

Tuition fee policy

Introduction

Cardiff University is committed to a fair and transparent policy in respect of the fees and charges it expects students to pay. The University has an obligation to safeguard public funds and ensure that it delivers value for money to its customers. The Tuition Fee Policy forms part of the university's Terms and Conditions and should be read in conjunction with them, together they provide a framework for the setting, payment, collection and reconciliation of tuition fees.

Tuition fee rates apply for a full academic session. Fee levels are determined based on fee status and mode of attendance following receipt of a formal application for admission to the University. Fees are subject to annual revision and are due in full at the start of each academic year.

The payment of fees is the responsibility of the student and, in the event of a student's sponsoring authority (if any) failing to make payment, the student will be held personally liable for payment.

Course fees include all compulsory elements needed for students to meet the minimum learning outcomes of the course. In some courses, optional additional costs may be incurred (e.g. field trips, materials, professional body membership).

Fee Status Assessment

The final decision as to a student's status for fees will be determined by Cardiff University based on individual information in accordance with "The Education (Fees and Awards) (Wales) Regulations 2007 and any subsequent amendment.

[UKCISA](#) (The UK Council for International Student Affairs) guidelines are used by the University to determine fee status.

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 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.

The University deems the first day of the programme to be the "relevant date" in the determination of ordinary residence, if an applicant achieves settled status after the relevant date (as outlined in the Education (Fees and Awards) (Wales) Regulations 2007) but before the start of the programme.

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 the allocation of the higher rate of fee classification. A minimum of 14 working 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. Decisions regarding fee status are made as quickly as possible. Final assessment is normally made prior to enrolment, subject to the submission of appropriate documentation.

Fee Status Classification

Cardiff University uses the [UKCISA](#) (The UK Council for International Student Affairs) guidelines to determine fee status.

For details of categories and classification please see the [UKCISA website](#).

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:

- Additional information or evidence demonstrating the fee classification is incorrect is available; *or*
- 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 at admissionsappeals@cardiff.ac.uk. Your full name and University Application number or UCAS Personal I.D. must be provided along with any documentation or evidence relevant to the appeal.

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

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 a representative from Admissions, Finance and the Academic School or College. A minimum of two members of the panel will not have been involved in the original fee assessment.

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).

Annual revision of fees

Home/EU Undergraduate

Fees stated on the University website are for 2018/9 entry. The University reserves the right to increase tuition fees in the second and subsequent years of a course as permitted by law or Welsh Government policy. We will notify you what the increase in tuition fee will be by the end of June in the academic year before the one in which we intend to exercise that right.

Home/EU Postgraduate Taught

Fees stated on the University website are for 2018/9 entry and are fixed for the duration of your Programme. Fees for entry in subsequent years are subject to increase and will be confirmed by the end of September in the year proceeding your start date of your Programme.

Home/EU Postgraduate Research

Fees stated on the University website are for 2018/9 entry. Fees for future years are subject to increase in line with Research Council UK (RCUK) recommendations.

Overseas Undergraduate and Postgraduate Taught

Fees stated on the University website are for 2018/9 entry and are fixed for the first three years of study. Where Programmes run for longer than three years, any additional years of study will be charged with a fee increase that will be no more than the Consumer Price Index (CPI) plus 2%. The CPI rate will be taken from April preceding the commencement of the year of study.

Overseas Postgraduate Taught

Fees stated on the University website are for 2018/9 entry and are fixed for the duration of your Programme. Fees for entry in subsequent years are subject to increase and will be confirmed by the end of September in the year proceeding your start date of your Programme.

Payment of Tuition Fees

Procedures for Paying Tuition Fees

Students are permitted to pay their fee, or any contribution thereto, as follows:

Home/EU Undergraduates

- Payment in full at the start of the academic session;
- Payment by direct debit in three instalments – 1st 25%, 2nd 25% and 3rd 50% - on the appropriate due dates (providing you have a UK bank account) upon acceptance by the Finance Department (Income Section) (NB. payment in one instalment if the sum due is £300 or less);
- Where direct debit is not applicable, by payment of one-third at the start of the academic session followed by two subsequent payments of one-third of the fee on the appropriate due dates.

NB. Students who have applied for Student Finance England, Student Finance Wales (EU), Student Finance Northern Ireland or Scottish Awards Agency funding and have not received an award letter within 30 days of the commencement of their course will be required to pay 25% of the fee as a first instalment.

Home Postgraduates and All Overseas Students

- Payment in full before or on enrolment;
- Payment by direct debit in three instalments (normally payable in November, January and April), upon acceptance by the Finance Department (NB. payment in one instalment if the sum due is £300 or less);
- Where direct debit is not applicable, by payment of one-third of the fee before or on enrolment, followed by payment of one-third of the fee in January and April.

Calendar Year Students

- Payment in full at the start of their academic year;
- Payment of one-third of the fee due at the start of their academic year, followed by payment of one-third of the fee after 90 days and 180 days of the start.

Sponsored Students (other than Student Finance)

- Students should provide proof of sponsorship to the Finance Department and it is the responsibility of the student to inform their sponsor that tuition fees are to be paid by 31 December following enrolment. In the event of sponsors not paying fees when due, the student becomes personally responsible for paying the full fee. Payment to be made in accordance with student category above.
- If a student is in receipt of part-sponsorship for tuition fees, unless the sponsor decrees otherwise, the sponsored part of the fee will be deducted and the student is liable for the balance on an annual basis, payment to be made in accordance with methods of payment details above.
- For calendar year students it is the responsibility of the student to inform their sponsor that the fees are to be paid within 90 days of the start of their academic year.

Professional Career Development Loans (PCDLs)

- Students receiving PCDLs are liable to pay their share of fees in accordance with the methods of payment detailed above.

Refund of Tuition Fees

In the event of withdrawal, following a two-week grace period at the start of a course when no tuition fees are charged:

All Undergraduate Home/EU students who are funded by a Student Finance will be charged the following minimum amounts:

- Term 1 (from 16th October 2017 to 16th December 2017) – 25%

- Term 2 (from 22nd January 2018 to 23rd March 2018) - 50%
- Term 3 (from 16th April 2018 to 15th June 2018) – 100%

For more detail see the Finance web page:

<http://www.cardiff.ac.uk/study/undergraduate/tuition-fees>

All other students that are not funded by Student Finance will be charged - less any non-refundable deposit - on a pro-rata basis on the number of weeks in attendance from the start of the course 32 week academic year or 50 weeks for postgraduate students. An appropriate refund made if necessary.

There are occasions where specific courses will have different rules on the refund of fees. In these exceptions, and where regulations on the refund of tuition fees differ from those outlined above, this will be clearly notified to you prior to starting the course.

Payment of Other Monies

Students are required to pay any other monies owing to the University in accordance with stipulated deadlines. Continuing students who have debts to the University arising from the previous academic session will be registered with outstanding finance issues for 30 days from the commencement of the course. Students will be advised of these arrangements and will also be advised of the importance of notifying the Finance Department if they have any individual circumstances that may be causing difficulty in resolving their situation. If arrangements for payment of the outstanding monies have not been made by the specified deadline, the University reserves the right to proceed in accordance with the Senate Regulation: Procedure for Payment of Tuition Fees and Other Monies.

Bursaries and Studentships

If an award is to be made to a student not already in the University, the awarding School must ensure an offer of admission is made through the Academic Registry in accordance with its standard procedures.

Operation of the Procedure for Payment of Tuition Fees and Other Monies

Prior to any enforcement of the Senate Procedure, the Finance Department will write to students after the deadline for payment of the tuition fee or any other monies.

Students will be advised:

1. that the deadline for payment has passed;
2. that settlement is required within 7 working days;
3. that the Finance Department must be notified if they have any circumstances causing difficulty in making due payment;
4. that in the event of non-compliance with either b) or c) above, the Senate Procedure will be invoked, and registration with the University will be cancelled forthwith.

The Finance Department has the discretion to defer/delay any enforcement of the Senate Procedure in the light of a student's personal circumstances.

If the matter has not been resolved following the issue of an e-mail by the Finance Department, the Senate Regulation: 'Payment of Tuition Fees and Other Monies', will be invoked. Students will be notified in by e-mail that their registration with the University is being cancelled. This confirmation will be sent to both the home and contact e-mail addresses. De-registered students will be advised of a final opportunity to present in

writing any information which they feel may be relevant to their case and has not yet been made known to the University. The names of de-registered students will be confirmed to Registry, who will be responsible for notifying the relevant parties of the cancellation of registration (i.e. academic schools, libraries, other administrative departments).

If a student breaches any special arrangements for payment that have been approved by the Finance Department, he/she shall be automatically subject to de-registration.

Procedures in the event of non-payment of tuition fee and non-student debt

Tuition Fee Debt: Registered – Outstanding Finance Issues

Students who are unable to fulfil their financial obligations at enrolment will be registered with outstanding finance issues for 30 days from the commencement of the course. Students will be advised of these arrangements, and will also be advised of the importance of notifying the Finance Department if they have any individual circumstances that may be causing difficulty in resolving their situation by the deadline. If arrangements for the payment of tuition fees or confirmation of sponsorship have not been made within 30 days of enrolment, the University reserves the right to proceed in accordance with the Senate Regulation: Procedure for Payment of Tuition Fees and Other Monies.

Non Payment of Fees by Due Date

At enrolment, students will receive confirmation of tuition fee payment dates, in accordance with the method of payment chosen. Students will also be advised of the importance of notifying the Finance Department if they have any individual circumstances that may be causing difficulty in making due payment by the deadline. If payment has not been received the University reserves the right to proceed in accordance with the Senate Regulation: Procedure for Payment of Tuition Fees and Other Monies.

If action is not taken in accordance with the Procedure for Payment of Tuition Fees and Other Monies, the University also reserves the right to refuse permission to attend the Graduation Ceremony.

Academic Session	Period of registration	Duration of Enforcement	Document Owner
2017/18	01 Aug 2017 – 31 July 2018	2017/18 Academic Session	Finance Department