

# University of Reading Fee Policy: Academic Year 2014/15

This document covers the tuition fee policy and the payment of accommodation fees.

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

Further information about the practical application of this policy is available on the student pages of the University website [www.reading.ac.uk/student](http://www.reading.ac.uk/student). Alternatively you can log a query with the Student Helpdesk [Helpdesk@reading.ac.uk](mailto:Helpdesk@reading.ac.uk).

## 1. Setting tuition fees

- 1.1 The UoR reviews its fees and its fees policy annually. Tuition fees are likely to be subject to annual inflationary increases and will be available on the university website at [www.reading.ac.uk/Study/study-ug-fees.aspx](http://www.reading.ac.uk/Study/study-ug-fees.aspx) for undergraduate fees (UG), [www.reading.ac.uk/Study/fees/pg-feestable.aspx](http://www.reading.ac.uk/Study/fees/pg-feestable.aspx) for post graduate taught fees (PGT) and [www.reading.ac.uk/graduateschool/prospectivestudents/gs-pgrfees.aspx](http://www.reading.ac.uk/graduateschool/prospectivestudents/gs-pgrfees.aspx) for postgraduate research fees (PGR).
- 1.2 The maximum amount of tuition fees that an institution may charge full and part-time Home (UK) and EU undergraduate and PG Initial Teacher Training students is set by the Department for Business and Skills (BIS). All other fees are set by the University.
- 1.3 Tuition fee charges are determined by a student's fee status, the year that they started their course at Reading and whether they already hold a Higher Education Qualification (see section 2).
- 1.4 Tuition fee levels may differ from programme to programme. Module fees include all compulsory elements needed for students to meet learning outcomes; however in some modules/ courses optional additional costs may be incurred (e.g. field trips, materials, research expense or supervisory visit fees, professional body membership). Information about these additional costs can be requested from the school or department before the start of the course.
- 1.5 The standard annual tuition fee for undergraduate students on full time and sandwich awards covers a maximum of 120 credits per year and 180 credits for PGT students. Students taking additional modules above the standard credits are required to pay an additional module charge.

## 2. Calculation of tuition fees

### 2.1 The calculation of the tuition fee is based on

- The programme of study
- The mode of attendance (full time, part time, working-away, distance learning)
- The fee status of the student – Home (UK), European Union (EU), Offshore (Channel Islands), International

2.2 A student who returns from suspension for a full academic year will pay the full tuition fee for that year of study at the rate relevant to that academic year. A student who returns for a period of less than a full academic year will pay the pro rata fee for that year plus an administrative fee of £100.

2.3 Undergraduate students can be charged either 'Full-time' or 'Part-time' fees depending on how many credits they take and which fees regime they study under. Please see below for detailed information.

2.3.1 Students starting their course after 2012 (i.e. those paying £9,000):

- The full-time fee will apply to students taking 120 credits in one academic year (excluding placement years).
- The full-time fee will apply to students taking 120 credits in one academic year (excluding placement years).
- Part-time students cannot register on more than 90 credits each academic year. The tuition fee charged will not exceed 75% of the full-time equivalent fee.

2.3.2 Students having started their course before 2012 (i.e. those paying £3,465):

- The full-time fee will apply to students taking between 90 and 120 credits in one academic year (excluding placement years).
- The part-time fee will apply to students taking less than 90 credits.

2.4 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 any funding for fees or living costs. ELQ students who started their course 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.
- Students taking courses in undergraduate Initial Teacher Training (ITT) may be eligible for partial funding, even if they already hold an equivalent or higher level qualification. Students taking a NHS funded healthcare course are eligible for full funding.

2.5 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.

In each of these categories additional definitions and restrictions may apply when reviewing a student's status. These will be explained at the time of any review.

### **3. Student fee liability**

- 3.1** Students become liable to pay fees from the start date of their course.
- 3.2** Students retain ultimate liability for the payment of their fees, even where they have a sponsorship agreement. If sponsorship is withdrawn or the sponsor defaults on payment, the student is responsible for paying any fees owed.
- 3.3** The only exception to this is for students on programmes directly commissioned by a third party and where the course registration is at the request of an employer. In such circumstances, where sponsorship is withdrawn or payments default, the student will be withdrawn from the course.
- 3.4** Students not applying for support from funding bodies such as Student Finance are required to make arrangements for the payment of their fees to complete their registration.
- 3.5** Students who have funding applications rejected by Student Finance after they have started their course will be liable to pay their own tuition fees.
- 3.6** Students with tuition fee loans from Student Finance may transfer to another institution following the official start date of their course. In these cases, Reading will retain the tuition fee loan for the period up to and including the transfer, as detailed in section 9.
- 3.7** Similarly, for students with approved tuition fee loans transferring into UoR following registration at a different institution, Reading will expect to receive tuition fee funding from the liability period following the transfer.

### **4. Fee payment**

- 4.1** UK/EU students on a designated undergraduate or PGCE programme may be eligible for a tuition fee loan from Student Finance England. Students are responsible for entering the correct course and fee information when applying for support. Applications for support must be made in a timely manner. Where

appropriate, students should ensure that they are able to provide evidence of Notification of Entitlement if requested to do so.

**4.2** All students are required to pay all of the tuition fees at or before enrolment, unless:

- The student is receiving a loan from SFE and indicates this via the online enrolment screens; or
- The student provides evidence of sponsorship from an approved sponsor; or
- The student is eligible to pay the tuition fees in instalments (check eligibility in section 5).

**4.3** If a student fails to make arrangements to pay the fees, the University reserves the right to suspend students from the course with immediate effect. See section 9 for fee liability implications.

## 5. Payment by instalment

**5.1** Tuition fees can be paid in 2 instalments if the following conditions apply:

- Student is charged with 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 £2000 per year; **and**
- The course runs for longer than 10 weeks

**5.2** The instalments must be paid as follows:

- First instalment **before** or **at enrolment** at the latest
- Second instalment on the first day of the following term (which is the **12 January 2015** for the 14/15 academic year)

**5.3** If a student has any problems meeting instalment payments they should contact a member of Student Credit Control as soon as possible  
[studentcreditcontrol@reading.ac.uk](mailto:studentcreditcontrol@reading.ac.uk)

**5.4** If a student defaults on an instalment h/she will be liable to pay the entire outstanding amount of tuition fee **immediately** and the University will reserve the right to charge an **administration fee of £150**.

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

## 6. Payment methods and consequences of non-payment of tuition fees

**6.1** Payment and Checking Account Balances online

- Payment (using a debit or credit card) and checking the student's account balance can be made online on the University website.  
<https://www.webpay.reading.ac.uk/studentpayments/>

**6.2** Other methods of payment

- The following link provides a comprehensive overview of all payment methods [www.reading.ac.uk/internal/finance/fcs-Waystopay.aspx](http://www.reading.ac.uk/internal/finance/fcs-Waystopay.aspx)

**6.3** There are a number of consequences if tuition fees are not paid. The University reserves the right to take the following actions:

- 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
- Suspend the student's current enrolment until such time as the debt is paid, which will result in the student's IT account being blocked, being unable to attend classes and not being entered for examinations
- Outstanding tuition fees and other academic related debt (e.g. resit fees, library debt) will prevent re-enrolment in the following academic year

- Withhold results and certificates including participation in the graduation ceremony if the debt relates to tuition fees
- Pursue recovery of the debt through the legal process. The University will also seek recovery of the costs associated with the legal process.

## 7. Deposits

- 7.1** Some courses require the payment of a tuition fee deposit. For international students a Confirmation of Acceptance of Studies (CAS) statement will be issued on receipt of this deposit to enable students to apply for a visa provided all other relevant information requested has been provided and the conditions of the offer has been met.
- 7.2** This deposit will not be refundable, unless exceptional circumstances that are outside the student's control apply.
- 7.3** The balance of tuition fees will become due at enrolment

## 8. Scholarships, Bursaries and Discounts

- 8.1** The University offers a variety of scholarships, bursaries and discounts. Details and eligibility criteria can be found under [www.reading.ac.uk/moneymatters](http://www.reading.ac.uk/moneymatters)

## 9. Withdrawal/ Suspension

- 9.1** Students wishing to temporarily suspend or withdraw from their studies before completion must inform the University in writing (unless they have been withdrawn by an Examination Board for reasons of academic failure). Only when this official notification has been received will the withdrawal be processed and University records amended. The official withdrawal date will be recorded **as the date the University (Advisory Team, Carrington Building or the Doctoral Research Office (for postgraduate research students) receives the notification of withdrawal/ suspension** (or the date on which the Examination Board/ Committee reached its withdrawal/ suspension decision).
- 9.2** Notification of withdrawal/voluntary suspension has to be submitted in writing, using the appropriate form, to the Advisory Team, Carrington Building ([studentadvisory@reading.ac.uk](mailto:studentadvisory@reading.ac.uk)). The forms can be downloaded using the link ([www.reading.ac.uk/joint-faculties-office/Resources/jfo-resources.aspx](http://www.reading.ac.uk/joint-faculties-office/Resources/jfo-resources.aspx)). Postgraduate Research Students wishing to withdraw should contact the Doctoral Research Office [dro@reading.ac.uk](mailto:dro@reading.ac.uk)
- 9.3** The student is advised to discuss their intentions with their personal tutor or course leader, followed by a meeting with a student adviser in the Advisory Team, Carrington Building. To avoid disputes on withdrawal dates, it is recommended that the student submits the notification in person.
- 9.4** Fee liability in case of withdrawal or voluntary suspension for students on Undergraduate and Master's programmes is shown in the following table. If a course start date falls outside these dates, e.g. starting in January or any other time, or students are on the following programmes; Foundation Degree in Children's Development and Learning, English Language Modular and Distance Learning Programmes, International Foundation Programme (IFP), PGCert Mathematics Specialist Teacher, Graduate Practitioner Programme (GPP), Undergraduate Practitioner Programme (UPP), Graduate Entry Programme (GEP), on a course at the Charlie Waller Institute or part of the Schools Direct

Programme **please contact the Student Advisory Team for fee liability information**  
[studentadvisory@reading.ac.uk](mailto:studentadvisory@reading.ac.uk)

Liability Point	Dates relevant for 2014/15	Amount charged of total fee following withdrawal	Amount refunded of total fee*
Withdrawal between start of term and liability point 1	30 September – 14 October 2014	0, but note that tuition fee deposits are non-refundable)	100%
Between liability point 1 and liability point 2	15 October 2014 – 11 January 2015	25%	75%
Between liability point 2 and liability point 3	12 January – 19 April 2015	50%	50%
After liability point 3 to end of term	20 April 2015	100%	0%

**9.5** Postgraduate Research Students wishing to withdraw should contact the Doctoral Research Office for details of fee liability in the case of withdrawal or voluntary suspension

**9.6** The University is required to inform the Home Office of the withdrawal or suspension of students in the UK studying under a Tier 4 visa. A decision to withdraw or suspend will have an impact on the University's sponsorship of a Tier 4 student and such students are therefore recommended to seek advice from the University's team of Immigration Advisers in these circumstances ([immigration@reading.ac.uk](mailto:immigration@reading.ac.uk))

**9.7** For students who fully withdraw during a period of temporary suspension, their withdrawal date in relation to fee liability will be the date at which the temporary suspension began

## 10. Application of payments and refunds

**10.1** When money is paid to the University the following order of payment applies, unless specified in writing otherwise:

- To pay any rent for University accommodation
- Pay tuition fees
- Any other charges

**10.2** A refund can be requested if the account is in credit after all fees/ charges have been paid. 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.

## 11. Further Assistance

For further questions or assistance contact the Helpdesk in Carrington Building,  
[helpdesk@reading.ac.uk](mailto:helpdesk@reading.ac.uk)

## **12. UoR Accommodation Fee Policy: Academic Year 2014/15**

The UoR Accommodation Fee Policy is governed by the Student Residence Agreement. For details see [www.reading.ac.uk/internal/student/student-community/stay/accommodationonline@reading.ac.uk](http://www.reading.ac.uk/internal/student/student-community/stay/accommodationonline@reading.ac.uk).

### **12.1 Accommodation fee payment**

If you have entered into a Student Residency Agreement you will be expected to pay an accommodation deposit as part of your accommodation offer. Your payments will be in instalments with the instalment timetable spelled out in your offer of accommodation. If you have any queries please direct them to the Accommodation Office ([accommodationonline@reading.ac.uk](mailto:accommodationonline@reading.ac.uk))

### **12.1 Debt and consequences of non-payment of accommodation fees**

If you have not paid your accommodation fees and are in debt the University may take some or all of the following actions unless and until the debt is cleared:

- Charge you a late payment administration fee of up to £150 in each term in which all or any of the instalment due that term remains unpaid
- Require you to leave University accommodation in accordance with the Residency Agreement
- Pursue recovery of your debt through the legal process (the University will also seek recovery of the costs associated with the legal process)
- Refuse to offer you a contract for vacation residence
- Will not allow you to take up residence in University accommodation if you have outstanding accommodation debt from the previous residence period(s)
- Where the accommodation has an associated catering package cancel the operation of the catering package with no refunds for missed days or weeks once the debt is cleared

If you have any issues with payment of your accommodation fees you need to contact a member of Student Credit Control ([studentcreditcontrol@reading.ac.uk](mailto:studentcreditcontrol@reading.ac.uk))