

## FEE AND PAYMENT REGULATIONS Home, EU, EEA and Island students - 2018-19

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## **FEE AND PAYMENT REGULATIONS Home, EU, EEA and Island students - 2018-19**

1. The tuition fee and all other fees quoted are the level of fees to be charged in relation to the delivery of your course for 2018-2019. The University reserves the right to vary tuition fees in line with national inflation rates and subject to Government Policy on Higher Education. For other fees changes will be kept to a minimum, subject to changes in the cost of the provision to the University. Fees payable to external bodies are not set by the University and as such beyond our control, resulting in any changes being passed to the student. Students will be notified of any planned changes as soon as possible. As the tuition fee is based on the information available at the time of offer, if it is subsequently found that an incorrect fee has been quoted, the University reserves the right to increase or decrease the fee accordingly. All discounts, scholarships and fee reductions are applicable for the first year and subject to review and change thereafter.
2. The guidance in this booklet is for Home, EU, EEA and Channel Island students for the academic year 2018-19 with effect from **1 August 2018**. No fee may be reduced except on the express authority of the Director of Finance, unless the student is eligible for one of the fee reduction schemes described in this booklet. No fee may be reduced under more than one scheme.
3. The guidance in this booklet is only applicable to Accredited Courses and is not applicable to Professional Development (non-credit bearing) courses. For further fees guidance on these courses please refer to the relevant terms and conditions.
4. A part-time student is one who studies fewer than **100** credits per academic year. Study of **100** credits or more in a course year is classified as full-time study and incurs the full-time fee as specified in the tables.
5. Unless otherwise indicated, all fees are for the 2018-19 academic year and relate to the University's normal programme of award-bearing courses.
  - i. The New Regime fee for full-time Home, EU and Island undergraduate students commencing their studies from 2018-19 onwards is **£9,250** and the fee for New Regime continuing full-time Home, EU and Island undergraduate students who commenced their course of study in 2012-13 or 2013-14 will also be **£9,250**.
  - ii. The New Regime sub-degree fee for full-time Home, EU and Island students who commenced their studies from 2013-14 onwards is **£7,800**.
6. Students on a **full year** industrial placement (standard sandwich year-out NOT the Erasmus+ Programme) are required to pay the annual tuition fee of **£1,385**.
7. Maritime students on a sea phase will not be charged tuition fees.

### **Incoming Exchange Students**

8. Applications for acceptance as a non-fee paying incoming exchange student, whether under the Erasmus Programme or from partner institutions elsewhere, are only considered from those students who are enrolled and studying at universities with which Solent University has a valid, signed inter-institutional agreement in place. An official nomination from the home University must accompany the application. Where an agreement has been reached that a student may extend their studies into a subsequent period, the student may be required to pay the requisite period fee should an extension exceed the number of exchanges covered by the inter-institutional agreement.
9. Exchange students must enrol as students of Solent University for the duration of their studies in Southampton. For further information contact the University by e-mail [international.exchanges@solent.ac.uk](mailto:international.exchanges@solent.ac.uk) or by telephone: +44 (0)23 8201 3529.

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10. If fees are not being met through an International Programme or an approved inter-institutional scheme the exchange student remains liable for these fees.

### **Outgoing Exchange Students**

11. Students of Solent University who spend a period of time abroad as part of their course, through an International Programme or an approved inter-Institutional Exchange scheme, are required to enrol as students of, and pay the appropriate fees to, Solent University. All previous tuition fees owed to the University must have been **paid in full** before the year abroad can be confirmed.
12. Outgoing students who study abroad for one academic year will pay 15% of their normal annual tuition fees to Solent University.

### **Visiting Students/Study Abroad**

13. Visiting/Study Abroad students are defined as those students registered to study for credit (and not an award), and who will transfer this credit back to their home institution. We recognise students in this category from current partners who exceed their allocation of exchange places, and direct students where we have no partnership arrangement. For this later group, it will be the student's responsibility to ensure credit transfer back to their home institution is approved in advance. Visiting/Study Abroad students may apply to study for one period or one academic year at Solent. Undergraduate students will be charged £3,500 per teaching period for a maximum of 60 credits. Postgraduate students will be charged a pro-rata fee, based on the units selected to study and up to a maximum 60 credits per teaching period.
14. Solent University does not accept Freemovers on a nil fees basis.
15. Students who study abroad for one teaching period are required to pay the full annual tuition fee.

### **Recognition of Prior Learning (RPL)**

16. The University will not reduce the tuition fee, or charge an additional fee for the recognition of prior experiential and certificated learning.

### **Registration Fees**

17. All registration fees must be paid before a student embarks on a programme of study, unless otherwise agreed with a member of the Income Team prior to the start of the course.
18. Any external registration and/or examination fees (e.g. MCA, Edexcel, SQA etc.) shown within fee guides are for information purposes only, and may be subject to change by external body concerned.
19. All students commencing a HNC/HND in 2018-19 will be required to pay the Edexcel registration fee (**£175,20** for HNC and **£213,20** for HND) in addition to the course fee. Students progressing from an HNC to an HND will be required to pay a top-up fee of **£55,80**.

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### **Re-assessment**

20. All students taking reassessments for second and third attempts whether for academic or MCA purposes will not be charged a reassessment fee.
21. All students taking **further** attempts for MCA purposes will be charged a £65 reassessment fee per assessment.
22. Resit fees will be charged and are payable prior to the assessment taking place. This fee will be payable even if the student chooses not to retake the assessment.
23. Candidates requiring internal re-assessment for MCA Signals examination will be charged £110 \* per examination.
24. Candidates requiring internal re-assessment for other NARAS(O) elements will be charged as follows:
  - i. NARAS theory £65
  - ii. NARAS Plotting £65
  - iii. NARAS Practical £65
25. Candidates undertaking a resit in Navigation Aids and Equipment Simulator Training will be charged the following fees;  
  
NARST (M) £385 \*  
NAEST (O) £385 \*  
  
\* These fees are for 2017/18 and is for guidance only. The fees for 18/19 will be updated once published.
26. Under exceptional circumstances, and at the discretion of Academic Services, arrangements may be made for re-assessment of written examinations to take place at a British Council Office or other appropriate institution. An additional £110 will be charged for this service.

### **Repeating a level/stage**

27. Where a student is repeating a level/stage then the full tuition fee due will be charged.

### **Continuing Education (Tuition-only Associate Students)**

28. Where a course or unit is also available on a tuition-only basis, the fee is £200 per 20 credit unit. Such courses or units are not usually eligible for academic credits. Applicants are registered as associate students of the University and are not eligible to submit coursework, assignments or sit examinations unless they pay the full unit fee. For further details contact the relevant School/Warsash Maritime Academy (see the Course and Fee Enquiries section).

### **Language Units**

29. Language Units, with the exception of those for EFL (English as a Foreign Language), will incur the appropriate tuition and registration fee charges. Please visit <http://portal.solent.ac.uk/news/channel/2016/september/students/learn-a-language-at-solent.aspx> for more information.

### **Additional Costs**

30. Students are required to pay for additional costs including such items as the cost of personal membership to professional bodies and additional materials beyond the supplied standard provision, for example consumables for art and design courses. Additional costs also include optional field trips and enhancement activities for personal development which do not form part of compulsory assessment. Please note this is not an exhaustive list. For information on additional fees for your individual course please contact your course leader.
31. A £40 fee is payable for a replacement certificate, including European Diploma Supplement. These are obtainable from Academic Services (AS).
32. The University reserves the right to levy a charge of £40 where a certificate needs to be amended and reissued through circumstances outside the University's control.
33. Each student **must** obtain a Campus Card, which is initially issued free. A replacement card costs £5.
34. The University reserves the right to charge an external examining fee for examination candidates who are not students of the University.

### **Bespoke Courses and Consultancy Enquiries**

35. Solent University offers bespoke courses and consultancy to meet the needs of industry and commerce. Enquiries should be made to Solent University by e-mail to [ask@solent.ac.uk](mailto:ask@solent.ac.uk). Consultancy services will be supplied through Solent University Limited, a wholly owned subsidiary of the University, and will be subject to VAT where appropriate.

### **Payment Terms**

36. All students are enrolled for the full duration of their academic course/programme and remain liable for their tuition fees on this basis, unless they have formally withdrawn i.e.: notified Academic Services in writing, or have been withdrawn on academic or other grounds. Please refer to the Withdrawals and Suspension section for further details regarding withdrawals.
37. Students are personally responsible for all their fees. These include course fees, accommodation fees and any other course related charges.
38. Students remain liable in the case where they are in receipt of a student loan, and where a sponsor or other third party is paying the fees. Students remain responsible for all course fees if their sponsor defaults on the payment, for whatever reason.
39. While advance payments will be accepted by the University, this does not guarantee a place on a University course.
40. All tuition fees are due annually, in full, at or prior to the commencement of a period of study.
41. For students on courses less than one year's duration, including students on maritime senior courses, payment must be paid in full prior to registration on their course.
42. For students on courses of at least one year's duration, including cadets on phased courses, arrangements may be made for payment of the annual tuition fee in instalments, either

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through standard instalment plans offered during on-line registration or by contacting the Income team on +44 (0)23 8201 3970 or e-mail [income.team@solent.ac.uk](mailto:income.team@solent.ac.uk). Alternatively, enquiries may be made in person at the Income Team Counter, at the Student Hub (RM050).

43. Students must have a payment plan for any unpaid course fees with a defined method of payment in place with the University prior to registration on their course.
44. Failure to pay tuition fees in accordance with the student's chosen payment option will result in the full amount of their annual fee becoming due immediately.
45. Students embarking on a Placement or sea phase (whether for work or study) **must** ensure they have paid any debt from the previous year, as well as paying any fees due for the current year before commencing their placement, otherwise the sanctions set out in the Recovery of all Student Debt section may apply.

### Payment Methods

46. Students from outside the UK can make payment by international bank transfer or debit/credit card through Pay to Study reducing bank charges and exchange rate for students. More information can be found by visiting <http://www.solent.ac.uk/student-life/fees/pay-to-study.aspx>.
47. Payment of fees may also be made by payment card when booking a short course or enrolling online at: <http://portal.solent.ac.uk>. Payment for outstanding fees may be made online by visiting [www.solent.ac.uk/pay](http://www.solent.ac.uk/pay) The University accepts Delta, Maestro, MasterCard, Visa cards and PayPal. The University accepts American Express through the Online Shop, over the telephone or through the tills, however not on Online Services. For further information contact the Income Office on Tel: +44 (0)2382013970.
48. For advice and information on student funding, debt and visas please visit <http://www.solent.ac.uk/welfare/finance>, or alternatively, contact the Student Hub on Tel: +44 (0)23 8201 5200, or e-mail: [student.hub@solent.ac.uk](mailto:student.hub@solent.ac.uk)
49. Arrangements may be made to pay outstanding fees by direct debit/ recurrent debit/credit card payments or standing order. Please contact the Income Team for further details. Please see the Course and Fee Enquiries section for contact details.
50. In the interest of student safety, the university does not accept cash payments for tuition or accommodation fees. Students should therefore make appropriate arrangements to pay using a different method (this could include opening a UK bank account if the student does not already have one). Students bringing a large amount of cash onto the University campus, will be doing so at their own risk, and the University will not accept any liability for any loss they may suffer as a result.
51. The University does not accept cheque payments or bankers drafts.

### Student Loan Applicants

52. Once confirmation is received from the awarding body that the tuition fees are to be paid, the University will contact the Student Loan Company. The student will remain personally liable for the fees until such a point as payment is made by the Student Loan Company, and in the event where the student is reassessed and money is recovered from the University in relation to a student's fees.

### Company/Organisational Sponsors

53. Students remain liable in the case where a sponsor or other third party is paying the fees.
54. Students are required to provide proof of sponsorship prior to commencing their course. Any fees not covered by their sponsor will be payable by staff members in line with standard tuition payment terms (Payment Terms section).
55. University staff undertaking SSU courses will be fully liable for course fees except where they are covered by one of the staff related fee reductions outlined in the General Fee Reduction section.
56. **Proof of sponsorship needs to be provided at the beginning of each academic year for which the student is receiving sponsorship.** Proof of sponsorship may constitute a letter from the sponsor, a purchase order or a fully completed Corporate Tuition Fee Sponsorship Form. For a copy of the form refer to: <http://www.solent.ac.uk/studying/fees/sponsorship/company-and-organisational-sponsors.aspx>. For staff members, this will be the appropriate internal sponsorship or discount form. For a copy of these forms, please visit [www.solent.ac.uk/staffpay](http://www.solent.ac.uk/staffpay). All Sponsor forms need to be sent to the Income Team: [sponsorforms@solent.ac.uk](mailto:sponsorforms@solent.ac.uk).
57. Fees will only be invoiced to a sponsor where the student produces valid proof of sponsorship with instructions from the sponsor.
58. If no acceptable proof of sponsorship is submitted, students will be required to personally pay fees.
59. Where an external sponsor has been invoiced, payment of fees is normally due within 30 days of the invoice date.
60. In addition, failure of an external sponsor to pay the fees in a timely manner may lead to University sanctions being applied to the student account. In addition the sponsor invoice will be credited and the fees placed back onto the student's account. This will also affect future sponsorship applications received by the University from the sponsor concerned.
61. The University reserves the right to review and either accept or reject all offers of sponsorship at its discretion. Where the University deems it appropriate, payment may be required up front as a condition of accepting an offer of sponsorship.
62. Please see the Company/Organisational Debtor Policy for further details on <https://portal.solent.ac.uk/support/finance/student-fees-and-finance/late-payments.aspx>

### Credit Balance Refunds

63. In all cases a refund will be made to the original payee. This may be the student or a person or organisation paying on the student's behalf such as a parent, employer or scholarship provider.
64. Where the original payment was made by debit or credit card then the refund amount will be sent to the card used. If the card has expired then the Income Team will contact the student for up to date bank details and the refund will be sent by bank transfer.
65. For all other overpayments the refund will be by bank transfer.
66. Where the bank transfer has been received from overseas, the payment will be refunded back to the account from which it was sent.
67. All refunds will be calculated in UK Sterling but may be refunded in the currency of the original payment. The University will not refund any shortfalls due to exchange rate fluctuations, or offer compensation for any bank or other charges incurred.
68. Refunds will not be made in cash.

### Recovery of All Student Debt

69. Account statements will be prepared during the academic year on a schedule authorised by the Director of Finance, detailing balances due from students and confirming final payment dates. The balance on your account will normally be adjusted to take into consideration of any grant or loan notifications received by the University from the Student Loans Company (SLC) and other sponsors.
70. Should students have difficulties in paying in accordance with the University standard payment terms, a payment plan may be negotiated. Students with an agreed payment plan must adhere to the agreed payment dates, otherwise sanctions will be applied and the University standard terms as agreed on registration will be enforced. For further information please see the Recovery of all Student Debt section. The statement will normally serve as the first reminder for payment. Further information for students can be found at: <http://www.solent.ac.uk/student-life/fees/fees-financial-support.aspx>
71. A student is an overdue debtor to Solent University if he/she:
  - i. Fails to pay any fees and charges by the specified due dates or fails to meet agreed payment plans.
  - ii. Fails to return, or pay for the replacement cost of any library book, software, equipment or kit issued on loan.
72. Sanctions are imposed on students who fail to pay tuition fees and other related fees by the due date and on those students who have defaulted on agreed payment plans. Students will be informed in writing of the intention to impose sanctions. Any subsequent failure to pay may result in the student being withdrawn from their course. Students withdrawn for non-payment of tuition fees will remain liable for a proportional payment of tuition fees in line with the University's withdrawal policy (see Withdrawals and Suspension section).



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73. The application of sanctions may result in the following restrictions:
- i. A late payment charge of £50 may be levied to cover the cost of administration where an agreed payment plan is broken, or a student is referred to a collection agency.
  - ii. The withdrawal of access to all University IT network and hardware (including Solent Online Learning).
  - iii. The removal of permission to borrow books from the Library.
  - iv. The termination of enrolment during the academic year.
  - v. Students in debt will be unable to progress onto further stages of the course or transfer to another course.
  - vi. Students in debt will be unable to register on a new course.
  - vii. The withdrawal of the invitation and permission to attend the graduation ceremony and award certificates being withheld.
74. Students will not be prevented from progressing on their course, lose IT access or permission to borrow books, be withdrawn from their course and certificates will not be withheld for non-tuition fee debt or tuition fee debt where the University deems the sanction to be disproportionate to the amount owed. The remaining sanctions (late payment charge, inability to transfer to, or register on a new course and inability to attend the graduation ceremony) will be enforced.
75. The University reserves the right to take action to recover any outstanding debts, as per its Student Debt Management Policy. A copy of the Management of Student Fees and Charges Policy is available for students at <https://portal.solent.ac.uk/support/finance/student-fees-and-finance/late-payments.aspx>.
76. The policy includes the use of debt collection agencies, County Court action and the recharging of any fees incurred in this process to the student's account. Further information about the University's Student Debt Management Policy may be obtained by contacting the Income Manager, Tel: +44 (0)23 8201 3969; e-mail: [income.team@solent.ac.uk](mailto:income.team@solent.ac.uk) or in person at the Income Team Counter at the Student Hub (RM050).

### **Academic Progression of Students with Tuition Fee Debt**

77. Students with tuition fee debt will be permitted to re-sit examinations or re-submit coursework before the commencement of the next academic session.

### **General Fee Reductions**

78. Solent University staff members following a course at the University as part of normal staff development are not charged tuition or other fees, providing it has been approved by their Director. Staff must provide evidence in the form of an approved Training Application form at registration so that the fee can be recovered from the appropriate department. For Training Application forms and further information visit the staff fee reductions section on [Solent.ac.uk/staffpay](http://Solent.ac.uk/staffpay).
79. Where a course is not part of an approved staff development programme, members of staff may be eligible for a tuition fee reduction (on application to the Director of School providing the course), up to a maximum of 50%, but will remain liable for all other fees.
80. Members of University Staff may apply to the Director of Finance for a 20% reduction for dependent children, (children who are under the age of 25 at the time of their first application and living at their parents'/guardians' home) who are starting a programme of

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undergraduate study. Applicants should complete a Staff Dependent Discount Application form found on the following [solent.ac.uk/staffpay](http://solent.ac.uk/staffpay) and return it to the Director of Finance. If successful, the discount may be applicable for the duration of their course but a new application needs to be made for each year the student registers with the University.

Self-funded graduates of any Solent University First or Masters level degree course who return to study may be eligible for an alumni discount if they continue their studies on a University postgraduate course. Students will be eligible for the discount if they are graduates of a bachelor level course returning to study on a postgraduate programme, or if they are postgraduate students returning on a postgraduate research course. The discount is available for students who return on both full-time and part-time courses and will be based on the classification of the most recent course completed.

i. Students who receive a 1st class degree, or a Masters degree with Distinction will receive a 50% reduction on their tuition fees.

ii. Students who receive a 2<sup>nd</sup> class degree (2.1 or 2.2) or a Masters degree with Merit will receive a 20% discount on their tuition fees.

81. There are no restrictions on the graduation year, so as long as students are a Solent alumni with a completed award they will be eligible. The discount will be applied annually at the start of each academic year.
82. Staff members at one of Solent University's link colleges (contact External Relations for details) or centres, wishing to enrol on a part-time course at the University may be eligible for a 50% reduction of the tuition fee only, but will remain liable for the payment of any external registration or other fees payable. A management letter of introduction, confirming the applicant is a staff member at the link college or centre, will be required prior to or at enrolment and for each year of study thereafter.
83. The letter should be scanned and e-mailed to [income.team@solent.ac.uk](mailto:income.team@solent.ac.uk) prior to enrolment.

### **Scholarships**

#### **Undergraduate Merit Scholarship**

84. The University offers an Undergraduate Academic Merit Scholarship to reward applicants who have demonstrated outstanding academic ability. These are awarded automatically based on final results, as shown in the example below.

	1 x 'A' in A-levels or Distinction at BTEC, or equivalent	2 x 'A' in A-levels or Distinction at BTEC, or equivalent	3 x 'A' in A-levels or Distinction at BTEC, or equivalent
Year 1	£500	£1,000	£1,000
Year 2			£1,000
Total			£2,000

85. The undergraduate academic merit scholarship will be awarded to applicants who achieve the above grades and who are holding an 'unconditional firm' offer on a full-time course.
86. This scholarship is based on UK standard qualifications and is open to students from the UK, EU, EEA and from overseas who are self-financing (not sponsored by their government or employer).

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87. The scholarship is offered automatically (no application process) as either cash or a deduction from University accommodation charges. It cannot be used in conjunction with any other scholarship, bursary or fee discount. The scholarship will be issued in cash in December.

### **Postgraduate Taught Academic Merit Scholarship**

88. The University offers postgraduate academic scholarships to applicants who achieve the following grades and who are holding an 'unconditional firm' offer on a full- or part-time course:

Year	Grade Requirement	Amount	Type
Year 1	First (or Equivalent)	£1,500	Tuition Fee Reduction
Year 1	2:1 or equivalent	£1,000	Tuition Reduction
Year 1	2:2 (or equivalent)	£0	

89. These scholarships are open to students from the UK, EU, EEA, and from overseas who are self-financing (not sponsored by their government or employer).

90. The scholarship is based on a UK qualification taken in the UK and is offered automatically (no application process) as a fee reduction.

91. This scholarship cannot be used in conjunction with any other scholarship, bursary or fee discount. If you are a Solent graduate eligible for an alumni discount you would not be eligible for this scholarship.

### **92. International Merit Scholarship: EU Students**

93. The University is pleased to offer a limited number of academic merit scholarships of between £500 and £1,000 for applicants from the EU studying a full-time course and who exceed the entry criteria for their course.

94. To qualify, students must be studying an international qualification or be studying for an international foundation programme in the UK with an 'unconditional firm' offer on a full-time course. Applicants need to be self-funded (not sponsored by their government or employer). The scholarship does not apply to Study Abroad students.

95. The scholarship is issued as a cash payment in December and is awarded automatically (no application process) on a 'first-come, first-served' basis. The scholarship cannot be used in conjunction with any other scholarships, bursaries or fee discounts.

96. The scholarship is a cash scholarship and is awarded in the following way:

Level	Amount	Quantity
Undergraduate and postgraduate	£500	20
Undergraduate and postgraduate	£1000	10

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### **Top Up Merit Scholarship**

97. The University offers a Top-Up Academic Merit Scholarship as a way to reward students who have demonstrated outstanding academic ability. This is non-repayable and, as the award is in cash, you can choose to spend this how you wish. This is awarded based on final results achieved before coming to university, i.e. at school or at college, with examples shown below:

	Merit Profile	Distinction Profile
Semester 1 (Year 1)	£500	£1,000
Total	£500	£1,000
Award Form	Overseas students will receive a fee reduction and Home/EU will receive a cash scholarship	Overseas students will receive a fee reduction and Home/EU will receive a cash scholarship

98. The scholarship is based on a UK qualification taken in the UK and is offered automatically (no application process) as cash for home and EU students and as a fee reduction for Overseas students.

99. You will be automatically considered for the scholarship based on your final results and will be contacted in November to confirm your payment date which will be in December.

### **MBA Executive Scholarship**

100. The University offers the MBA Executive Scholarship as a way to recognise professional practice.

101. The scholarship is awarded automatically (no application process and is awarded at the start of the course as a tuition fee reduction). It cannot be used in conjunction with any other scholarships, bursaries or fee discounts.

102. The scholarships are awarded in the following way:

Award Category	Award
Two Years' Professional experience	£2,000
One Year's Professional Experience	£1,000
Award Form	The award will be made in the form of a fee reduction

### **PG Cert Professional Development Planning Scholarship**

103. This course has been developed to help recent graduates prepare further for professional development and a Scholarship of £3,000 is available to unemployed recent graduates to cover the full course fees.

104. The scholarship is awarded automatically (no application process). It cannot be used in conjunction with any other scholarships, bursaries or fee discounts.

### Sports Scholarships

105. Sports scholarships are awarded to athletes competing in a variety of sports at national level and above, including - but not exclusively - basketball, cricket, football and sailing. As a scholar, you'll receive financial assistance towards academic fees and be able to take advantage of a support package worth up to £2,500. Academic fees are covered at 100% or 50% by the University for each successful applicant.

Undergraduate	Postgraduate
Year 1: 100%	Year 1: 100%
Year 2: 50%	Year 2: 50%
Year 3: 50%	N/A

106. For further information about scholarships offered by Solent University, please refer to: <http://www.solent.ac.uk/student-life/scholarships/scholarships.aspx>

107. You are only eligible for one fee discount, bursary or scholarship in any single year. For the calculation of discounts and scholarships where a student suspends or withdraws from a course please refer to the Withdrawals and Suspension section.

### Corporate Discounts

108. Corporate discounts may be negotiated by sponsoring organisations, but are subject to approval only by the Director of Finance. Corporate discounts are not available to self-funded students.

### Withdrawals and Suspension

109. Students wishing to withdraw from a course should first discuss the matter with their Course Leader or Head of Subject. Students can also contact a student funding advisor through the Student Hub to discuss the funding implications of withdrawing.

110. A student withdrawing from a course must inform the Student Hub in writing as soon as the decision to withdraw has been made (see the Course and Fee Enquiries section for contact details). Students who do not comply with this requirement will remain liable for fees.

111. Students withdrawing from a course of study remain liable for the full fee except as provided below.

- i. Once a student has accepted an offer to study at Solent University (firm or insurance), they will be able to cancel their acceptance within 14 days without giving any reason. The cancellation period will expire after 14 days from the date on which you accepted the offer, which is the date on which your contract with the University began. To exercise your right to cancel, you must inform us of your decision to cancel this contract by a clear written statement, which may be sent by post or email. An example cancellation form can be found at: <https://www.solent.ac.uk/about/our-policies-and-legal-information/terms-conditions-undergraduate-and-postgraduate-courses/notice-of-right-to-cancel>
- ii. All students who withdraw before the start of their course or unit may be eligible for a full refund of any tuition fees paid, providing that prior to the commencement of the course, written notification of withdrawal has been received by the University. Any deposits or regulatory prepayments paid prior to registration will not be refunded.

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- iii. Students attending a course lasting an academic year or more, who withdraw will be charged as detailed below. Application of a withdrawal fee commences from the first week of teaching.
    - a. Students leaving within 14 days of their course start date will not receive a refund of any deposits or regulatory prepayments paid prior to registration unless exceptional circumstances apply but the university will refund any other tuition fees that the student has paid.
    - b. Students withdrawing before the end of the first term will be liable for 25% of the annual tuition fee. This is dependent upon written notification of withdrawal being received by the University prior to the commencement of the second term.
    - c. Students withdrawing during the second term will be liable for 50% of the annual tuition fee. This is dependent upon written notification of withdrawal being received by the University prior to the commencement of the third term.
    - d. Students withdrawing during the third term will be liable for the full year's fee.
    - e. Where a student engaged in a postgraduate research programme withdraws or suspends, the fee will be calculated pro rata on a monthly basis based on the annual fee.
  - iv. Where a student engaged in a maritime phased course leaves within 21 days of their course start date they will be eligible for a refund of any fees paid less any deposit payment where written notification of withdrawal has been received by the University. Students who leave after 21 days will be liable for the full phase fee.
  - v. Students not registered on a term based course should contact the Student Hub for details (Course and Fee Enquiries section).
  - vi. Students attending a course lasting **less than a year** remain liable for the full fee regardless of date of withdrawal.
  - vii. A suspension is regarded as a temporary break in study, the intention being to return to study the following academic year. Tuition fees charged at the time of suspension are calculated in line with the withdrawal charges (Withdrawals and Suspension section). Resumption back onto the same programme of study will result in tuition fees being calculated on a pro-rata basis. Return to an alternative course (subject to approval) would result in the total tuition fee being charged for that year of study.
  - viii. Term dates for the academic year 2018-19 are available at <http://portal.solent.ac.uk/documents/academic-services/student/academic-calendar-2018-19.pdf?t=1506611678091>
  - ix. All discounts and scholarships, will be calculated at the time the discount is applied and will be based on the full annual fees for the course. All reductions and scholarships will be reduced pro rata in line with any fee waiver applied upon suspension or withdrawal from study.
112. Where a registration fee is payable to professional examining/awarding bodies such as Edexcel (BTEC), this will not normally be refunded.

### Postgraduate Research Students

113. Students may be admitted and enrolled to full-time or part-time research programmes in October and January.
114. The normal annual fee will be charged on re-registration at the commencement of the next academic year (commencing each October) and in subsequent academic years.
115. **Full time** MPhil/PhD research students who are 'writing-up', prior to the submission of their thesis, may pay an annual writing-up fee of £3250 for a maximum of one year. **Part time** research students who are in the final stages of 'writing-up', prior to submission of their thesis, may pay an annual writing up fee of £1625 for a maximum of two years. Both full-time and part-time research students will be eligible to receive a pro rata refund if they submit before the end of the academic year. This must be agreed in writing by the Director of Research, Innovation and Enterprise before the commencement of the academic year in which they propose to enter the 'writing up' phase, and should not exceed the period allowable under the terms of their degree registration.
116. If a student subsequently fails to submit by the end of their 'writing up' period and wishes to continue their registration and submit later, and this does not exceed the period allowable under the terms of their degree registration, they are liable for the **full annual tuition fee** but will be eligible to receive a refund if they submit before the end of the academic year.
117. Students who pay full fees in their final year and submit their thesis during that year will be eligible for a pro rata refund, calculated from the month following the month of submission.
118. The annual major amendments fee for PGR students is £3,250 full time study and £1,625 for part time study. Both full time and part time research students will be eligible to receive a pro rata refund if they submit before the end of the 12 month period.
119. Please refer to the Withdrawals and Suspension section for details of withdrawal fees for PGR students.

### Postgraduate Taught Students

120. Students on taught postgraduate courses that contain a dissertation element may apply to Academic Services (see Course and Fee Enquiries section) for continuing student status. This is normally allowable free of charge where a dissertation extension has been granted beyond the period covered by the initial annual tuition fee for the course or the dissertation element.

**Course and Fee Enquiries**

121. All enquiries should be referred to the appropriate School or Service.

**Accommodation Office**

Solent University  
East Park Terrace  
Southampton  
SO14 0YN

Tel: +44 (0) 23 8201 5040  
E-mail: [accommodation@solent.ac.uk](mailto:accommodation@solent.ac.uk)

(Accommodation enquiries for the Warsash Maritime Academy should be directed to the Newtown Road address as detailed above).

**Academic Services**

A101, Andrews Building  
Solent University  
East Park Terrace  
Southampton  
SO14 0RU

Tel: +44 (0)23 8201 3578  
E-mail: [studentrecords@solent.ac.uk](mailto:studentrecords@solent.ac.uk)

**Admissions**

Solent University  
East Park Terrace  
Southampton  
SO14 0YN

Tel: +44 (0)23 8201 5066  
E-mail: [admissions@solent.ac.uk](mailto:admissions@solent.ac.uk)

**External Relations**

Solent University  
East Park Terrace  
Southampton  
SO14 0YN

Tel: +44 (0)23 8201 3039  
E-mail: [ask@solent.ac.uk](mailto:ask@solent.ac.uk)

**Income Team**

Student Hub, RM050  
Solent University  
East Park Terrace  
Southampton  
SO14 0RX

Tel: +44 (0) 23 8201 3970  
E-mail: [income.team@solent.ac.uk](mailto:income.team@solent.ac.uk)

**Student Funding Advice**

Student Hub, RM050  
Solent University  
East Park Terrace  
Southampton  
SO14 0RU

Tel: +44 (0) 23 8301 5200  
E-mail: [student.funding@solent.ac.uk](mailto:student.funding@solent.ac.uk)

**Student Hub, RM050**

Solent University  
East Park Terrace  
Southampton  
SO14 0YN

Tel: +44 (0) 23 8201 5200  
E-mail: [student.hub@solent.ac.uk](mailto:student.hub@solent.ac.uk)



### GLOSSARY

#### **Additional Fee**

Any additional fee payable, e.g. field trip fee.

#### **Course Code**

The University's reference code for courses.

#### **Course Title**

The name of the course/programme of study.

#### **ERASMUS student**

A student studying under the ERASMUS programme. Please visit the below link for further information [www.britishcouncil.org/erasmus](http://www.britishcouncil.org/erasmus)

#### **EU/EEA Countries**

Please refer to page 18.

#### **EEA/Swiss students**

For the purpose of calculating fees, a European Economic Area (EEA) student is someone whose nationality is from a country within the EEA, i.e. Iceland, Lichtenstein and Norway and must not be confused with member countries of the EU. Switzerland is not part of the EU or EEA, yet Swiss nationals are considered under the same fees policy as EEA students. Subject to some exceptions (EEA migrant workers) EEA fees and fees for Swiss nationals are the same as the overseas rate shown in the fees table. Further information is available on the UK Council for International Student Affairs (UKCISA) Website <http://www.ukcisa.org.uk/>. Alternatively for further advice you can consult the University's International Adviser via the Student Hub on +44(0)23 8201 5200.

#### **Fees**

Fees are defined as all monies payable to the University.

#### **Free-mover**

A student wishing to study at a Higher Education Institution (HEI) in another country where there is no bi-lateral exchange agreement in place.

#### **Full-time study**

A course comprised of 100 CATS or more, that requires attendance of at least 24 weeks in the academic year with an average of 21 hours per week study.

#### **UK/EU Fees**

This is the annual fee payable by students **ordinarily resident** in the UK and EU throughout the three year period preceding the start of the course.

#### **Island Fees**

The Department for Education and Skills publishes the tuition fees for full-time undergraduate students from the Channel Islands or Isle of Man. Solent University is a "Research Institution with Capability Funding"

## **FEE AND PAYMENT REGULATIONS Home, EU and Island students - 2018-19**

### **Part-time study**

A course that does not meet the criteria for full-time study detailed above.

### **Period of Study**

Refers to the length of study, either a period or a term, depending on the type of academic year structure the course follows.

### **Registration Fee**

Fee payable for registration with relevant validating body, e.g. Edexcel registration fee.

### **Sub-degree**

A sub-degree is a qualification below the level of undergraduate first degree. Academic credits gained at sub-degree level can be used towards obtaining a first degree qualification. A sub-degree includes, but is not exclusive to, the following qualifications; foundation degrees, Higher National Diploma (HND), Higher National Certificate (HNC), Diploma of Higher Education (DipHE) and Certificate of Higher Education (CertHE).

### **Tuition fees and other related fees:**

- Course fees
- Professional, Statutory and Regulatory Body (PSRB) endorsements
- BTEC (Edexcel) Registration Fee
- Professional Body Endorsement fee
- Re-assessment fees
- Other professional fees

### **UKCISA**

The UK Council for International Student Affairs provides advice and information to overseas students studying in the UK and to staff who work with them. All UK universities and most colleges of further and higher education with overseas students are members of UKCISA. Information and advice to students is free. For further information visit <http://www.ukcisa.org.uk>

### **Student Finance England**

Students who have applied for a student loan and have any questions relating to UK government student loans should contact Student Finance England at <https://www.gov.uk/contact-student-finance-england> or the University's student funding team, [student.funding@solent.ac.uk](mailto:student.funding@solent.ac.uk); +44(0)23 8201 5200; Students Hub, RM050.

### **Unit Fee**

A Unit is a specific area of study within a course for which a precise number of academic credits are awarded. A Unit fee is payable for a 20 credit point Unit or part of the course where this is separately offered. The fee payable for 15 credit point or 10 credit point Units, or parts of the course, are calculated pro rata to the 20 credit Unit fee.

## **COMPOSITION OF THE EUROPEAN UNION**

The **European Union (EU)** comprises the following 28 countries:

- Austria
- Belgium
- Bulgaria
- Croatia
- Cyprus
- Czech Republic
- Denmark
- Estonia
- Finland
- France
- Germany
- Greece
- Hungary
- Ireland
- Italy
- Latvia
- Lithuania
- Luxembourg
- Malta
- Netherlands
- Poland
- Portugal
- Romania
- Slovakia
- Slovenia
- Spain
- Sweden
- United Kingdom

The **European Economic Area (EEA)** consists of the 28 member states of the European Union as well as Iceland, Liechtenstein and Norway.

Note: Switzerland is not part of the formally recognised EEA but its nationals are similarly eligible under various international treaties signed by the UK and Swiss governments.