

## Fees Policy

### 1. Tuition Fees

- 1.1. Students are liable to ensure payment of all tuition fees for the programme or selected modules on which they study<sup>1</sup>. The fees for programmes are set out in the College Prospectus, on the College webpages and in printed documentation produced by Schools and Professional Services.
- 1.2. At enrolment stage, students confirm their intention to study and provide details including agreement to pay the fee for the modules, credit or programme undertaken. Students are expected to enrol at the earliest opportunity and within 28 days of the first day of the term in which the programme/module commences at the latest.
- 1.3. All fees, refunds and credit notes are quoted and will be calculated in GB pounds sterling. Any international exchange rate calculation will follow established procedures in Finance.
- 1.4. The College sets different fee rates for Home students and International students. Students are assessed by Registry Services on application for which category of fee they are liable to pay in line with the [Fee Assessment Policy and Procedure](#).
- 1.5. If a student is finding it difficult to pay their tuition fee they must contact the [Income Office](#) at the earliest opportunity.
- 1.6. Where a student contests the tuition fee they are liable for the Academic Registrar (or their nominee) will determine the appropriate fee to be paid. Documentary evidence for any mitigating circumstances may be required. Students have a right of appeal via the [Student Complaints Policy](#).

### 2. Government Policy

- 2.1. The College is not permitted to exceed the maximum regulated undergraduate fee determined by the government. Where the amount of credit identified to study in an academic year results in a fee that exceeds the maximum regulated fee the College reserves the right to set a maximum credit load and/or fee within the law.
- 2.2. The College may charge different tuition fees for students resident within the European Economic Area (EEA) and outside it and/or for different modes of study e.g. undergraduate, postgraduate, full or part-time. This is because the way in which higher education is funded may be different; the costs of providing education may be different; or because we provide a different range of services.
- 2.3. Please note that transitional financial support arrangements are based on the government's statutory Student Support Regulations. The College is not responsible for these arrangements and there is no right of appeal or an exceptions policy.

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<sup>1</sup> Students on a programme of study as part of an apprenticeship programme are not normally liable for tuition fees, the associated employer is liable for the payment of tuition fees for these programmes. If a student on an apprenticeship programme leaves their employment with the named employer in the apprenticeship agreement and then chooses to continue their studies they will become liable for fees

### 3. Ancillary Fees

- 3.1. Students may be required to pay additional fees for ancillary products or services such as library use, books, equipment, travel and/or accommodation for field trips. The College may provide means-tested financial support to eligible students to help provide financial assistance towards the cost of these. Ancillary services may be provided by third parties and fees paid direct to them.

### 4. Annual Increases and Fee Charging by Cohort

- 4.1. The College reserves the right to set appropriate tuition fees for its programmes and modules. Any substantial changes to fees will normally come into effect for students starting a programme. Where fees are changed for programmes or modules, students continuing on a programme of study will not be subject to the new fee, except where there are inflationary increases as outlined in 4.2 and 4.3.
- 4.2. For programme enrolment courses<sup>2</sup> students are charged an annual tuition fee in each year of their programme. Following the first year of study tuition fees may be subject to annual inflationary increases. Fees for Home/EU undergraduate students are regulated by the government and annual fee increases will be made up to the maximum level permissible by government regulation. In all other circumstances for the duration of their programme students may expect tuition fees to increase annually in line with inflation up to a maximum of the Consumer Price Index (CPI) +3%.
- 4.3. For modular enrolment courses as part of a Certificate of Higher Education, students are charged an annual tuition fee based on the fee(s) for the selected module(s). Following the first year of study tuition fees may be subject to annual inflationary increases. Students may expect tuition fees per module to increase annually in line with inflation up to a maximum of the Consumer Price Index (CPI) +3%. In exceptional circumstances due to non-inflationary fee setting there may be higher fee increases per module. Where this is the case students who have begun their studies on a modular enrolment course will be protected from the higher fees for a maximum period of 2 years.
- 4.4. When students enrol on a programme they join a year-group which is known as a 'cohort'. This is a group of students who commence their studies at the same time, on the same mode of attendance, and would therefore be expected to progress through the curriculum together. A student's fee is linked to their cohort of study which indicates when they commenced their programme of study. Students in a particular cohort, which is linked to a year of study of a programme will pay the same fees as other students of the same type (e.g. Home or International students) in that cohort.
- 4.5. If a student interrupts their studies or is required to repeat a year they may then be considered a part of a new 'cohort' for fee purposes and will be charged the appropriate tuition fee for the programme year of study; this may be a higher fee than the previous cohort fee if the fee for that programme has changed for a particular cohort. The fee increase will not be more than 10% more than the

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<sup>2</sup> Programmes of study that require an application to study; e.g. Prog enrolment Cert HE, UG degree, PG Degree, PGR degree.

equivalent previous cohort fee. When required to retake a year of study or considering taking a break in studies students are strongly recommended to seek guidance on the implications of doing so on the tuition fee that may be charged. Once a student is allocated to a new 'cohort' they cannot return to the lower fee cohort. The financial support arrangements can be affected by the cohort to which a student belongs and are subject to government student funding regulations.

## 5. Payment Methods

- 5.1. The College have a number of ways in which students can pay their fees, full details are available here: [www.bbk.ac.uk/student-services/fee-payment](http://www.bbk.ac.uk/student-services/fee-payment)

These include:

- Full payment upfront
  - Instalment plans (termly/monthly)
  - Student Loan, US or Canadian Loans
  - Employer sponsorship, Birkbeck staff study assistance
- 5.2. Where a student has enrolled on the basis of a payment by a 3rd party, (i.e. employer sponsor or loan provider) in the event that payment is not received from the identified sponsor within the expected timeframes the payment of fees will become the student's responsibility.
- 5.3 Some programmes of the College that are extremely popular and have a limited number of places may require a non-refundable deposit to be paid in order to secure a place when accepting an offer. Any deposit will be taken as part of the overall course fee, and not as an additional amount. Where a programme requires a deposit, details will be provided to prospective students and when an offer is made.
- 5.4 Where a student has agreed to pay their fees monthly, by direct debit, but misses a payment due to insufficient funds in their account, they will receive an email asking for the missing payment to be made within 5 working days. Failure to make payment will result in the direct debit being cancelled and the total fees will become due. If a direct debit is cancelled at the paying bank, the fees will also become due in full. In the event a student is not able to make a payment on time they should contact the [Income Office](#) to make an alternative arrangement, at least 3 working days before the payment is due.

## 6. Tuition Fee Amendments

- 6.1. Where a tuition fee must be amended, the correct fee (even if it is higher) will always be applied and charged to a student to ensure the student record is correct. In such circumstances and post enrolment, a credit note may be applied to reduce the actual amount a student would pay. An amendment to an individual student tuition fee cannot be agreed by an individual member of staff without the written permission of the Academic Registrar or their nominee. A reduction in tuition fee or tuition fee amendment (not initiated by a student) can only be requested by a Director of Operations or their nominee.
- 6.2. It is important for the College to assess a student's tuition fees correctly. Students who have been under or over charged, due to them not providing relevant

information to allow the correct tuition fee to be charged when requested to do so, will automatically be charged the correct rate of tuition fee as assessed by the College.

- 6.3. Tuition fees are charged annually at the rate set for each programme for the appropriate mode of study. In some circumstances the College may agree that a student can take a non-standard study load and in this situation they may be charged a different tuition fee. This tuition fee will normally be pro-rated to the credit being taken but in certain circumstances, which may relate either to the programme of study or the student, a different calculation may be required. All non-standard tuition fees are subject to the agreement of the Academic Registrar (or their nominee).
- 6.4. If a student's study load is reduced by recognition of accredited prior learning (APL) the tuition fee may be adjusted. There is no additional fee chargeable for consideration of accredited prior credited learning (APCL), a fee may be charged for assessment of accredited prior experiential learning (APEL). See the [Accreditation of Prior Learning Policy](#) for more information.

## **7. Changing modes or programme of study**

- 7.1. Students who wish to change programme or mode of study are encouraged only to do so between academic years. If a student changes mode of study from full-time to part-time (or vice versa) or transfers to a different programme of study during the academic year the fee will be re-calculated for the full year of study based on the mode transferred to. Note that this applies to changes to mode of study in the first term of the academic year and that changes to mode of study after term 1 are not normally possible. The recalculated fee will be based on the new fee cohort year and/or programme the student joins as a result of the change.
- 7.2. Changing mode of study can affect government student funding entitlements and students receiving tuition fee and/or maintenance loans must take advice on how they will be affected.

## **8. Tuition Fee Debt**

- 8.1. Students should not enrol on any programme of study unless they have sufficient funds or access to funding to pay their fees.
- 8.2. Students who find themselves in a position where they are unable to pay tuition fees at any time should contact the College for advice and support. Students should contact the Income Office in the first instance but may also contact the Birkbeck Student Advice Service.
- 8.3. A student becomes a debtor to the College when tuition fees remain unpaid (in part or fully) in the timeframes as requested by the College. If a student is in debt to the College they will only be permitted to undertake further study if the arrears/debt are settled.
- 8.4. Students are expected to respond to all communication from the College or its agents relating to the payment and/or non-payment of fees and acknowledge receipt of them when requested to do so.

- 8.5. Students experiencing financial hardship may be able to apply to Birkbeck for financial support towards course costs and living costs, or unexpected essential expenses. Financial support is not normally available to use towards tuition fees and students who are in debt to the College are not eligible to receive any financial support funds until they have a payment arrangement in place with the Income Office. Students who are experiencing financial hardship or struggling to meet fee payments should contact the Income Office and Student Advice Service for further advice on the options available to them.
- 8.6. For students who are in debt to the College for tuition fees the following will apply:
- they will not be permitted to renew enrolment whilst any tuition fee debt remains outstanding.
  - failure to pay outstanding debts following written reminders will result in termination of enrolment.
  - Non-academic services such as access to the Birkbeck library and computer facilities may also be withheld. This is not an exhaustive list of services that may be withheld.
  - Educational services may be withheld including; access to tuition, access to learning resources, assessment and examination results<sup>3</sup>, and graduation.
  - A tuition fee debtor may not be awarded any qualification of the College while their debt remains outstanding.
- 8.7. The College reserves the right to pursue student debtors for any fees they owe the College. This includes transferring the debt to legal or other agents to pursue.
- 8.8. Non-tuition fee debts will not prevent a student progressing in their studies or graduating. The College reserves the right to pursue (or via agents) such debts and to recover any costs incurred.
- 8.9. The College reserves the right to make students a debtor where they have enrolled on the basis of applying for a Tuition Fee Loan or Tuition Fee Grant from the Student Loans Company or its regional agencies (Student Finance England, Student Finance Wales, Student Finance Northern Ireland, or the Student Awards Agency for Scotland) and that fee Loan or fee Grant is not paid to Birkbeck when the student's study commences.
- 8.10. If a student is in dispute with a third party sponsor such as Student Finance England, the student must provide the College with the authority to speak to the third party sponsor on their behalf. This is known as Consent to Share Information agreement. If consent is not given the College reserves the right to refuse enrolment, terminate study and/or withdraw services.
- 8.11. If the third party sponsor confirms a student is ineligible for funding (e.g. a student loan), the College reserves the right to request that the student sets up a new

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<sup>3</sup> Where the College is legally obliged to disclose assessment results to a student debtor, the communicated results (mark, grade or award) will not constitute an official transcript and the student debtor will not be able to declare to e.g. employers or other educational organisations that they have achieved that award. The results will also be communicated in a medium that does not associate them with the College.

payment method. If the fee is not paid the student will become a tuition fee debtor to the College.

- 8.12. Any dispute about the nature of a debt recorded by the College should be dealt with under the College's Student Complaints Policy (see here for details of [College policies](#))

## 9. Financial Support

- 9.1. The College provides a range of financial support options. If a student withdraws, interrupts study or does not attend to the satisfaction of the Academic Registrar (or their nominee), the College reserves the right to withhold the payment of financial support. Where an overpayment of financial support is identified, the College reserves the right to request repayment of any overpayment. If the repayment is not made the College reserves the right to create a student debt on the sum outstanding.

## 10. Student visa students

- 10.1. Overseas students who require a UK Student visa to study and are not funded by a scholarship or studentship are required to pay a deposit when accepting an offer to secure their place.
- 10.2. Details of the deposit scheme and terms and conditions are available here: [www.bbk.ac.uk/international/visa/deposit](http://www.bbk.ac.uk/international/visa/deposit)
- 10.3. Students are issued a Student visa Confirmation of Acceptance for Study (CAS) on condition that they have sufficient financial resources to cover tuition fees and living costs in the United Kingdom. Students are required to provide evidence of this if requested.
- 10.4. Non-payment of fees may result in the withdrawal of Student visa sponsorship.
- 10.5. Students with a Student visa who are finding it difficult to pay their fees must contact the Income Office without delay.
- 10.6. Refunds or credit notes for students with Student visa sponsorship will be made to the country of origin and only processed once the student has provided confirmation that they have left the United Kingdom in accordance with the terms of their visa.

## 11. Research Students

- 11.1. Students who have been examined for a doctoral programme of study are liable to pay a fee for each re-assessment of their dissertation, thesis or equivalent. The fee charged is available on the My Birkbeck website.
- 11.2. Students fully enrolled as research students will be charged the appropriate full PhD programme fee. Students on writing up status will be charged a lower 'writing up' fee. Any variation to the relevant fee will be agreed by the Academic Registrar (or their nominee) in consultation with the School Director of Operations (or their nominee).

## 12. Cancellation

- 12.1. Students who choose not to begin their studies may cancel their intention to study without financial liability up to 14 days into the first term that the programme

begins.

- 12.2. In order to cancel students must inform the College of their decision to cancel by following the instructions on their My Birkbeck profile or in writing which must include details of their College student number and the name or code for the programme of study or module.
- 12.3. For students who cancel their studies within the 14 days period their tuition fee liability will be reduced to 0% and any sums paid to the College to enrol on a programme or certificate/short course module(s) will be reimbursed if paid in advance and the sum is requested by the student to be refunded.

### **13. Withdrawal and Break in Studies**

- 13.1. Withdrawal is the process by which students cease studies before achieving their qualification aim and do not intend to resume studies at a later date. A break in studies is where students take an approved temporary interruption from their enrolment on their programme or modules. A withdrawal or break in study may take place between or during an academic year. If a student is considering withdrawing or taking a break from studying, they must speak to the Programme Director, Personal Tutor or Programme Administrator (or equivalent) for advice. Students should also familiarise themselves with the appropriate [College policies](#). Advice on non-academic issues can be gained from the [Student Advice Service](#).
- 13.2. A student who withdraws or is withdrawn from study will cease to be a student of the College. Students may withdraw or be withdrawn at any time in line with the Terms and Conditions of Study and College Policies. Once a student is withdrawn they will have no right to access or receive services from the College. A student who withdraws will be liable to pay fees based on the period of time that they have remained enrolled, calculated on a termly basis (as per table 1). Fee liability is calculated in relation to the last date of attendance. This includes in person or online attendance at a lecture, seminar, lab session or examination, a research student attending a one to one session with a supervisor, or submission of coursework. The attendance points used have been identified to be in line with the requirements of external funding bodies that the College is required to report details of students' attendance and engagement to (e.g. the Student Loans Company and US Federal Loans). Such funding bodies may also have additional requirements that it is the student's responsibility to abide by. Further information about the College's Attendance and Engagement requirements are outlined in the [Student Engagement and Attendance Policy](#).
- 13.3. The College reserves the right to determine tuition fee liability in relation to the the day that the College receives in writing (by email or My Birkbeck Profile) a request for withdrawal or interruption. For example, this may be used where information about the actual last date of attendance is not available.
- 13.4. In line with the UK Government regulations for students in receipt of government funding, the last date of attendance or engagement must also be reported to the Student Loans Company, who will make any necessary adjustments to a student's loan entitlement and may claw back any overpaid funds.
- 13.5. If a student interrupts their academic studies and takes a break in study, for fee purposes the break in study will commence from the first day of the next term. For example, if a student interrupts study during Term 2 their fee liability will be

calculated based on them breaking their studies at the start of Term 3. Students are recommended to only pursue a break in studies when they have a clear intent and/or plan to return to study. When a student returns to study following an approved Break in Studies they will not be charged again for taking any term of study already part or fully attended that they have already been charged for. However, if a student changes their mode of study, credit load or programme following a break in studies this may affect their fees as outlined in this Fees Policy. When a student returns to study after having a break in study, they will be liable to pay the relevant tuition fee for the cohort they are returning to at the time of re-enrolment. This may result in the student paying a higher or lower fee as result of any changes to fee tiers for their programme of study. (For more information see section 4)

- 13.6. The options for withdrawing and/or taking a break in study can have a number of significant financial and academic implications and students must be aware of these in order to make an informed decision. The reduction in liability for tuition fees will be calculated using the calculations in Table 1 (Programme Enrolment) or Table 2 (Modular Enrolment). The fee liability for students on modular enrolment programmes will be dependent on the number of modules and the amount of credit studied.
- 13.7. Students who withdraw or take a break in studies within the first 14 days of the first day of each term will not be liable for fees for that term. Students who withdraw before the end of the academic year and have not paid the full programme or module fee (even if teaching has completed) may not be entitled to receive the credit or award.
- 13.8. Students who withdraw or take a break in studies after they have completed all their scheduled teaching for the academic year are liable for the full year's fee regardless of which term they withdraw or take a break in studies in.
- 13.9. If a student withdraws or takes a break in study their tuition fee liability will be automatically adjusted as outlined in the tables below and the following will apply:
  - Students where fees are paid (wholly or in part) by a grant from a UK government or government agency (or equivalent), or from the College, are not eligible for a refund or credit for the grant element of the fee.
  - Where fees are paid using a combination of payment methods, any refunds to which students are eligible will be applied in proportion to the sums covered by the different payment methods. This includes if the tuition fee was paid by a third party.  
If a discount has been applied to reduce the fee liability, students will not receive a refund or credit on the portion of the fee that was discounted.
  - If the student's course commences in the spring or summer fee liability will be calculated according to the term of study in which the course started.
- 13.10. For students who withdraw or take a break in studies from a programme enrolment programme, student fee liability will be adjusted as follows:

**Table 1: Programme Enrolment - Tuition Fee Liability for withdrawal or break in studies.**

<b>Termly cut off for calculating the change to fee liability</b>	<b>UG tuition Fee Loan from Student Finance England**</b>	<b>Other Payment (incl self-funding, government PG loans)</b>
<b>Up to Day 14 of first term*</b>	0%	0%
<b>Day 15 of first term to Day 14 of second term</b>	25%	33.33%(One third)
<b>Day 15 of second term to Day 14 of third term</b>	50%	66.66%(Two thirds)
<b>Day 15 of third term to programme year end date</b>	100%	100%
<b>After end of programme year</b>	100%	100%

*\*Or 14 days after enrolment whichever is later*

*\*\*Fee liability for students funded by undergraduate student loans are prescribed by government regulation on the basis of liability per term divided by 25%/25%/50%. Liability by any other payment method is calculated on the basis of equal liability across 3 terms of 33.33%/33.33%/33.33%.*

13.11. For students who withdraw or take a break in studies from a modular enrolment programme, student fee liability will be adjusted for each individual module withdrawn from as follows:

**Table 2: Modular Enrolment - Tuition Fee Liability for withdrawal or break in studies**

		<b>All payment methods</b>
<b>One term module</b>	<b>Up to day 14 of first term*</b>	0%
	<b>Day 15 of first term to module end date</b>	100%
<b>Two term module</b>	<b>Up to day 14 of first term</b>	0%
	<b>Day 15 of first term to day 14 of second term of module*</b>	50%
	<b>Day 15 of second term to module end date</b>	100%
<b>Three term module</b>	<b>Up to day 14 of first term*</b>	0%
	<b>Day 15 of first term to day 14 of second term of module</b>	33.33%
	<b>Day 15 of second term to day 14 of third term of module</b>	66.66%
	<b>Day 15 of third term to module end date</b>	100%

*\*Or 14 days after enrolment whichever is later*

#### **14. Mitigating Circumstances and Retakes**

- 14.1. Students who have an accepted academic mitigating circumstance claim and are then required to retake a module without academic penalty may be permitted to attend the retake with a reduced fee liability for that module. In circumstances where a student's next assessment attempt is required to be a retake following having accepted mitigating circumstances for the previous attempt, the Academic Registrar or their nominee may review tuition fee liability on the recommendation of the Director of Operations in the relevant School.

#### **15. Refunds**

- 15.1. Students who have had their fee liability reduced and payment has already been made (other than by student loan) that is above the fee liability will have the amount applied as a credit to their student record. If a student wishes to request the credit to be refunded they must contact the income office at [feesrefunds@bbk.ac.uk](mailto:feesrefunds@bbk.ac.uk).

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