



# **TUITION FEES POLICY 2019/20**



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## 1. Introduction

- 1.1. This policy provides a framework for the setting, payment and collection of Bangor University tuition fees and other tuition-related fees.
- 1.2. This policy covers:
  - Governance of and the setting of tuition fees;
  - Tuition fee amounts and the period to which they apply;
  - Payments & refunds;
  - Tuition fee and related debt management;
  - Tuition fees for specific groups.
- 1.3. This policy does not cover:
  - Halls of residence or other accommodation-related fees;
  - Vehicle parking fees;
  - Students' Union subscription fees;
  - Graduation ceremony or gown hire fees.
- 1.4. This policy and [tuition fees for all programmes](#) are published on the University's public website. Details of any changes made to this policy will also be made available via the University's public website, accessible to all prospective, new and continuing students.
- 1.5. Students will be asked to agree to the terms of this policy as part of the [enrolment and registration process](#) at the start of each year of study.
- 1.6. This policy (including its annexes) is reviewed annually by the University's Tuition Fees Sub-Group (TFSG), and its Recruitment & Admissions Task Group (RATG), to ensure it continues to meet the needs of students and the University.
- 1.7. The University reserves the right to take appropriate action against students who fail to pay their fees, or make satisfactory arrangements to pay on, or by the end of a set period after, the start date of their programme (see Debt Management).
- 1.8. Students studying University programmes through partnership institutions should refer to programme information for details of any fee policies applicable to them in their host institutions.
- 1.9. The University confirms that it abides by the [Competition and Markets Authority \(CMA\) guidelines for higher education \(March 2015\)](#), including its processes for determining and specifying fee levels.

## 2. Governance

- 2.1. Final authority for the approval and amendment of tuition fees lies with the University Executive, which devolves responsibility to the Recruitment & Admissions Task Group (RATG).

- 2.2. The decisions of the RATG are based on the advice and recommendations from its Tuition Fees Sub-Group (TFSG). The TFSG is responsible for reviewing tuition fees and related charges across the institution on an annual basis.
- 2.3. The TFSG considers all aspects of student tuition fee charging and funding arrangements, including bursaries, scholarships, discounts and fee waivers, and makes recommendations to the RATG: -
  - 2.3.1. To commission and/or carry out benchmarking analysis and consultation with Schools/Colleges in relation to the annual review and setting of tuition fees, discounts, scholarships, bursaries and fee waivers.
  - 2.3.2. To recommend to the RATG an annual schedule of tuition fees, discounts, scholarships, bursaries and fee waivers.
  - 2.3.3. To ensure a central repository is maintained in respect of agreed tuition fees, discounts, scholarships, bursaries and fee waivers.
  - 2.3.4. To monitor and review relevant policies, terms and conditions, and make recommendations to the RATG in respect of any necessary changes.
  - 2.3.5. To ensure compliance and alignment with external policies and guidance (e.g. Competition & Markets Authority) in respect of tuition fees, discounts, scholarships, bursaries and fee waivers.
  - 2.3.6. To ensure ad-hoc requests for approval of variations to published fees schedules are handled appropriately and documented, and that appropriate approval is sought from the RATG or its Chair.
  - 2.3.7. To contribute to the relevant elements of the University's Fee & Access Plan in relation to regulated fees.
  - 2.3.8. To ensure that all agreed tuition fees, discounts, scholarships, bursaries and fee waivers are communicated effectively across the University.
  - 2.3.9. To report to the RATG.
- 2.4. In exceptional circumstances, the Chair of the RATG can approve actions outside of formal meetings of the TFSG and the RATG. These actions are formally noted and reported to the TFSG and the RATG at the next available meetings, and then on to the University Executive.
- 2.5. No fees can be varied or changed other than by the approved routes detailed above and all tuition fees are subject to scrutiny by the TFSG, the RATG and the Executive.

### 3. Setting Tuition Fees

- 3.1. The University reviews its fees and fee policy annually.
- 3.2. Tuition fees may be subject to annual increases, where permissible, reflecting increases in costs of delivery, and will be available [on the University website](#).

- 3.3. The Welsh Government determines the statutory fee cap for undergraduate and Postgraduate Certificate in Education (PGCE) programmes for home/EU students. The University sets both full- and part-time fees to reflect this maximum applicable fee cap, as defined in its annual [Fee and Access Plan \(Annex B\)](#), agreed with the [Higher Education Funding Council for Wales \(HEFCW\)](#). Fees may be revised, if permitted and where necessary, in line with the relevant statutory fee caps, however, the University will not raise the fee for any credits or programmes during an academic year, or once the fees for an academic year have been published.
- 3.4. Postgraduate research fees will be set in line with [‘Doctoral Stipend Levels and Indicative Fees’, set out by UK Research and Innovation \(UKRI\)](#), which are expected to be published, annually, in April/May; currently, the indicative fee level increases in line with the UK’s GDP deflator, as defined by the Office for National Statistics (ONS). The fees published in the University’s fees schedule at the start of an academic year are therefore specified as an estimate, based on previous annual increases, and will be specifically updated following the UKRI publication of the indicative fee level. As a result, postgraduate research fees will normally be subject to a minimal increase, annually, for each subsequent year of a programme.
- 3.5. The University aims to keep its postgraduate taught and international fees in line with market factors, to reflect increases in the costs of delivery, and will make increases appropriately, and where necessary, to ensure the continued viability of the programmes.
- 3.6. The University reserves the right to amend its fees following appropriate internal scrutiny and consultation. Changes will only be made as allowed by the terms of this policy and the other University Regulations. Students on programmes where whole duration fees are published, or where year-on-year fee increases are specified in advance, will not be subject to additional fee changes during the programme of their registration, unless a break in study occurs. For programmes where the fees are set by the UK or Welsh Governments, the increased fee amount will be published as soon as possible after approval by the respective government.

## 4. Fee Status

- 4.1. The University charges different levels of fees which are determined by a student’s domicile classification being ‘home/EU’ or ‘international’.
- 4.2. ‘Home/EU’ fee status includes the Channel Islands and the Isle of Man, in addition to several other groups; this status is assessed in accordance with the [Education \(Fees and Awards\) \(Wales\) Regulations 2007](#). All other students are considered ‘international’. Additional guidance on fee status is available from the UK Council for International Student Affairs ([UKCISA](#)).

## Break in Study

- 4.3. The University allows students to take a break during the programme of their studies, for the purposes of financial assessment; the break in study is normally a maximum of two academic years. Students taking a longer break in study may have their 'continuing student' status reassessed.

## 5. Currency

- 5.1. All fees published by the University are in pounds sterling. Fee information will be published in other currencies only where explicitly required by regulatory or external bodies. Any publication in currencies other than pounds sterling will be based on the exchange rate applicable at the time the amount is calculated. The University cannot be held responsible for changes in global financial markets or currency exchange rates.

## 6. New and Continuing Students

- 6.1. A 'new student' is defined as any of the following: -
  - 6.1.1. a student starting a new programme at the University in the current academic year.
  - 6.1.2. a student starting a new programme at the University in the current academic year where the programme is at a different level (e.g. postgraduate, not undergraduate) from any programme taken during the previous academic year.
  - 6.1.3. a student who is continuing the same programme at the University following an authorised break from study of more than two years.
  - 6.1.4. a student changing their mode of study (e.g. from full-time to part-time). This is distinct from changing to a part-time mode of attendance while still registered on a full-time programme.
  - 6.1.5. a student transferring in from another higher education institution.
  - 6.1.6. a student 'topping up' a higher education qualification (e.g. from a foundation degree to an honours degree) following a break in study of one year or more.
- 6.2. A 'continuing student' is defined as any of the following: -
  - 6.2.1. a student who is continuing the same programme at the University as in the previous academic year, or following an authorised break from study of under two years.
  - 6.2.2. a student transferring programmes within the University and not changing their mode of study (e.g. from full-time to part-time).
  - 6.2.3. a student 'topping up' a higher education qualification (e.g. from a foundation degree to an honours degree) without a break in study, including progression from a partner institution where the programme is continued at the University.

- 6.3. In cases where unusual or extenuating circumstances apply, the University will, at its discretion, define a student as new or continuing.

## 7. Levels of Study

- 7.1. There are three levels of study into which programme fees are categorised: -
- 7.1.1. **Undergraduate taught:** including BA, BSc, BEd, BEng, BM, BMedSci, BMus, BN, and LLB; this category also covers foundation degrees and foundation years, PGCE and integrated masters programmes;
  - 7.1.2. **Postgraduate taught:** including MA, MSc, MBA, MEd, EdM, LLM, MMus, and MRes;
  - 7.1.3. **Postgraduate research:** including PhD, DClInPsy, DHealthCare, DAgEnv, EdD, LLMRes, MAREs, MBARes, MEdRes, MMusRes, MScRes and MPhil.
- 7.2. The full list of University awards can be found in Annex C.

## 8. Study Period and Fee Regime

- 8.1. Students enrol at the start of their programme, and subsequently register at the start of each academic year following. The usual duration of a study period is a maximum of 12 calendar months. At the end of this study period, students are required to register again for their next academic year (as defined in Annex E: Regulation 01).
- 8.2. For all taught students, and international postgraduate research students, the fee regime (the relevant fee policy and schedule of fees) in place at the start of the first academic year, remains in effect for the duration of their programme, unless: -
- 8.2.1. there is a shift in mode of study (e.g. from full-time to part-time), or
  - 8.2.2. there is a break in study of more than 2 years, or
  - 8.2.3. an agreement has been otherwise defined in the offer letter,
- after which a new fee regime would apply. There is no change in fee regime if a student transfers from an honours to a non-honours programme, or vice versa.
- 8.3. The fee regime for home/EU postgraduate research students will change in each subsequent academic year of study, in line with any increases made to the schedule of fees for the corresponding year (see 3.4).
- 8.4. For students deferring their place at the University, the version of the fee regime that applies will be that for the academic year in which they commence their study period, not for the year of application/deferment.

## 9. Fee Amount

- 9.1. Fees for new students commencing a programme during the forthcoming/current academic year can be found on the University's fees schedule (Annex A), along with those of continuing

postgraduate research students. Fees for continuing taught students can be found by referring to [the schedule that corresponds to the year of their commencement of studies](#).

- 9.2. All fees are rounded up to the nearest whole pound, therefore, where part-time fees are calculated on a pro rata basis, the total fee may vary slightly from the equivalent full time fee.
- 9.3. Tuition fee amounts may differ between programmes at the same level, and a student will be charged the fee appropriate to the programme on which they are registered. In the case of students transferring from one programme to another during the academic year, where the fees charged for the second programme are different to the fee charged for the first, the student would be required to pay the fee appropriate to the new programme. In such cases, students will either be required to pay the difference, or may be entitled to a refund, depending on any outstanding charges due for the original programme.
- 9.4. No variation on these fees will be allowed without written confirmation from the University.

### Programme Fees

- 9.5. Programme fees include all compulsory elements required for students to meet the minimum learning outcomes of the programme.

### Module Fees

- 9.6. All modules at the University carry a credit rating and the fees charged for a module reflect the number of credits a student can achieve on completion of the module. Module fees are published per 10 credits. Module fees include all compulsory elements required for students to meet the minimum learning outcomes of the module.

### Placement Fees

- 9.7. The University charges a reduced tuition fee to students taking a placement year. The annual maximum level of fees for sandwich programmes, and for student and work placements overseas, is set by the Welsh Government.

### Research Support (or 'Bench') Fees and Optional Additional Costs

- 9.8. Research support fees, also known as 'bench' fees, are charged where certain postgraduate programmes incur specific, extra costs to cover facilities that can include: basic consumables; specialist laboratory or field work; the purchase, hire and maintenance of equipment; and specialist computing hardware and software.
- 9.9. In some undergraduate and postgraduate programmes and modules, optional additional costs may be incurred (e.g. field trips, materials, professional body membership, etc.), but these will be clearly specified in advance, in the University's programme literature and web pages, listing exact amounts, where possible.
- 9.10. Prospective students will be informed of research support (or 'bench') fees and/or any optional additional costs when they are offered a place at the University.

## Fees for Professional Body Recognition and Accreditation

- 9.11. As part of the programme fee for some programmes, the University may cover the professional body registration fees for students. Details will be included in pre-entry information.
- 9.12. In other cases, students studying on programmes where there are professional body or other accreditation requirements for which an additional fee is due, are solely liable for such charges in addition to their tuition fees. Details of charges and the route for payment will be included in pre-entry information. In these cases, students are responsible for making the payment directly to the external organisation.

## Continuation Fees for Postgraduate Research Students (from 2020/21)

- 9.13. If a postgraduate research student does not submit their final soft-bound thesis before the end of a fourth consecutive year, after their initial registration on a full-time programme, then they will become eligible for a continuation fee in the fifth consecutive year, and every subsequent year thereafter.
- 9.14. Continuation fees can be applied at one of two levels, dependent on the mode and location of study undertaken: -
  - 9.14.1. Students continuing their programme, in situ, utilising facilities and resources in Bangor, will be charged 10% of the annual fee for the academic year(s) in which the continuation is undertaken.
  - 9.14.2. Students continuing their programme, remotely, away from Bangor, will be charged 5% of the annual fee for the academic year(s) in which the continuation is undertaken.
- 9.15. Continuation fees will only apply to postgraduate research students commencing their programme from 2020/21 onwards, who require a 5th year of study, or more, i.e. continuing from 2024/25 onwards.
- 9.16. For part-time students, continuation fees apply from the pro rata equivalent of a fifth full-time year, and for every subsequent year thereafter.

## Re-Sit Fees

- 9.17. Students who do not pass a module at the first sitting will be allowed to re-sit. There is no charge for a re-sit taken within the original academic year.
- 9.18. Students registering as a part-time student or an external student, in order to re-sit in a subsequent academic year, will be charged a pro rata full-time fee, as defined in the fees schedule corresponding to the year in which the re-sit is to be taken. [See Annex E: Regulation 01: section 5. Resits and Resubmission, p.18]

## 10. Payment of Fees

- 10.1. Students should ensure that they are aware of the financial implications of suspending or terminating their studies prior to accepting their offer of a place at the University.
- 10.2. Fees are due to be paid in full prior to completing the registration process, unless the student is eligible to take up the option to pay by one of the University's agreed payment plans. Late payment of fees will normally attract additional charges. Specific details can be found on the University's 'Payment of Fees' web pages for [home/EU](#) and [international](#) students.

## 11. Withdrawals and Suspensions

- 11.1. Students considering leaving the University should contact [Student Services' Student Support Team](#).
- 11.2. The University understands that, occasionally, some students may need or want to withdraw from, or suspend, their study. In many cases, fees will be due and students will be charged a percentage of the fees for the year.
- 11.3. Tuition fees will remain due up until the date that the University receives written confirmation of a student's intention to withdraw or suspend studies; retrospective suspensions will not normally be authorised.
- 11.4. Applications for [interruption of study](#) must be submitted by students in writing, and must include:
  - 11.4.1. The reasons for requesting an interruption of study;
  - 11.4.2. Evidence to confirm medical or personal circumstances;
  - 11.4.3. The start date for the period of interrupted study;
  - 11.4.4. The intended end date for the period of interrupted study (if known).

[See Annex I: Procedure 07: Approving Interruption of Studies]

- 11.5. Applications must normally be submitted before the start of the period of interrupted study or within one month of a student discontinuing studies for unavoidable reasons (e.g. an accident that prevented a student from continuing studies). Backdated applications (i.e. greater than 1 month) will only be considered under exceptional circumstances and where the student can show good reason why the request was not made at the appropriate time.
- 11.6. Any outstanding debts must normally be paid before the start of the period of interrupted study, or to a payment schedule agreed with the University (see 13. Debt Management, below).

- 11.7. Students who 'disappear' from their studies without giving notice, and who fail to respond to University communications or comply with University procedures without good reason, will be charged, as detailed below, based on their last recorded date of attendance.

## 12. Charging and Refunds

### Cancellation of Registration

- 12.1. All students have the right to cancel their registration with the University within a 'period of grace', defined as 14 calendar days from the start of their first term, during which they will not be charged fees. By giving written notice within this time, a student can withdraw from the University without incurring financial penalty. It is the student's responsibility to ensure that this notification reaches the University in a timely fashion.
- 12.2. At the beginning of each academic session, or commencement of a particular programme, there will be a 30 day 'temporary registration' window within which students must confirm how their fees will be paid: either by approved instalment plan or recognised sponsor. Failure to comply with this requirement, without an acceptable explanation, will result in cancellation of the registration in line with the "General Regulations for All Students": Regulation 13: 2015 Version 10, paragraph 25 (Annex F), subject to appeal (see paragraph 14.1, below; and in Annex G, Code of Practice 10: Student Complaints and Appeals, and in Annex H, Procedure 01: Student Complaints).

### Pro Rata Refunds

- 12.3. For students withdrawing from the University after the 14-day 'period of grace', tuition fees will normally be refunded on a pro rata basis, as outlined in the following sections.
- 12.3.1. **Full-Time Undergraduate and PGCE Students** (including those undertaking a part time repeat of a full-time programme to redeem failure) whose programme started at the beginning of the academic year:
- Home/EU:**
- 12.3.1.1. A full refund will be given within the 14 days 'period of grace'
- 12.3.1.2. Then charged pro rata, weekly, up to 30 weeks for undergraduate programmes, and 38 weeks for PGCE, subject to the maximum stipulated by the Student Loans Company (SLC) rules. The charge will be a percentage of the annual fee, in line with the SLC tuition fee payment regime, and the following three census dates:
- 25% maximum charge up to the start of Term 2
  - 50% maximum charge from the start of Term 2 up to start of Term 3
  - No reduction in fees from the start of Term 3.
- International:**
- 12.3.1.3. A full refund will be given within the 14 days 'period of grace'

- 12.3.1.4. Then charged pro rata, weekly, up to 30 weeks for undergraduate programmes, and 38 weeks for PGCE. The full weekly fee will be charged if attendance and/or engagement is recorded in that particular week.
  - 12.3.1.5. The deposit will be retained in all cases.
- 12.3.2. **Part-Time Undergraduate Students** (excluding those undertaking a part-time repeat of a full-time programme to redeem failure):
- 12.3.2.1. A full refund will be given within the 14 days 'period of grace'
  - 12.3.2.2. Then charged pro rata, weekly, up to 30 weeks. The full weekly fee will be charged if attendance and/or engagement is recorded in that particular week.
- 12.3.3. **Full-Time Postgraduate Taught Students:**
- 12.3.3.1. A full refund will be given within the 14 days 'period of grace'
  - 12.3.3.2. Then charged pro rata, weekly, up to 45 weeks. The full weekly fee will be charged if attendance and/or engagement is recorded in that particular week.
- 12.3.4. **Part-Time Postgraduate Taught Students:**
- 12.3.4.1. A full refund will be given within the 14 days 'period of grace'
  - 12.3.4.2. Then charged pro rata, weekly, for the modules attended. The University will base the adjusted charge on whether the modules are Semester 1, Semester 2 or full year, to calculate the charge fairly. The full weekly fee will be charged if attendance and/or engagement is recorded in that particular week.
  - 12.3.4.3. For students following the *MA Education* and *MA Mindfulness* programmes on a part-time basis, the 14 days 'period of grace' will begin on the first weekend of engagement.
- 12.3.5. **All Students on Taught Distance Learning Programmes:**
- 12.3.5.1. A full refund will be given within the 14 days 'period of grace'
  - 12.3.5.2. Then charged pro rata, per module. There will be a charge of 33% of any module fee, where attendance and/or engagement is recorded and the module is not completed.
- 12.3.6. **Full- and Part-Time Postgraduate Research Students:**
- 12.3.6.1. A full refund will be given within the 14 days 'period of grace'
  - 12.3.6.2. Then charged pro rata, monthly, up to 12 months, based on recorded attendance and/or engagement. The full monthly fee will be charged if attendance and/or engagement is recorded in that particular month.

## Deposits for International Students

- 12.4. All students requiring a Tier 4 student visa will have to pay a deposit of £2000.00 prior to the University issuing a Confirmation of Acceptance for Studies (CAS). The deposit is required to

help offset the costs associated with supporting international students coming to the UK, through maintaining the University's Home Office sponsorship licence.

- 12.5. A refund of the deposit payment will only be given to students in special cases, which include:
- 12.5.1. certified illness;
  - 12.5.2. family bereavement; and
  - 12.5.3. for certain visa refusals.

In all cases, supporting documentation will be required and an administrative fee of £200.00 will be levied.

- 12.6. The University *will not* refund the deposit in the following cases:
- 12.6.1. The student has been issued with a CAS but fails to apply for a visa;
  - 12.6.2. The student is granted a visa but fails to register;
  - 12.6.3. The student has been refused a visa on the grounds of presenting fraudulent documentation, or the visa has been refused on the basis of information withheld from the University.

## US Loans

- 12.7. If international students from the USA withdraw from their studies, and are in receipt of a US loan, then the University must calculate how much needs to be returned to the lender. Details on the University's refund policy for US loans students can be found in Annex D and D.i.

## Cancellation of a Programme or Module by the University

- 12.8. In the event of the cancellation of a programme or module, by the University, if there are no suitable alternative programmes or modules on to which a student can transfer, an automatic, full reduction of tuition fees will be generated. If suitable alternatives *are* available, agreement will be sought from the student before any transfer is made.

## Means of Reimbursement

- 12.9. Should it be necessary for the University to reimburse a student, it will make the reimbursement using the same means of payment as was used for the initial transaction, unless agreed otherwise.
- 12.10. Fees paid by a third party (e.g. sponsor, research council, or loan company) will normally be refunded to the third party and not to the student.

## Refunds and Scholarships

- 12.11. A scholarship awarded in a year in which a recipient-student later withdraws, will be subject to the terms and conditions, as specified in the offer letter or other communication from the University.
- 12.12. If a student has been awarded an international scholarship and later withdraws, the total value of the scholarship will not be included in any refund.

## 13. Debt Management

- 13.1. The University operates a student debt management system that seeks to be transparent and fair to all students.
- 13.2. This policy applies solely to indebtedness with regard to University tuition fees and other tuition-related fees (as defined earlier in this document).
- 13.3. The University recognises that many of its students are young adults and may have little experience of dealing with high-value transactions. It is recognised that where a student owes a significant amount of money and there is little prospect of being able to pay, then it will not be in the student's interest to allow the debt to grow. The University has support mechanisms in place to assist students and will endeavour to apply reasonable flexibility in agreeing a revised payment plan. Students experiencing financial difficulties are advised to consult the Money Support Unit (Student Services) and/or the International Student Support Unit (International Education Centre) at the earliest opportunity.

### Sanctions for Indebtedness

- 13.4. The University will always seek to recover monies owed to it for tuition fees. In the event students fall behind on their payment plan, or are unable to meet the payment date of an invoice, the University will attempt to contact them by e-mail, telephone and letter. If a reply is not received, and/or debts remain, sanctions will be applied, as detailed in the sections below.
- 13.5. Where the registration of international students has been cancelled through failure to pay fees, the University will remove its sponsorship of the relevant international student visas, which will usually result in the return to their home country.

### In-Year Sanctions

- 13.6. Where students become indebted (by £250 or greater) to the University, access to University facilities may be removed if an agreement to settle outstanding fees is not in place, and details of the debt may be passed to the University's Money Support Unit, and/or to the International Student Support Unit, who may contact students directly to offer guidance.
- 13.7. Where students default on an approved payment plan, where the debt is £1,000 or greater, they will not be allowed to progress to the next term. The termination of registration procedure will be initiated under the General Regulations for All Students (Annex F: Regulation 13: 2015, Version 10, paragraph 25), subject to appeal (see paragraph 14.1, below; and in Annex G, Code of Practice 10: Student Complaints and Appeals, and in Annex H, Procedure 01: Student Complaints).

### End of Session Sanctions

- 13.8. Students indebted to the University may not progress to the next academic year unless: -
  - 13.8.1. an acceptable repayment plan is in place, and

- 13.8.2. the outstanding fee is less than 20% of the full annual fee (before the deduction of any discount, bursary, scholarship, waiver or any other form of fee remission).

### End of Programme Sanctions

- 13.9. Students who have successfully completed their programme, but who have outstanding tuition fees, will not be allowed to attend their graduation ceremony.
- 13.10. Award certificates and other official University documentation will be withheld until outstanding fees have been settled. However, at the University's discretion, where 33% or less of the full annual tuition fee is outstanding, students may be provided with a 'proof of award' letter that would confirm the award and explain the reason for withholding the award certificate.
- 13.11. Where students have already successfully completed and paid for sufficient credit to qualify for a recognised exit award (e.g. Diploma of Higher Education), a certificate will be provided.
- 13.12. Students who are no longer registered, due to having completed or withdrawn from their programme, but who are still indebted to the University, will be referred to the University's debt recovery agents. This could lead to County Court Judgements (CCJs) being applied and future credit ratings being affected.

### Commissioned Programmes and Sponsored Students

- 13.13. Students retain ultimate liability for the payment of their fees, whether invoiced or not. If a sponsor, with whom students have arranged to pay fees on their behalf, fails to do so, the student is responsible for paying any outstanding fees (with the exception of directly commissioned programmes, outlined below). The University will seek to recover fees directly from students in cases where payment from other approved sources is not forthcoming. It is the student's responsibility to act as an intermediary and ensure that the sponsor and the University are provided with adequate information for timely payment of the fees (i.e. at the latest within 30 days of the start of the programme).
- 13.14. The only exception to this is for students on programmes directly commissioned by a third party (e.g. some health-related programmes) and where the programme registration is at the request of an employer. In such circumstances, where sponsorship is withdrawn or payments default, the student will be informed, and, where resolution is not possible, will be withdrawn from the programme without being charged.
- 13.15. A directly commissioned programme is one where an employer or organisation has contracted the University to supply educational services. Students required by their employer to attend a programme that the employer has not directly commissioned are not considered to be on commissioned programmes.

## 14. Complaints

- 14.1. Students may bring a complaint under the University's Student Complaints Procedure if they consider this policy to have been incorrectly applied in their individual case, or wish to appeal a decision about the termination of their studies and the cancellation of their registration with the University on financial grounds. The Student Complaints Procedure should be followed in both cases. [See Annex G, Code of Practice 10: Student Complaints and Appeals, and Annex H, Procedure 01: Student Complaints.]

## 15. Tuition Fees for Staff

- 15.1. All Bangor University employees (with the exception of those who are currently being, or who are in the process of being, registered as a full-time student) are eligible to be considered for a fee waiver on University programmes.
- 15.2. The member of staff should have a formal contract of employment with the University (greater than 12 hours per week, and liable for class 1A National Insurance contributions, unless exempted due to age), valid from the date of registration on the programme until the end of the 'current' fee-charging period.
- 15.3. University halls wardens are not eligible for tuition fee waivers.
- 15.4. Where the contract of employment terminates part-way through a subsequent fee-charging period (e.g. next academic year), fees will be charged on a pro rata basis from the end of the contract.
- 15.5. Staff must have the consent of the Head of their employing School/Department to undertake the programme of study.
- 15.6. Staff must have the consent of the School/Department in which they wish to study that tuition fees can be waived/reduced.
- 15.7. Where a member of staff is employed as a research assistant and the registration on a research degree is a condition of the employment contract, tuition fees are eligible for consideration for a fee waiver.
- 15.8. Fee waivers are not available where a member of staff is eligible to claim the equivalent of the tuition fee through Local Education Authority, or other, funding.
- 15.9. Where fees have been charged on a pro rata basis from the end of a contract, the fees will be recalculated or reimbursed, as appropriate, if a contract is extended or a new contract is issued.
- 15.10. Any additional charges (e.g. 'bench' fees, study visits, dissertation submission, examination, etc.) will still be payable by the staff member.

15.11. Where the staff member, as a student, ceases to qualify for a fee waiver part-way through a programme, and more than 50% of the tuition fee has been covered by the waiver, then the examination fee will be due.

**Annex A. Tuition Fees Schedule 2019/20**

**Annex B. Fee & Access Plan 2019/20**

**Annex C. List of University Awards**

**Annex D. US Loans**

<https://www.bangor.ac.uk/admissions/usloansfurtherinfo.php.en>

Annex D.i. US Financial Aid - Return of Title IV Funds Policy

**Annex E. Regulation 01: Regulations for Taught Programmes**

**Annex F. Regulation 13: General Regulations for All Students**

**Annex G. Code of Practice 10: Student Complaints and Appeals**

**Annex H. Procedure 01: Student Complaints Procedure**

**Annex I. Procedure 07: Approving Interruption of Studies]**