

Tuition Fee Policy

Title: Tuition Fee Policy					
Version	Issue Date	Revision description	Author	Approved by & date	Next review date
1.0	Sept 2025	Annual Review Transfer to new template	Rebecca Leech	Governing Body September 2025	May 2026

Policy lead	Responsible for ensuring the Policy is fit for purpose (i.e. meets any external regulatory/legislative requirements and internal Ordinance/Regulation/Policy) and is reviewed for effectiveness at stipulated intervals. Provides assurance reporting to 'Accountable' person at agreed intervals. This would usually be the Policy Author.	<i>Rebecca Barnes policy lead</i>
Administrative lead	Accountable for ensuring the Policy is implemented effectively. Receives assurance reporting from 'Responsible' person to inform required action (if any). This would usually be the Policy Owner.	<i>Chris Finch CFinch@uclan.ac.uk</i>
Academic lead	Accountable for ensuring the Policy is implemented effectively. Receives assurance reporting from 'Responsible' person to inform required action (if any). This would usually be the Policy Owner.	
Internal services involved in authorship & implementation	Consulted when the Policy is reviewed with actions implemented. (This should involve all end-users of the Policy to seek feedback and ensure continuous improvement).	Academic Registry Legal and Compliance Financial Services
Related University regulations, policies & procedures	Refer to all procedures and guidance that directly link to policy implementation. Include links to policies and procedure which may interlink	
Policy impact assessment date	Equality Impact Assessment (EIA)	
Data protection impact assessment date	Information Governance - Home	

Terminology	
Compliance with policy is mandatory, unless otherwise indicated. The following section defines the use of language to denote what is mandatory, versus what is advisory.	
Must	a requirement, which applies in all circumstances, at all times
Should	a recommendation, to be met on a 'comply or explain' basis. This would typically be used in conjunction with an adverb (e.g. 'normally' or 'usually'), with an explanation as to what exceptions might be permissible.
Can	both capability and possibility
Is/are	used for a description

TITLE OF POLICY

1. Policy Statement

The University of Lancashire ('the university') has a consistent and transparent policy in respect of tuition fees and charges made to students. The Tuition Fee Policy applies to students enrolled in an academic year.

This Policy applies to all students enrolled on a University of Lancashire credit-bearing course¹ delivered by the university or by one of the university's sub-contracted partners². However, due to the nature of Degree Apprenticeship funding, this Policy only applies to Higher and Degree Apprenticeship provision when employers have to re-purchase modules for students.

2. Application of the Policy

Setting Tuition Fees

Tuition fees are published by the university in advance of the academic cycle and are subject to annual review. Where tuition fees will be increased in accordance with the terms of the offer letter, the university will wherever possible notify current students and offer holders by 30 June in the current academic year of the increased tuition fees payable from the beginning of the next academic year.

For each course the university will set, publish and charge tuition fees for the full duration of the course, including sandwich placement years (subject to any fee increases made in accordance with this Policy). Where it is not possible to confirm the total costs of a modular course, the University will provide as much information as possible, such as the likely number of credits and the cost of individual credits that are available.

For Home students, fees for undergraduate full-time, part-time, accelerated, level 3 and Postgraduate Initial Teaching Training programmes, (including fees for our sub-contracted partners) are set in accordance with the levels permitted by the Government. Fees for the Channel Island and Isle of Man students are matched to those of Home students.

The university may increase fees for enrolled students and offer holders in accordance with the terms set out in the offer letter, or in line with any increase in fee limits set by the Government.

The university reserves the right to charge a Recognition of Prior Experiential Learning at £385 where this is used as a contributory element to a programme of study.

Tuition Fee Inclusions and Additional Costs

Undergraduate and Postgraduate taught tuition fees include:

- Scheduled course tuition, academic, technical and administrative support, use of course equipment and facilities.
- Course related induction activities.
- Course assessment and awards.

¹ The university defines a credit bearing course as a programme leading to the award of university credits and does not include non-credit bearing CPD and programmes leading to a certificate of attendance.

² A 'sub-contracted out partner' is a provider who delivers a University of Lancashire award on behalf of the university. Students studying at a sub-contracted out partners have a contractual relationship with the university. The university's sub-contracted out partners are set out : [Discover UCLan's network of UK Partner Institutions](#)

- Access to the university's library and online resources, including on-campus Wi-Fi, networked and remote access to the university's virtual learning environment.
- Use of the university's estate and resources for scheduled activities and learning support.
- Dissertation, project and/or thesis printing and binding where the submission of printed and bound documents is a requirement for assessment of the module; and
- Use of the university's technical equipment and materials identified by the course teaching team as essential for the completion of the course.

All costs that relate to items that are essential to complete the course of study will be included in the tuition fees. Where there are exceptions to this, the additional fees payable for those courses, in addition to tuition fees, will be made clear to students in the offer letter. Some Postgraduate Research, Doctoral and Masters students must pay bench fees in addition to tuition fees (see appendix 4). Costs that relate to items that are not essential to complete the course of study, and hence are optional for students, are not included in the tuition fees. A list of the essential and optional costs for each course of study will be published before the start of the admissions cycle. This will include an estimate of each type of optional cost, wherever possible.

Tuition Fees for repeated study

Students repeating module/s, placement or programme of study will be charged at the relevant rate according to their programme and year of study.

Financial Awards

Tuition fee reductions and discounts are listed in Appendix 1.

Tuition Fee Liability

When a student completes the enrolment process as a new or continuing student on an annual basis, they become personally liable for the payment of tuition fees. This includes arrangements where students obtain sponsorship or funding, should the sponsor or funder default or where funding is refused by Student Finance. If a sponsor or third party fails to pay some or all of the tuition fees on behalf of a student, the student will be personally liable for payment of the outstanding amount on the date which it was due from their sponsor or the third party.

Tuition fee liability remains for the whole of the registration period unless the student formally withdraws from the course. The university applies a policy of non-completion charges where a student withdraws from their studies. Details of such charges are provided in Appendix 2. Where a student is granted an approved interruption to study, their fee liability will be reduced as set out in Appendix 2.

Should a student's tuition fees change during their academic year, it is the student's responsibility to ensure that financial provision is made to cover any additional tuition fees payable.

Where exceptional circumstances which were unknown to the student at the point of enrolment force a student to withdraw from their course, that student may request a review of the tuition fees charged. The university may request such evidence as is reasonable to be able to consider the request. Former students may request such a review within a reasonable time period, normally within 3 calendar months from leaving the university.

Students who have previously studied at higher education level and accessed student

funding should be aware that future entitlement to Student Finance may be affected. Previous study includes time spent on a full-time higher education course or any specifically designated publicly funded HE course, undertaken at any time and whether or not in the UK. Students that do not qualify for a tuition fee loan will be required to self-fund. We recommend students seek advice from both the University and Student Finance as soon as possible when planning their studies.

Collection of Fees

The university will ensure the prompt invoicing and collection of tuition fees.

The university has special requirements for the payment of fees and deposits by international students as set out in Appendix 3.

The university will take steps to obtain the payment of tuition fees and course costs and, in doing so, will provide assistance to students where reasonable to help them meet their financial obligations. For the avoidance of doubt, this does not include financial assistance unless otherwise specifically agreed.

The university holds students and/or their sponsors responsible for prompt payment of fees. Defaults on payment are treated seriously and will lead to the application of sanctions which could inhibit a student's ability to continue in their studies. Payment terms for sponsors will be 30 days from invoice. Where payment is not received within that time the university may write to students to make them aware that there is a balance outstanding of their tuition fees.

The university reserves the right to apply one or more of the following sanctions to any student who defaults on payments of tuition fees:

- suspend from study, university library and computing facilities.
- termination of enrolment and withdrawal from the university.
- withholding certified transcript.
- refusal to re-enrol.
- withholding final award certificate.
- denial of attendance at awards ceremonies.
- refusal to issue Confirmation of Acceptance to Study (CAS); and / or
- include relevant details in any reference provided to a third party.

The university reserves the right to pursue and /or seek recovery of any outstanding tuition fees and / or to refer students' unpaid accounts to external debt collection agencies. Should a student be referred to debt collection, any additional charges incurred will be added to the total debt for collection.

3. Key Roles and Responsibilities

Role	Responsible for
Director of Admissions	Policy ownership Annual review of policy
Head of Student Fees and Funding team	Implementation of policy

Fees Governance Group VCG Resources Committee University Board	Oversight and Governance
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4. Monitoring & review

The Tuition Fee Policy will be reviewed on an annual basis. Oversight and governance of this Policy are provided through the Fees Governance Group, Vice Chancellors Group, the Resources Committee and university board.

5. Appendices

Appendix 1: Tuition Fee Reductions

Subject to the 'Notes' in this Appendix 1, the university offers the following reductions in respect of tuition fees:

Reductions:

- a 50% reduction of tuition fees is made for part-time students in receipt of a state retirement pension.
- a 50% reduction of tuition fees is made to staff of the university or a partner institution (as defined in note 6 below) who are registered on a course which forms part of their personal and professional development plan, is at a main campus site, and which is approved by their line manager.
- a 50% reduction of tuition fees is made to retired university members of staff who are also members of the Alumni Association.
- a 100% reduction of tuition fees is made to members of academic staff who are required to complete the PG Cert in Teaching and Learning in Higher Education and the Teaching Toolkit as a condition of their contract of employment.

Further reductions may be available where this is agreed by the University's Vice Chancellor's Group.

Postgraduate Course Reductions:

- a 20% discount of tuition fees is available to holders of an award from the university studying a postgraduate taught course or a postgraduate research degree (full or part time).
- a 50% reduction of tuition fees is available to Mydentist staff studying the MSc in Dental Education.

Notes

- Note 1: Only one of the reductions specified above may be granted to a student in any given academic year.
- Note 2: Students who are studying on Higher / Degree Apprenticeship / Apprentice provision programmes are not eligible for the 20% discount or any other discounts.
- Note 3: Students enrolled on courses or research degrees in Postgraduate Dental Education will not be eligible for discounted fees.
- Note 4: a part-time undergraduate student is defined as anyone undertaking up to and including 4.5 modules (90 credits) in a standard academic year for that course. Postgraduate students will be deemed to be part-time if they are undertaking up to and including 8.0 modules (160 credits) in a standard academic year of that course.
- Note 5: Reductions apply to tuition fees only.
- Note 6: For Cert Ed / PGCE students discounts will be at the discretion of the partner institution. A partner institution in this instance is defined as an institution, in the UK or overseas with a signed agreement with the university for the delivery of courses, or part courses, contributing towards qualification for University of Lancashire awards. For the purpose of this policy, this includes Cambridge Education Group.

Appendix 2: Tuition Fee Liability for Withdrawal or Authorised Interruption of Studies

When a student completes the enrolment process, they become liable for payment of tuition fees. Students who permanently withdraw from their course or who are granted an authorised interruption of studies must follow the formal process to withdraw or interrupt from studies in order to curtail their continued accrual of fee liability for the relevant registration period. Failure to do so will mean that the student continues to accrue fee liability.

The University operates the policy in this Appendix 2 with respect to non-completion charges when a student completes the formal process to withdraw permanently from their course or is granted an authorised interruption to studies:

Undergraduate and Postgraduate Taught Students

Undergraduate and postgraduate taught students who formally withdraw from or have an authorised interruption to their studies will be charged a tuition fee based on their attendance on the course in accordance with the following scale:

Withdrawal / Interruption Date		Fee Liability
Term 1	Within 14 days of programme start date	No tuition fees due*
Term 1	More than 14 days after programme start date but before the first day of Term 2	25% of total annual tuition fee*
Term 2	From first day of Term 2 but before the first day of Term 3	50% of total annual tuition fee*
Term 3	From first day of Term 3	100% of total annual tuition fee*

*Any fees paid by the university to a third party on behalf of the student will not be recalculated, and students will be required to pay such fees in full. Examples of these fees include field trips, residential fees, professional registration fees, school and social work placement fees etc.

The university has multiple intakes per academic year and course lengths vary depending on provision. As such, terms can be different, and the university will apply the above policy in accordance with the appropriate term structure for the withdrawing or interrupting students course.

Exceptions:

- For short courses, lasting under 1 term, often known as Continuous Professional Development (CPD), full fees are payable if students withdraw or interrupt more than 14 days after the programme start date.
- For students who engage with a placement year or study abroad exchange, fee liability in term 1 will be calculated from the placement/exchange start date instead of the programme start date, even if this is before the programme start date.
- Apprenticeship programme fees payable where a student withdraws or interrupts their studies will be calculated in accordance with the terms of the particular apprenticeship contract. In case of queries, Finance should be contacted in the first instance at CAccounts@uclan.ac.uk

- Student Awards Agency Scotland (SAAS) provide for one fee liability date of the 1 December. The university will therefore recalculate fees for SAAS funded students depending on whether the last engagement date is before or after the 1 December:
 - Before 1 December: Students who withdraw or suspend more than 14 days after their programme start date but before 1 December will be liable to pay 25% of their annual tuition fees themselves. No payment will be received from SAAS.
 - After 1 December: The university will receive payment of annual tuition fees in full from SAAS. Where students withdraw or suspend after this date, fees will be adjusted in line with the fee liability dates above.

Postgraduate Research Students

Withdrawal	Fee Liability
Within 14 days of programme start date	No tuition fees due*
More than 14 days after programme start date but before 4 months after programme start date	25% of total annual tuition fee*
More than 4 months after programme start date but before 8 months after programme start date	50% of total annual tuition fee*
More than 8 months after programme start date	100% of total annual tuition fee*

*Any fees paid by the university to a third party on behalf of the student will not be recalculated, and students will be required to pay such fees in full. Examples of these fees include field trips, residential fees, professional registration fees, school and social work placement fees etc.

Where a postgraduate research student is granted an authorised interruption of studies, their fee liability will be reduced pro-rata. On resumption of studies, the tuition fee liability will re-commence. All students remain liable for fees during any unauthorised interruption to study.

Retrospective approvals of interruptions to study are not permitted.

Exceptions:

- Full time students in the writing up year for whom there will be no fee reduction for non-completion.

Appendix 3: Tuition Fee Deposit Policy for International Applicants

The following policy applies to international applicants for entry to full-time programmes. This policy does not apply to sponsorship students where a formal sponsorship letter from an employer or embassy has been submitted to the university's Admissions Team or the Research Student Registry.

All new international students must pay a deposit of 50% of their first year tuition fees before a Confirmation of Acceptance for Studies (CAS) will be issued to allow students to apply for the necessary visa to enter the UK to study (this does not apply to Distance Learning). The remaining 50% must be paid at the start of the second semester of study, in accordance with the timelines published for each intake during the academic year.

Students studying on MBBS, BDS and BVMS must pay a deposit of 30% of their tuition fee before a Confirmation of Acceptance for Studies (CAS) will be issued, and the 70% balance in two instalments in the second semester of study, in accordance with the timelines published for each intake during the academic year.

The requirement for the payment of a deposit will be detailed on all conditional offer letters. Subject to statutory cancellation rights, the deposit will only be repayable in one or more of the following circumstances:

1. the university's entry requirements are not met;
2. a visa is refused which causes the application to be withdrawn (evidence will need to be provided);
3. delays in the visa process in the student's home country prevent the student arriving in the UK by the last date of enrolment (evidence will need to be provided);
4. In exceptional circumstances, subject to the university's discretion and where appropriate evidence is provided.

Under each of these circumstances an administrative fee of £250 will be retained by the university out of the deposit.

Students applying to the Pre-sessional English Programme:

- For those students applying to the Pre-Sessional English programme, payment of tuition fees in full is required before a Confirmation of Acceptance for Studies can be issued.

Students progressing from University of Lancashire or Cambridge Education Group programmes:

- Students who are wishing to progress onto a further course of study at the university (i.e. UG to PG; or CEG to UG or PG) will be required to pay a tuition fee deposit of £2,500.
- Subject to statutory rights of cancellation, the deposit will only be repayable in the circumstances described at 1 to 4 above.

International Early Payment Discount

An early payment discount of £500 will be applied for those who make payment in full in advance of enrolment. This will not apply if;

- Tuition fees are under £6,000
- You're studying at a franchise partner institution
- You are studying on the MBBS, BVMS, or BDS international programme.

A £200 fee will be added for any student paying their deposit and balance payments in separate instalment.

Returning International Students

Returning international students should refer to the university's Paying Your Fees webpage [Paying your fees - UCLan](#) for details of payment values and dates. This page will provide information on:

- Payments required to complete enrolment;
- Instalment dates;
- Eligibility for the Early Payment Bursary;
- Details of any instalment charges.

Appendix 4: Postgraduate Research Doctoral and Masters students only

Policy on charging bench fees leading to a Postgraduate Research Degree award

A bench fee is defined as a fee charged, in addition to tuition fees, to cover specific extra costs associated with laboratory or field work, which is part of an individual's doctoral or master's thesis proposal. Bench fees are an annual charge which will apply in addition to the tuition fees in each year of the programme, except the writing up year or period.

Only the following extra costs may be charged as bench fees:

- Laboratory or specialist consumables;
- Specialist technical support which is not available within the university;
- Specialist off-site testing of samples or processing of data which cannot be done at the university;
- Travel to other laboratories or field sites, which is essential to complete the project.

Bench fees for all students will be applied at the following rates:

Band 1	£0
Band 2	£750
Band 3	£1500
Band 4	£2250
Band 5	£3000
Band 6	£5000
Band 7	£8000
Band 8	£10000
Band 9	over £10000

The offer letter will specify the aggregate fee for each year of study (i.e. the total of the tuition fees and bench fees), and this aggregate fee will be the total annual fee due for the programme, subject to any fee increases in accordance with this policy.

Bench fees will not apply to costs which are included within tuition fees.

In the event of withdrawal or an authorised interruption of studies only unspent bench fees will be refunded. In the case of an authorised interruption of studies, bench fees will be recalculated and will be payable on resumption of studies.

The Research Degree tuition fees include:

- Scheduled course tuition, supervision, academic, technical and administrative support.
- Use of standard equipment and facilities.
- Induction activities.
- Course assessment, annual progress monitoring, viva examination and awards.
- Access to the university's library and online resources, including on-campus Wi-Fi, networked and remote access to the university's virtual learning environment;
- Use of the university's estate and resources for scheduled activities and learning support.
- Final dissertation and/or thesis printing and binding where the submission of printed and bound documents is a requirement for assessment.
- Use of the university's standard technical equipment and materials.

The Research Degree tuition fee does not include the post-viva fee for re-registration if applicable.