

University of Reading Fee Policy: Academic Year 2015/16

Academic session to which this policy is applicable:	2015/16
Students to which this policy is applicable:	All new and returning students studying at the University of Reading and UK partner institutions
For periods of enrolment commencing between:	01 August 2015 and 31 July 2016
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INTRODUCTION

What it is

The University of Reading (the University) is committed to a fair and transparent policy in respect of charges made to students.

This policy is revised annually and students will be asked to agree to the terms of this policy as part of the enrolment process at the start of each year of study. Details of changes will be made available via the University website and/or by direct communication to students/applicants via their University portal.

The University charges fees for its programmes of study on an annual basis.

SETTING TUITION FEES

How Fees are Set

Tuition fees are charged at a set rate based on one of the following:

- an annual 'per year' charge (pro rata if applicable)
- a programme of study charge
- the number of credits being studied

Students will be required to pay the fees applicable to their programme of study and fee charging pattern. Fees are determined based on the student's fee status and mode of attendance for each period of enrolment and the fee regime in force at their initial enrolment on a programme of study, subject to any changes outlined in this policy.

The University reviews its fees annually. The University Executive Board has overall responsibility for the University's fee framework.

Tuition fees for the first year of study are stated in your offer letter. Information on fees for subsequent years, where applicable, can be found at www.reading.ac.uk/ad-furtherfeesinfo.aspx

Currency

All fees published by the University are in GBP £ sterling unless stated otherwise.

Fee Amount (Rounding)

All fees are rounded to the nearest whole GBP £ sterling or other currency where applicable. Therefore, where part time fees are calculated based on a pro rata module charge, the total fee may vary from the full time equivalent fee.

Publication of Fees

Tuition fees for all programmes are published on the University web pages:

- under the relevant course (<http://discover.reading.ac.uk/study>)
- the University's Prospectus (<http://www.reading.ac.uk/Study/study-prospectus.aspx>)
- historical tuition fee tables <http://www.reading.ac.uk/internal/feetables/ftb-home.aspx>.

Tuition Fee Coverage and Additional Charges

There may be additional costs associated with a course, such as field trips or specialist materials. This information is available from the School.

Changes to Fees

The University reserves the right to amend and alter its fees at any time following appropriate internal scrutiny and consultation.

Fee Increases

The University will not raise the fee for credits or a programme of study during the course of an academic year.

TUITION FEES

Home/EU UG Students

The maximum amount of tuition fees that an institution may charge full and part-time Home and EU undergraduate and PGCE students is set by the UK Government. There are 3 fee charging regimes currently in force for these students:

Pre 2006/07 entry	students registering for the first time before the 2006/07 academic year.
2006/07-2011/2012 entry	students registering for the first time between the 2006/07 and 2011/12 academic years.
2012-13 onwards	students registering for the first time from 2012/13 onwards.

Changes to Fee Regime

There may be situations when a student's fee regime will change, for instance if they:

- complete or withdraw from an award where they have been charged under an earlier fee regime and later register on a new award under a new fee regime; or
- complete a mode shift; this means that a student switches from a full time award in a full time mode of attendance to a part time award in a part time mode of attendance. Mode shifting will normally cancel any transitional protections that are in place.

The above are examples and some changes do not involve a fee regime change, i.e. they are protected. These are determined by the UK Government – please refer to the relevant Student Finance authority or www.gov.uk for more information.

Home/EU PGT Students

Fees for full time Home/EU postgraduate taught students are set by cohort at the point of entry and may increase year on year.

Fees for part time Home/EU postgraduate taught students have been fixed for 2015/16 entry for the normal duration of the course.

Island UG Students

The maximum amount of tuition fees an institution may charge full time and part-time Island undergraduate students is set by agreement with the relevant Island Government.

There are currently two fee charging regimes in place for Island UG students:

Pre 2012/13 entry	fees are set directly by each Island Government.
2012/13 onwards entry	fees will not exceed the maximum fee cap set for Home and EU undergraduate students.

Island PGT Students

Postgraduate fees for Island students will not exceed the maximum fee set by the University for Home/EU students.

Fees for full time Island postgraduate taught students are set by cohort at the point of entry and may increase year on year.

Fees for part time Island postgraduate taught students have been fixed for 2015/16 entry for the normal duration of the course.

International UG Students

Fees for full time International undergraduate students have been fixed for 2015/16 entry for the normal duration of the course.

International PGT Students

Fees for International students are set by cohort at the point of entry and may increase year on year.

Equivalent or Lower Qualification (ELQ) Students

UK and EU undergraduate students who already have a Higher Education qualification (regardless of the awarding institution) and who are now studying for an equivalent or lower qualification are unlikely to be entitled to Student Finance Authority funding for fees or living costs.

ELQ students who started their programme before 2012 may be charged a higher fee than those without a qualification. Students starting from 2012 onwards will be charged the same fees as UK/EU students without qualification.

FEE STATUS

A student's fee status is determined according to a set criteria as provided by UKCISA (UK Council for International Student Affairs) and a full explanation can be found at <http://ukcisa.org.uk/International-Students/Fees--finance/Home-or-Overseas-fees/England-Higher-Education/>

Fee Status Changes

An assessment of a student's fee status will apply for the duration of the programme, except in a small number of cases as indicated below, where it can be reviewed:

- The student, or a relevant family member, obtains EU nationality and has been ordinarily resident in the EEA or Switzerland for the three year period before the first day of the first academic year of the programme. In this circumstance the student's fee status will be reviewed and may be changed from the start of the next academic year of the programme. In this case, no refunds or credits for previous fees paid in previous years will be considered.
- The country, of which the student is a national, accedes to the EU and the student has been resident in that country, the EEA or Switzerland for the three year period before the first day of the first academic year of the programme. In this circumstance the student's fee status will be reviewed and may be changed from the start of the programme, or the next academic year of the programme. If the status is changed from the start of the programme, a refund may be considered. However, if the status is changed from the start of the next academic year, no refunds or credits for previous fees paid in previous years will be considered.
- The student, or a relevant family member, has been granted refugee or humanitarian protection status part way through the programme. In this circumstance the student's fee status will be reviewed and may be changed from the start of the programme, or the next academic year of the programme. If the status is changed from the start of the programme, a refund may be considered.

However, if the status is changed from the start of the next academic year, no refunds or credits for previous fees paid in previous years will be considered.

All requests for a review of fee status should be sent to the Senior Financial Support Officer using the email address studentfunding@reading.ac.uk.

FEE PAYMENTS

All students become liable to pay their full tuition fees from the first day of term on their programme subject to the conditions detailed in the section "Cancellation of Registration".

When to Pay

Tuition fees are required to be paid at or before enrolment unless the student:

- is receiving a loan from one of the Student Finance Authorities; or
- provides evidence of sponsorship from an approved sponsor; or
- is eligible to pay the tuition fees in instalments (please see below).

Students who pay by module must pay the relevant module fee before or at enrolment at the latest.

LIABILITY PERIODS AND TERMS

Student Fee Liability

Students retain ultimate liability for the payment of their fees, whether invoiced or not, including where sponsorship agreements have been approved.

The University will ultimately always seek to recover fees directly from students in cases where payment from other approved sources is not forthcoming.

The only exception to this is for students on programmes directly commissioned by a third party and where the programme enrolment is at the request of an employer. In such circumstances, where sponsorship is withdrawn or payments default, the student will be withdrawn from the programme. A commissioned programme is one where an employer or organisation has contracted the University to supply educational services.

The University reserves the right to take appropriate action against students who fail to pay their fees, or make satisfactory arrangements to pay in line with the Fees Policy.

Where students are in receipt of tuition fee loans from Student Finance, their liability is calculated based on how long they remain registered at the University in each academic year. The liability periods are used to calculate any payments due or to be refunded should a student withdraw or suspend studies.

For students not in receipt of a tuition fee loan from Student Finance the liability periods are used to calculate any payments due to be paid or to be refunded should a student withdraw or suspend studies.

The University has aligned all of its liability and withdrawal dates across all of its awards and students groups including those for students not funded by Student Finance Authorities, to the same pattern.

Liability Periods

Liability Point	Dates relevant for 2015/16	Amount charged of total fee following withdrawal	Amount refunded of total fee*
Withdrawal between start of term and liability point 1	28 September –20 October 2015	0%	100%
Between liability point 1 and liability point 2	21 October 2015 –10 January 2016	25%	75%
Between liability point 2 and liability point 3	11 January –17 April 2016	50%	50%
After liability point 3 to end of term	18 April 2016	100%	0%

Student Finance Authorities Tuition Fee Loans

UK/EU students on a designated undergraduate or PGCE programme may be eligible for a tuition fee loan from the relevant Student Finance Authority. Students are responsible for entering the correct programme and fee information when applying for support from their Authority.

Applications for support must be made by students for each year of study, in a timely manner and for the correct programme, programme year and amount.

It is the student's responsibility to inform the relevant Student Finance Authority of changes to their household circumstances.

Regardless of University provisions, policy and regulations, all students in receipt of funding from Student Finance are ultimately subject to the provisions of the Student Support Regulations in regards to maximum funding and maximum number of repeat years. The University is required to adhere to a final assessment on eligibility and entitlement made by the Student Finance assessing authorities.

During online enrolment, students who are being funded through a Student Finance Authority should follow the instructions on the sponsorship screen.

Pending or Delayed Support from Student Finance Authorities

Students waiting for support from Student Finance who are able to provide evidence that they have applied for funding through the relevant Student Finance Authority may be allowed to enrol without being expected to make an initial payment of their fees.

Students that have funding applications rejected by Student Finance after they have started their programme will be liable to pay their own tuition fees. Students receiving late notification of rejected applications should contact Student Financial Support (studentfunding@reading.ac.uk) as soon as possible to discuss their options.

Students with tuition fee loans from Student Finance may transfer to another institution following the official start date of their programme. In these cases, the University will retain the tuition fee loan for the period up to and including the transfer as detailed in the table above.

Entitlement to Tuition Fee Loans for Funded Undergraduate Students

Student Finance will make payment to the University in three disbursements, based on the loan liability points illustrated in the table below:

Loan liability for proportion of fee loan	First payment by Student Finance to the University	Proportion of full year's fee paid to the University by Student Finance	Cumulative loan liability	Period
Term 1 – Day 1	3 rd Wednesday in October	25%	25%	September-December
Term 2 – Day 1	1 st Wednesday in February	25%	50%	January – April
Term 3 – Day 1	1 st Wednesday in May	50%	100%	April - July

Entitlements and liability come in to force and/or accrues on the first day of each term.

Where students with approved tuition fee loans transfer into the University following enrolment at a different institution, the University will expect to receive tuition fee funding from the liability period following the transfer.

Sponsorship

Students who are being sponsored, wholly or in part, should provide evidence to Student and Applicant Services. Students will not be able to complete enrolment until the University has received confirmation of sponsorship from the student's sponsor and this has been approved by the University and/or tuition fees are paid by the student.

Payment by Instalment

Tuition fees can be paid in two instalments if all of the following conditions apply:

- the student is charged the full amount of the tuition fee at the start of the course (i.e. is not billed by module); and
- the tuition fee liability at enrolment is greater than £2,000 per year; and
- the course runs for longer than 10 weeks.

The instalments must be paid as follows:

- first instalment before or at enrolment at the latest; and
- second instalment on the first day of the following term.

How to Pay

Full or partial payment of fees can be paid by one or more of the methods below:

- As part of the online enrolment process via their University portal.
- By credit or debit card either in person at the Receipts Office or online <https://www.webpay.reading.ac.uk/studentpayments/>.
- By cheque (drawn on a UK bank and made payable to the 'University of Reading' (with the student name, student number and programme on the reverse).
- GBP (£) Sterling bankers' draft.
- International Funds Transfer.
- Cash GBP (£) Sterling only if no other payment method is available. Cash must NOT be sent by post.
- Sponsorship.

The following link provides further information regarding all payment methods:

<http://www.reading.ac.uk/internal/finance/fcs-Waystopay.aspx>.

Students must contact the Receipts Office immediately should they experience difficulties in paying by any of the above methods. The Receipts Office will be able to advise on alternative ways to submit payment.

Non-Payment of Fees

Should a new student fail to make arrangements to pay tuition fees by the last calendar day of the month following the official programme start date, the following sanctions will be applied:

- Withdrawal of student IT rights
- Disablement of student ID card and any controlled access privileges
- Suspension of the student from their programme of study – in the case of students in the UK under a Tier 4 visa, this will result in confirmation to the UKVI that the University of Reading will cease to be the immigration sponsor for that student.

Should an existing student fail to make arrangements to pay tuition fees or defaults in meeting agreed payment terms, all of the above mentioned sanctions will be applied. In addition the student may:

- not be permitted to re-register;
- not be issued with a final award certificate;
- not be permitted to attend the Graduation Ceremony;
- not be issued with any academic reference.

In addition, the University will charge a late payment administration fee of up to £150 at each payment point in which all, or any, of the tuition fee remains unpaid.

The University will refer unpaid accounts to legal debt recovery and/or external agencies to pursue payment. The University will also seek recovery of the costs associated with the legal process.

DEPOSITS (POSTGRADUATE TAUGHT PROGRAMMES)

All new Home/EU/International postgraduate taught students in the Henley Business School and all new International postgraduate taught students in other schools are required to pay a deposit of £1,000 unless they are explicitly exempted as described in the section below. All students studying on the Pre-sessional English programme are required to pay a deposit of £500.

Payment of the deposit is a condition of acceptance and is required in order for students, requiring a Tier 4 visa, to be issued with a Confirmation of Acceptance for Studies (CAS).

Deposits are non-refundable, unless the student fails to meet the conditions of the offer and/or is unable to be issued with a visa or changes their mind within 14 days of the University receiving the deposit monies.

The balance of the tuition fees are payable at enrolment.

Exemption

The following categories of students are NOT required to pay the £1,000 deposit (other payments may be required in advance, e.g. accommodation). In each case relevant acceptable proof of sponsorship will be required:

- Applicants sponsored in full by a Government (UK or other)
- Applicants sponsored for the full tuition fees by the University
- Applicants sponsored in full by another (UK or non-UK) Educational institution
- Applicants sponsored in full by an International Scholarship Agency, e.g. Chevening Scholarship

- Applicants in receipt of US Federal loans or any other Government Financial Aid which is certified and received by the University.

SCHOLARSHIPS/BURSARIES AND DISCOUNTS

The University offers a variety of bursaries, scholarships and discounts to its students. Full details of these, including the eligibility criteria, are available via the following link: <http://www.reading.ac.uk/life/life-moneymatters.aspx>.

WITHDRAWAL/SUSPENSION

Postgraduate Taught and Undergraduate Students

Postgraduate Taught and Undergraduate students who withdraw and then wish to return on a date outside the academic year in which they withdrew, will be charged according to the fee structure in force at the time of re-joining the University.

Fee liability for students who suspend will be determined in accordance with the official date of suspension/withdrawal and the liability points laid out in this Policy.

Students who suspend will be reassessed when they return and may be charged different fees to those in force at their initial enrolment.

PhD Students

Contact the Doctoral Research Office (DRO@reading.ac.uk) for all matters relating to withdrawal or suspension from study.

EXTENSION OF RESEARCH REGISTRATION PERIOD – RESEARCH STUDENTS

Where a student has applied for and been granted an extension of their research registration period they may re-register on payment of the appropriate fee. Students may not re-register after their expected completion date unless this has been agreed by the Faculty Research Degrees Committee or equivalent.

RESEARCH STUDENTS WRITING UP FEES

If a student is deemed to be “writing up”, the student will be charged the writing-up fee set by the University for a maximum of one year only. A student will only be deemed to be writing up after the active research is completed, the relevant practical work concluded and the first full draft of the thesis has been submitted for comment to the supervisory team. A student is only eligible to pay the writing-up fee once. Any period of registration after the one year “writing up” period will be liable for the standard tuition fee if the student is continuing to write up. If at the end of the writing up period, a student submits their thesis after the start date of a new academic year (relevant to their period of registration) and before the last calendar day of the month following the start date of the new academic year, then no fees are due for that academic year.

RESEARCH EXAMINATION PERIOD

Tuition fees cease to be due from the point of submission of the soft bound thesis for examination purposes. The appropriate pro-rata monthly refund may be payable.

For administrative purposes a student will require a “current” student record in the current academic year where the examination period crosses from one academic year to the next.

Research Re-Examination Fee

A student is liable for payment of a re-examination fee set by the University if they are required to resubmit (and be re-examined) following the viva voce examination.

Research Students Required to Amend their Thesis

A student may be required to undertake further work after the viva voce examination. In this case a resubmission fee is charged. The resubmission fee is dependent on the outcome from the viva voce examination and where the student requires further support from their supervisory team.

POSTGRADUATE TAUGHT WRITING UP FEES

Where a student has applied for and been granted an extension to the write up of their dissertation a writing up fee will be applied in accordance with the University's current Fees Table.

POSTGRADUATE TAUGHT AND UNDERGRADUATE STUDENTS NOT CONSUMING TEACHING

Students returning from suspension and who were charged for, but did not take, the original assessment will not be required to pay a further tuition fee for that assessment unless they are consuming further teaching. This does not apply to students who have taken the original assessment and are taking a resit.

RESITS

Students who have taken the original assessment and are taking a resit will be required to pay the appropriate fee. However, where a student has been granted the status of DNS (deemed not to have sat) as a result of a successful claim for extenuating circumstances, no resit fee will be applied.

PLACEMENT FEES FOR INTERNATIONAL STUDENTS

Students paying International fees are charged a percentage of the total annual fee whilst on a placement year.

REFUNDS

Refunds will be determined and calculated in accordance with the liability table.

Cancellation by the University of an award or module generates an automatic full reduction of tuition fees.

Where a student withdraws from the University part way through the academic year, provided they have followed the correct procedure for withdrawal, the tuition fee liability will be determined in accordance with the liability table.

The following fee liability applies to all students undertaking study that is:

- full-time or part-time lasting for one or more academic year(s) where fees are charged by academic year
- part-time where the fees are charged per module and the module length is between one teaching block (normally 15 weeks or less) and 1 year (or more).

Where students have paid a non-refundable deposit the liability of tuition fees is calculated on the balance of fees paid after taking into account any scholarships and bursaries and in accordance with the reduction in fees policy.

Refunds will only be made via the method and account used for the original payment. Refunds can take up to 15 working days from the point of processing which may be different from the date of request.

The University does not refund monies to students that they have not paid but that are accounted for on the student record in the form of fee reductions, scholarships or bursaries.

There is no fee reduction if the duration of a module is one teaching block (normally 15 weeks or less) and withdrawal takes place after the official start date of the module.

There is no reduction in fees in respect of module(s) where the credit has been awarded, or recommended, following the completion of the process of assessing a claim for Accredited Prior Experiential Learning (APEL).

A refund in excess of the prescribed levels will only be considered if a withdrawal or suspension is due to serious and unforeseen exceptional circumstances. Students in such circumstances should seek advice from a member of the Student Advisory Team.

PART TIME STUDENTS

Students who undertake a programme of study over two years will have their part time fees fixed at point of entry for the two year period.

Part Time Maximum Credits

Part time students cannot register for more than 90 credits, or 75%, of a full time equivalent year. Fees are calculated according to the criteria shown below:

- If the charge is per year of study, it will cover the standard expected credits for the year – usually 60 which is 50% of a full time programme.
- If a student takes less than the standard number of credits for their award in a year of study, the fee will be reduced to reflect the total number of credits taken in the year.
- If a student takes more than the standard number of credits for their award in a year of study, the additional module(s) will be charged at the appropriate credit rate.
- If the charge is based on the number of credits taken, the charge will be made based on the credits and will cover only those credits.

MODULE FEES

Full Duration Fees for Part Time Programmes Running Over Multiple Years

Where possible the University will seek to approve and publish fees for the whole duration of a part time programme taking into account the expected fee increases for subsequent periods of study. For Student Finance Authority funded undergraduate programmes, the maximum fee cap is set by BIS and may be subject to change each year.

Any whole duration fee published will be done so on the assumption that all modules are passed first time and that any progression does not include a break in study or suspension.

Where students are required to retake modules additional fees may be due.

Mode Shift and Module Credit Fee Charging

Sometimes students on full time awards may be required to switch to a part time equivalent. Students changing their mode of attendance in this way, rather than transferring between programmes, can defer the charges for any module(s) not taken (but paid for as part of a whole award or year fee) until they are able to take the module(s) as part of the part time award.

Refunds in respect of modules where a student has commenced study and subsequently withdraws will be subject to the provisions of the standard refund provision.

Fee Variation for Alternative Study Patterns on Standard Awards

Sometimes it will be necessary for students to change how they study their awards either by taking fewer modules or by taking more. Depending on the mode of attendance and programme of study this may result in additional fee charges or a reduction in fees.

If a change results in a student studying fewer than the standard credits:

- If the original charge is per award or per year the fee will be reduced if the total number of credits taken drops below the threshold for full time status.
- If the original charge is by credit, the fee charged will be reduced to reflect the number of credits actually taken.

In all cases where students have commenced study on a module and withdraw from it as part of the change in mode of study, a partial charge for the withdrawn module may be charged.

Undergraduate Students Switching from Honours to Non-Honours Awards

There is no reduction in the fee if a student opts to change to a non-honours award.

APPENDIX 1 – DEFINITIONS

Student Finance (Authorities)

Designated undergraduate programmes attract funding from the UK Government (and the devolved administrations) via the Student Loans Company (Student Awards Agency for Scotland for Scottish Students). For ease of reference, “Student Finance” refers to both the Student Loans Company (SLC) and the four assessing authorities:

Student Finance England

<https://www.gov.uk/browse/education/student-finance>

Student Finance Wales (SFW) or Local Education Authority (LEA)

<http://www.studentfinancewales.co.uk/>

Student Finance Northern Ireland (SFNI)

<http://www.studentfinancenir.co.uk>

Student Awards Agency for Scotland (SAAS)

<https://www.saas.gov.uk>

Fee Status

Tuition fees and the financial support available are based on whether a student is classed as a UK student, European Union (EU) student, Island student or International student. For more information see:

<http://www.reading.ac.uk/internal/student/student-advice/stdserv-fee-status.aspx>

Period of Registration

Students register at the start of each period of study. The usual duration is one year at which point students are required to register again. The Fee Policy remains in effect for the duration of the period of registration.

New Student

A new student can be defined as one of the following:

- a student who starts a new programme at the University of Reading in the current academic year and where the programme is at a different level (e.g. postgraduate, not undergraduate) from any programme taken during the previous academic year.
- a student who is continuing the same programme at the University of Reading following an authorised break from study of more than two years.
- 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.
- a student “topping up” a higher education qualification (e.g. from Foundation degree to an Honours degree) following a break in study of one year or more.

Continuing Student

A continuing student can be defined as one of the following:

- a student who is continuing the same programme at the University of Reading as in the previous academic year or following an authorised break from study of less than two years.
- a student transferring programmes within the University of Reading or transferring in from other HE Institutions and not changing their mode of study (e.g. from full-time to part-time).
- a student “topping up” a higher education qualification (e.g. from Foundation degree to an Honours degree) with no break in study.

APPENDIX 2 – GLOSSARY

Academic session	The period in which a student is in attendance for study. The University runs programmes starting at any point in a calendar year. An academic session can run, for example, from September to July or from July to July.
Award Fee	A fee that is charged at the start of a registration/programme and covers all standard provision for that programme even if it spans more than one academic year.
Assessing Authorities	The organisations responsible for assessing student eligibility and entitlement for tuition fee support: <ul style="list-style-type: none">○ Student Finance England (SFE)○ Student Finance Wales (SFW)○ Student Finance Northern Ireland (SFNI)○ Student Awards Agency for Scotland (SAAS)
Break in Study	An approved period away from studying.
BIS	The Department for Business Innovation and Skills (BIS). Government department responsible for higher education policy.
Cohort	A group of students, used to determine fee regime.
Credits	Academic currency earned by the completion of modules towards the requirements of a degree.
Distance Learning	Mode of study that does not require attendance at the University.
Full Time	Mode of study usually requiring regular daily attendance at the University and studying a full diet of credits in an academic session, usually 120 credits for an undergraduate degree.
Island Authorities	The respective Governments and student funding agencies for Jersey, Guernsey and the Isle of Man.
Island Students	Students domiciled in Jersey, Guernsey or the Isle of Man.
Mode Shift	Switching from a full-time award in a full-time mode of attendance to a part-time award in a part-time mode of attendance.
Module	A discrete unit of study, modules carry credit and form the building blocks of a programme at the University.
Part Time	Mode of study usually 50% of the intensity of full-time study and is usually taken as block release or evening classes.
Per Credit Fee	A fee charge equivalent to a set number of modular credits.
Period of Registration	A period not exceeding one year (52 weeks) for which a student has a legal relationship with the University. Re-registration usually takes place on the anniversary of the original registration. As with a period of study of academic session, a period of registration can commence at any point during the calendar year.
Per Module Fee	A fee charge equivalent to a module (the same as a per credit fee).

Per Year Fee	A fee that is charged each year and covers all standard provision I that year.
Retake	An opportunity to study the whole module and includes a sit and a resit. 00
Sandwich	The same as full-time study but including the option to take a year in industry as part of the programme.
Student Finance	The student funding organisations of the UK including the Student Loans Company (SLC), Student Finance England (SFE), Student Finance Wales (SFW), Student Finance Northern Ireland (SFNI) and Student Awards Agency for Scotland (SAAS).
The University	University of Reading
Tuition Fee Loan	Government provided loan for the payment of fees to the University.
Transfer In	Students who transfer from another institution to the University.
Whole Programme Fee	For part-time programmes the maximum charge for the standard duration of the programme.