 30-day period, the University will follow its standard payment reminder and debt recovery process in an initial attempt to obtain payment directly from the sponsor. If these efforts are unsuccessful and the debt remains unpaid, the student will be notified and required to make payment without delay. Any unpaid balance will be subject to the University's standard debt management and recovery procedures. The University will not intervene in or resolve disputes between a student and their sponsor. It is therefore the student's responsibility to ensure that sponsorship arrangements are clear, agreed in writing, and understood by all parties prior to enrolment.

Students must inform the University promptly of any changes to their sponsorship or funding arrangements. This includes, but is not limited to:

- the withdrawal of sponsorship
- amendments to the amount being funded
- delays or non-payment by the sponsor

Failure to notify the University of such changes may result in the student becoming liable for outstanding tuition fees and may affect the timeliness of invoicing and account updates.

9. Scholarships, Bursaries and Awards

Scholarships, bursaries, and other financial awards may be applied to reduce a student's tuition fee liability, subject to eligibility criteria and the terms of the award.

Where a student has been awarded financial support:

- this will normally be applied automatically to their student record and reflected in their tuition fee balance;
- the student is responsible for checking that the award has been applied correctly via SIMS.

If an expected award is not shown on a student's account:

- the student must, in the first instance, contact the awarding body; and
- notify the University via Student Connect where necessary to ensure the award is applied.

Where an award is paid by an external organisation, it may be treated as a form of sponsorship and subject to the provisions set out in Section 8 of this policy.

Students remain responsible for ensuring that all eligibility conditions for an award are met. Where an award is withdrawn, reduced, or amended:

- the student will become liable for any resulting increase in tuition fee balance; and
- the revised amount will be payable in accordance with this policy.

10. Late Payment and Debt Management

Cardiff University expects all tuition fees and other charges to be paid in accordance with the agreed payment deadlines. Where payments are not made on time, the University will take a structured and proportionate approach to recovering outstanding balances, while seeking to support students who may be experiencing genuine financial difficulty.

10.1. Reminder and Escalation Process

If a payment deadline is missed and an outstanding balance remains on a student's account, the University will initiate a staged reminder process. This involves a series of communications issued at defined intervals to advise the student that payment is overdue and to request that the balance is settled.

These communications will:

- clearly state the amount outstanding
- confirm the payment deadline that has been missed
- provide a new deadline for payment or engagement
- outline the potential consequences of continued non-payment

Where applicable, reminders will be sent to the student's University email address and, where appropriate, to any additional contact details held on record.

Before any formal sanctions are applied, the University will issue a final notice to the student. This notice will:

- confirm that previous reminders have not resulted in payment
- provide a final deadline for payment or engagement
- clearly explain the consequences of failing to take action

Students will be given a minimum of 7 days' notice to resolve the outstanding balance or to contact the University before further action is taken.

10.2. Consequences of Non-Payment

If a student fails to respond to reminders and does not settle their outstanding balance, the University may take further action. This may include:

- withholding academic results or progression decisions
- preventing re-enrolment for subsequent academic years
- progressing to de-registration (termination of registration)

Where de-registration is applied, the student's registration with the University will be terminated due to non-payment of tuition fees. This decision will be formally communicated to the student and relevant University departments, including Registry, schools, and support services.

De-registration may have academic and immigration implications where applicable, and students are strongly advised to engage with the University, specifically the Student Fees Team via Student Connect, before this stage is reached.

Students have the right to appeal a decision to de-register on the grounds of non-payment. Any appeal must be submitted within 14 days of receipt of the de-registration notice and must clearly set out the reasons for the appeal, together with any supporting evidence.

If a student still fails to respond to reminders and does not settle their outstanding balance after their deregistration, the University may take further action. This may include:

- withholding academic results or progression decisions
- preventing re-enrolment
- referring the debt to our external debt collectors (STA International)

10.3. Support for Students in Financial Difficulty

The University recognises that some students may experience financial difficulties that affect their ability to pay tuition fees on time. Students who are unable to meet payment deadlines are expected to contact the University as soon as possible to discuss their circumstances.

Students may request an [adjustment to their payment arrangements](#), which will be considered on a case-by-case basis. Approval of any revised payment plan is at the discretion of the University and may be subject to conditions.

Students may also be referred to appropriate [support services](#), such as student advice or financial support teams, for further assistance.

11. Changes to Registration Status and Impact on Tuition Fees

When a student's registration status changes, the University will recalculate tuition fee liability in line with this policy. The amount payable will depend on:

- the type of change (withdrawal, interruption, transfer or exclusion)
- the student's funding status (e.g. Student Finance, self-payer, sponsor)
- the date the change takes effect, as formally recorded on SIMS

Students remain liable for tuition fees incurred up to the point at which their status is formally updated.

11.1. Grace Period

All students are entitled to a 14-day grace period from the official start date of their programme, during which they may withdraw without incurring tuition fee liability.

Where a student completes the formal withdrawal process within the 14-day grace period:

- no tuition fees will be charged; and
- any payments already made will be refunded in accordance with the University's refund procedures (section 13 and [Deposit refund policy for Cardiff University programmes](#)).

If a student does not withdraw within this 14-day period, tuition fee liability will apply in accordance with the provisions below.

11.2. Recalculation of Tuition Fee Liability

Student Finance-funded undergraduate students

For undergraduate students funded by Student Finance, tuition fee liability is determined according to fixed liability points set by the funding body. For the 2026/27 academic year, the thresholds listed below apply:

Date of change in Registration Status	% of annual Tuition Fee payable
19 th October 2026 – 24 th January 2027	25%
25 th January 2027 – 11 April 2027	50%
12 th April 2027 onwards	100%

All other students (self-payers, sponsored students, postgraduate taught and postgraduate research students)

For students who are not funded by Student Finance, tuition fees are recalculated on a weekly pro-rata basis, based on the number of weeks for which the student has been registered. These weeks are counted from the official start date of the programme to the effective date of the change recorded in SIMS.

The calculation method depends on the course type:

- for undergraduate students, the calculation is based on the number of teaching weeks in the academic year; and
- for postgraduate taught and postgraduate research students, the calculation is based on the number of calendar weeks in the academic year.

The proportion of the tuition fee charged reflects the proportion of the academic year during which the student remained registered. This means that the longer a student remains registered, the greater the proportion of fees that will be payable, up to 100% of the annual tuition fee.

Outcome of Recalculation

Following a recalculation of fees:

- any outstanding balance becomes immediately payable; and
- any overpayment will be refunded to the original payer in accordance with the University's refund procedures.

The University will notify the student once the recalculation has been completed and advise on the next steps.

11.3. Withdrawal

Withdrawal is the permanent termination of a student's registration on their programme of study.

Students who wish to withdraw must complete the formal withdrawal process via SIMS. The effective date of withdrawal will be the date recorded in SIMS by Registry.

Where withdrawal occurs after the 14-day grace period, tuition fee liability will be calculated in accordance with section 11.2.

Students who stop attending but fail to complete the formal withdrawal process will remain fully liable for tuition fees until their withdrawal is formally recorded. Non-attendance alone does not reduce or remove fee liability.

11.4. Interruption of Study

An interruption of study is an approved temporary suspension of a student's studies and must be formally authorised and recorded in SIMS.

At the point the interruption begins, tuition fee liability will be calculated up to the effective date recorded in SIMS, in accordance with section 11.2.

During an approved interruption of study:

- the University will not actively pursue payment of any outstanding tuition fee balance; and
- no additional tuition fees will be charged for the period of interruption.

At the point of interruption, tuition fee liability for the remainder of the academic year is placed on hold based on the date of interruption. However, this does not mean that those fees are waived. Instead, they are placed on hold and deferred until the student returns to study. Where a student completes part of an academic year, interrupts their studies, and returns at a later date, any tuition fees not charged at the point of interruption will be charged upon their return.

Students who return to their programme following an approved interruption of study will therefore be invoiced and be required to:

- pay any outstanding tuition fee balance from the academic year in which the interruption began; and
- pay the applicable tuition fees for any further study undertaken after their return.

Students remain liable for the full tuition fees associated with the total duration of their studies, even if those studies are spread over a longer period. This arrangement applies where a student returns to study within two years of the start date of their interruption of study. Where a student returns after more than two years, they will be treated as returning to a new academic year and will be required to pay the full tuition fee applicable at that time, in accordance with the prevailing fee rates.

If a student does not return following an interruption of studies, no further tuition fees will be charged beyond the date of interruption. However, any tuition fees that were due and remained unpaid up to the date of interruption will still be considered an outstanding debt and must be settled.

11.5. Exclusion

Exclusion is a change to a student's registration status imposed by the University and may be either permanent or temporary.

Where a student is **permanently** excluded, this will be treated in the same way as a withdrawal. Tuition fee liability will be calculated in accordance with section 11.2 up to the effective date of exclusion recorded in SIMS.

Where a student is **temporarily** excluded or suspended, this will be treated in the same way as an interruption of study. Tuition fee liability will be calculated up to the date of suspension, and:

- no further tuition fees will be charged during the period of suspension; and
- the University will not actively pursue outstanding tuition fees during that period.

Any outstanding balance will remain due and will become payable when the student returns.

11.6. Course and Mode of Attendance Transfers

A course transfer is a change to a student's programme of study and may, in some cases, involve a break in study or a change in tuition fee rates.

A mode of attendance transfer refers to a change in the student's intensity of attendance, e.g. Full Time to Part Time

Where a transfer results in a break in study, fee liability for the original course will be calculated in accordance with section 11.2 up to the last date of attendance recorded in SIMS. Fee liability for the new course will be assessed from the date the student commences the new programme.

Where a student transfers to a new course or changes their mode of attendance without a break in study, and the tuition fee rates differ between the periods before and after the transfer, the tuition fee liability will be calculated in accordance with section 11.2, based on the date of attendance recorded in SIMS. The total fee liability for the academic year will be the combined sum of the fees for both

periods. Fees will be apportioned according to the period of study before and after the transfer: the period before the transfer will be charged based on the number of weeks attended, and the period after the transfer will be charged for the remaining weeks of the academic year. As a result, the total fee charged may differ from the originally quoted tuition fee where fee rates vary between courses or modes of attendance.

11.7. Important Notes

Tuition fee liability is determined solely by the official dates recorded in SIMS, as maintained by Registry. Informal notifications, non-attendance, or communication with individual staff members will not be used to determine liability.

Students are responsible for ensuring that any change to their registration status is completed promptly and correctly through the appropriate University processes. Failure to do so may result in continued tuition fee liability.

Any concerns or disputes relating to tuition fee liability must be raised through the University's formal complaints procedures.

12. Flexible and Modular Study

Flexible and modular study refers to programmes or modules where students enrol on individual units of study rather than a full academic year at once. This currently applies to specific programmes as determined by the University.

12.1. Billing and Payment Requirements

For students undertaking flexible or modular study, tuition fees are charged at the point at which module registration is confirmed by the relevant academic School.

Once modules have been approved:

- the full tuition fee for the module(s) will be invoiced; and
- payment, or valid sponsorship evidence, must be provided within 14 days of the invoice date.

Standard instalment arrangements do not apply to modular study unless explicitly approved.

Students who do not pay or provide acceptable sponsorship documentation within this timeframe may be removed from their registered modules.

Where a sponsor fails to make payment:

- the University will follow its standard payment reminder process; and
- if payment is not received, liability will transfer to the student, who will be required to pay the outstanding balance.

12.2. Withdrawal from Modular Study

Students who wish to withdraw from a module must complete the formal withdrawal process.

Where withdrawal occurs:

- within 14 days of the invoice date, a full refund of the module fee will normally be provided;
- after this 14-day period, no refund will be given, and the full module fee will remain payable.

13. Refunds of Tuition Fees

Refunds of tuition fees will only be made where a student's tuition fee liability has been formally reassessed in accordance with this policy, or where an overpayment has been identified. Where a refund is due it will be made only to the original payer and original payment method, unless otherwise agreed by the University. Where there is a valid reason for repayment by an alternative method, the University will require appropriate supporting evidence before approving such payment.

Refunds may arise in situations including, but not limited to:

- withdrawal within the grace period;
- recalculation of fees following withdrawal or interruption of study;
- receipt of Student Finance or sponsorship payments after the student has made payment;
- overpayments made in error;
- refundable deposit.

Refunds will not be issued and authorised:

- where a student has outstanding debt to the University; or
- for any period of study already undertaken, except where explicitly provided for under this policy.

Refund requests are subject to verification and may take several weeks to process, depending on the payment method used.

14. Graduation and Certification

Students are expected to have settled all outstanding tuition fee balances before graduation.

Where a student has an outstanding balance:

- undergraduate students may be permitted to attend their graduation ceremony; however, their academic certificate will be withheld until all tuition fees and other course-related educational debts have been paid in full;
- postgraduate students will not normally be invited to attend their graduation ceremony until their outstanding balance has been cleared and their award has been formally confirmed.

The University reserves the right to withhold official documents, including certificates and transcripts, and restrict participation in graduation-related activities until all financial obligations to the University have been met.

15. Academic Outcome and Fee Liability

Tuition fee liability is not dependent on academic outcome.

Where a student:

- fails to complete their programme;
- is required to repeat part of their studies; or
- exits with a lower qualification than originally intended;

They will not be entitled to a refund of tuition fees for any completed or partially completed period of study.

Students who are required to repeat modules or periods of study may incur additional tuition fee charges, depending on the nature and extent of the repeat. These charges will be calculated in

accordance with the University's fee setting arrangements and communicated to the student in advance.

Policy Version Control Information

The following two sections are required when submitting for approval and are needed for use in completing the University Policies Library entry. They should be removed from the final version at point of publication.

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