



Course Fees Policy
For New and Continuing Students
2023/24

Contents:

Introduction	2
International Students including students from the European Union/European Economic Area	3
Liability for Payment of Course Fees.....	4
Methods of Payment of Course Fees.....	5
Non Payment of Course Fees	6
Withdrawal from a Course of Study.....	6
Temporary Suspension	7
Refund Arrangements Following Withdrawal or Suspension of Studies	7
Course Fee Transfer	9
APPENDIX 1.....	10
APPENDIX 2.....	11
APPENDIX 3.....	12
APPENDIX 4.....	13

circumstances, and at their discretion, the university may accept a study deposit of £4,500. Applicants will be advised of the exact amount of deposit required in their offer documentation provided by the International Admissions Team which must be paid prior to the issuance of a CAS.

- b. Overseas (international and EU/EEA) students studying for a postgraduate research degree at the University of Bolton must provide a deposit equal to the full fees for the first year of study. Applicants will be advised of the level of deposit they must pay by the International Admissions Team.

Deposit Refunds:

- c. Should an applicant withdraw his/her application in writing prior to a CAS being issued then his/her full deposit will be refundable minus any consideration fee paid. The International Admissions Team will provide advice and guidance on the Refund Process to applicants.
- d. Once a CAS has been issued and in the case of a visa refusal, applicants will need to provide a copy of their visa refusal letter. If an applicant can demonstrate the visa refusal was not their fault, the University may consider, at its own discretion, to issue a full or partial deposit refund. In cases where the visa refusal was due to submission of fraudulent or misleading information, or missing documents a refund will not be given. Information on the Refund Process will be provided to applicants by the International Admissions Team.

9. Continuing International Students

Continuing international students will be required to pay each subsequent

13.

be entitled to a refund or reduction of fees paid in accordance with the terms outlined in paragraphs 36-41.

29. Whilst the University will inform SFE (via the Student Loan Company) or other sponsor of students' withdrawal, all students are responsible for informing SFE and any other sponsor of any changes in their circumstances which may affect their entitlement to student support.
30. If a University Student Route sponsored international/EU student withdraws, the University is required to promptly inform the UK Visa and Immigration (UKVI) that it has withdrawn its sponsorship of the student. UKVI sponsored students are required to return immediately to their home country.
31. The University will not consider any request for a refund or reduction of tuition fees from withdrawing International or EU students paying overseas fees.

Temporary Suspension

32. In exceptional circumstances students may wish to temporarily interrupt their studies; this is referred to as a 'suspension of studies'. Students do not have the right to suspend their studies; suspension of studies must be approved by the student's University department and/or by any other internal or external body as dictated by the relevant procedures. Students must, however, complete their course within a period of twice the normal duration of the course including any time suspended from studies. E.g. for a three year course, the course must be completed within six years including any time suspended from studies. Students who return to their course of study will be required to agree to the Conditions of Enrolment for the year in which they return which will be an update to their continuing contract with the University.
33. If University Student Route sponsored overseas (international and EU/EEA) students suspend their studies, the University is required to inform UKVI and it is expected that students will return to their home country during the period of suspension. UKVI will confirm this in writing and include the date by which the student must leave the UK. The University will not consider any request for a refund or reduction of course fees by suspended students paying overseas fees (international and EU/EEA).
34. UK and EU/EEA students eligible to pay 'Home' fees who suspend their studies during the academic year will be liable to pay the full course fees for that current year, but any such student may be entitled to a refund or reduction of fees in accordance with the terms outlined in paragraphs 36-41.

Refund Arrangements Following Withdrawal or Suspension of Studies

35. **International and EU/EEA Students required to pay 'overseas' fees**
International and EU/EEA students paying 'overseas' fees become liable for the full year's course fees on enrolment/re-enrolment and no refunds/reductions will be made to these students should they withdraw or suspend during the academic year.
36. **UK and EU/EEA students eligible to pay 'Home' fees**

UK and EU/EEA students eligible to pay 'Home' fees may be entitled to a part refund of the tuition fees paid if they are required to withdraw or suspend their studies part way through the academic year. There are different refund arrangements dependent on the course and level of study.

a) Undergraduate UK/EEA 'Home' fee paying students

Refunds/reductions for course fees are calculated in line with the Student Loan Company liability periods as set out below:

For courses starting in Semester One (September/October) 2023

Period		
1	Autumn	1 September 2023 – 03 January 2024 Refund/reduction of 75% of full year's course fees
2	Winter	04 January 2024 – 07 April 2024 Refund/reduction of 50% of full year's course fees
3	Summer	8 April 2024– 31 August 2024 No refund/reduction applicable

For courses starting in Semester Two (January/February) 2024

Period		
1	Winter	04 January 2024 - 07 April 2024 Refund/reduction of 75% of full year's course fees
2	Summer	08 April 2024 - 31 August 2024 Refund/reduction of 50% of full year's course fees
3	Autumn	01 September 2024 – 05 January 2025 No refund/reduction applicable

IMPORTANT NOTICE: Where a student elects to pay fees via a Tuition Fee Loan and then withdraws or suspends studies, if the payments received by the University do not fully cover the student's full fee liability the student will be required to pay the balance.

b) Full-time and part-time Postgraduate Taught UK and EU/EEA 'Home' fee paying students

- i) Full time – ~~Website: www.ttu.ac.uk | 01590 003701-9 | 01254 0113 (hi) 1.2T0 1 ThT) | J3.329 0 a003 T0wts0 T~~

d) Full-time and part-time FE

APPENDIX 1



**ENROLMENT CANCELLATION FORM
(Request to cancel within 14 days)**

To : Student Data Manager
Student Data Management
The University of Bolton
Deane Road
Bolton
BL3 5AB

email: sdm@bolton.ac.uk

Students starting a NEW course of study only are entitled to cancel their enrolment within a period of 14 calendar days from online enrolment or within 14 days of the published start date of the course.

I hereby confirm that I am a new student and I give notice to cancel my enrolment.

Name: Student Number:.....

Course/Programme:.....

Address:
.....
.....
.....

Tel:

Email:

Signature:.....

Date:

APPENDIX 2

Other charges made to students

Charges for 2023/24

Student Services and Student Data Management have a range of charges which it may apply for the services it provides to students who do not meet deadlines, attend scheduled enrolment sessions, lose ID cards or official documentation, request additional copies and certified copies of documents. These charges should be paid in advance and are listed in the table below:-

Replacement ID Card (original free)	£10*
Replacement Student Lanyard	£5*
Late enrolment fee (after 31 October for September starters and 31 March for January/February starters)	£50
Duplicate copy of University Award Certificate (original provided free)	£35
Duplicate copy of Edexcel Award Certificate	£35
Certified copies of original documents (charge per original)	£5 each*
To Whom it May Concern (TWIMC) letter to confirm status (three TWIMC letters + one bank letter free – additional copies will be charged per copy – see notes on TWIMC application form.	£5 each*

***In order to obtain a replacement ID card, replacement Council Tax Exemption Certificate, certified copies or additional copies of letters, you should make your payment direct to Financial Services in Chancellor's Mall, where you will be provided with a re**

APPENDIX 4

Form R7

Notification of Withdrawal of Registration

Submitted by
Position

1. The Candidate

Name:

Title of research programme:

2. Registration

Registered for: *MPhil
 *MPhil/PhD

