

<b>Document Type</b>	<b>Tuition Fee Payment Policy</b>		
<b>Document Owner</b>	Head of Financial Operations		
<b>Division / Service</b>	Finance		
<b>Version</b>	V13		
<b>Document Status</b>	Final Published		
<b>Approved by</b>	University Executive Group	<b>Date</b>	11/07/2023
<b>Date of Publication</b>	12/07/2023	<b>Next Review Date</b>	
<b>Related Documents</b>			
<b>Amendments since approval</b>	<b>Detail of revision</b>	<b>Date</b>	<b>Approved by</b>
	Two instalment plan removed	08/03/2023	11/07/2023 UEG
	Placement charge defined	08/03/2023	11/07/2023 UEG
	£4k deposit refund clarified	18/03/2023	11/07/2023 UEG
	Home UG students' liability aligned.	15/05/2023	11/07/2023 UEG
	£6000 added for Nigerian students	27/06/2023	11/07/2023 UEG
	Dates of liability points amended	27/06/2023	11/07/2023 UEG
	Accessibility check changes	05/07/2023	11/07/2023 UEG
	Change to wording around fee bands changing	12/07/2023	11/07/2023 UEG
<b>Post published date change</b>	Removal of £6,000 requirement for Nigerian students	19/09/2023	Legal Services 18/9/2023

## **TUITION FEES PAYMENT POLICY - September 2023**

This policy sets out important financial aspects governing your time as a student at Birmingham City University ("the University"). It should be read alongside the Terms and Conditions and your Offer Letter for your academic year of entry. This policy forms part of the contract between you and the University. The University is committed to a fair and transparent policy in respect of payment of tuition fees for students whilst also offering a range of methods to pay those fees.

This policy applies to undergraduate, postgraduate taught and postgraduate research students.

### **1. What will you be charged in respect of your tuition fees?**

You are responsible for the payment of your tuition fees at all times: whether you have access to an invoice requesting payment or not, including where sponsorship, grant or loan agreements have been approved. The University reserves the right to apply sanctions (section 7) including permanent exclusion from the University for non-payment of your tuition fees and ***you will not be permitted to graduate with an outstanding tuition fee debt.***

Your Tuition Fee is determined by:

1. Your fee status – Home UK or Overseas.
2. Your level of study – Undergraduate including (UG, HND and FdA), postgraduate taught (PGT); postgraduate research (PGR).
3. Your mode of study – For Example:
  - On campus full-time (FT) study (120 credits UG, 180 PGT)
  - Modular programmes (FT)
  - Intensive undergraduate study (180 credits per year over 2 years)
  - On campus part-time (PT) study including variable intensity study (UG ranging from 40 to 80 credits per academic year)
  - PGT study (ranging from 60 to 100 credits)
  - Online distance learning study (offered on a fixed fee per year or pay as you go basis).

Tuition fees for your first year of study will be clearly set out in your offer letter. Your fees are subject to an inflation rate rise **each year** (capped at 5%) except for the fees that are set for BCU by the UK Government (see link below for the details). Undergraduate and postgraduate certificate teacher training home fees are also regulated by the UK Government and are subject to change only as a result of a UK Government announcement.

[Fee limits - Office for Students](#)

Postgraduate health courses where you are eligible to apply for an SLC loan at UG levels are treated as regulated fees in this regard.

If you defer entry at the University or are permitted to suspend your studies, fees payable will be those in force at the time you commence / re-commence your studies. In these circumstances, the proposed tuition fees will be communicated to you in advance or at the time of your return.

If a course has changed fee band, you will be charged your current fee plus the appropriate annual fee rise for that fee band (capped at 5%). This means that you won't be charged at the new fee band rate as this would be in excess of the 5% fee rise per year.

For Example: - If you suspended your studies where the tuition fee was in a fee band that charged £10,000, and the following year your course was in a fee band that charged £11,000, then for that following year BCU would only charge you £10,500 rather than £11,000.

For the purposes of this example, we have not based this on any particular course and for simplicity it ignores the time of academic year that you suspend your studies.

All tuition fees are charged in pounds sterling (£, GBP), unless stated otherwise.

## **2. When do you have to pay for your course?**

Enrolment will usually take place in the 8 weeks period before your course starts, and your tuition fees can be **paid in full before** you complete the enrolment process.

There are also a number of **other options available** to you:

1. If you are a home UK undergraduate student and have applied for and been accepted for an undergraduate loan from one of the UK Student Finance Authorities (section 5.5). Then your tuition fees will be paid to BCU directly.
2. If you are a student who has provided evidence that you have applied for and have been accepted for an undergraduate Government supported loan from your country of origin. Then if you are receiving those monies you will need to pay those onto us as soon as you receive them.
3. If you are a home postgraduate student and have provided evidence that you are receiving a postgraduate / postgraduate research loan from one of the UK Student Finance Authorities (section 5.5). Then as you are receiving those monies, rather than BCU, you will need to pay them on to us as you receive them, by choosing the appropriate instalment plan (See section 5.2).
4. If you are a student who is paying their own fees, who has paid 50% of your fees prior to enrolment, then you can pay the remainder of your tuition fees in instalments (See section 5.2).
5. If you are a student who is being sponsored by an approved external sponsor and have provided evidence of that sponsorship to the University (section 5.3).

Then your approved sponsor will receive an invoice and will pay your tuition fees directly to us.

6. If you are a student who is being funded via a Government apprenticeship levy or, where the Education and Skills Funding Agency is paying of your tuition fees (section 5.4). Then BCU will receive payment for your tuition fees from the UK Government.
7. If you are a student who is being funded, for 100% of your postgraduate research degree tuition fees, by the University. Then no payment is required from you.

If you are a UK student and plan to pay for your tuition fees with a Student Finance authority loan (e.g. Student Finance England). then you need to apply and be accepted for your loan, before you start the enrolment process.

If you are an Undergraduate student who is choosing their University through the clearing process, then we appreciate that the University you declared on your application will need to be moved to BCU and you will be given 6 weeks from your course start date to ensure that this has been changed and you have been accepted for your loan.

The University reserves the right to request evidence of your loan acceptance and if this is unavailable, to charge the full fee directly to the student and apply sanctions if it remains outstanding (see section 7).

### 3. International Students

On Acceptance of offer (by CAS deadline)	£4,000 acceptance deposit paid for the first year of study **
Prior to enrolment	50% of the Full tuition fees must be paid prior to enrolment.

If you are an overseas student, then you should pay 50% of the Full tuition fee for your course **before** you start the enrolment process. The full tuition fee is the fee charged for your course prior to the deduction of any scholarship awards.

For the first year of study, a £4,000 acceptance deposit, needs to be paid on acceptance of an offer to study and prior to the cut-off deadline for your Confirmation of Acceptance for Studies (CAS). This will form part of the 50% of your tuition fees pre-enrolment payment.

For example, where a full Tuition fee is £20,000, a £4,000 acceptance deposit is paid on acceptance of the offer and a further £6,000 is required to be able to complete the

enrolment process. Any scholarships awarded would be deducted from the remaining £10,000 balance.

If a £2,000 scholarship has been awarded, then this will be applied once you have fully enrolled and this will reduce the balance of £10,000 due down to £8,000. The balance of £8,000 is due immediately unless you enter into a formal payment plan (see section 5.2)

You will also need to provide the University with a scanned copy of a financial or bank statement, which confirms that you can meet the UK Visa and Immigration Student Visa Route (formerly Tier 4) requirement. Further information can be found on [the UK Government website](#).

If you have not paid the 50% balance of your tuition fees prior to enrolment will result in a hold on your enrolment and a referral to the University's Finance team to discuss your options. This will include the option to withdraw the offer made to you.

Payments from overseas should not be made directly into the University bank account, but instead be paid through one of our secure partners. Please visit the BCU payment pages on our website for further information. Please see our [payment guidance pages](#).

#### 4. Prompt payment tuition fee discount for self-funded full-time students

**Please note that prompt payment discounts have now been discontinued since the 2022/2023 academic year.** This means that it is no longer available for tuition fee invoices for any period of study with a start date that is later than 1 September 2022.

#### 5. Payment options for your fees

##### 5.1. Self-funded tuition fees being paid in full or partially

If you are paying for your own fees, payments should be made online using a valid UK Debit Card or Credit Card (with the exception of American Express) via the following link: <https://ipay.bcu.ac.uk/invoice/>

[If you intend to make multiple payments over a short period of time, this may appear as suspicious activity, so please contact us to let us know.](#)

Payments should not be made via a bank account transfer directly to BCU. But instead through a secure bank transfer via our payment partner or overseas Debit Card/Credit Card by visiting our Finance [payment guidance pages](#).

**When paying by a bank account transfer through our payment partner, you should always ensure that your full name and Student ID is captured correctly. This ensures the University can identify who has the monies paid to BCU and by whom.**

For details on all the ways you can pay, please visit our finance [payment guidance pages](#).

Courses where the amount of the tuition fee is equal to or less than £1,500 are not eligible for payment in instalments and full payment will be required.

Please note when making a payment to the University, the University is not responsible for any additional bank charges incurred. You are responsible for ensuring that your payment is received in full.

As part of University compliance with Money Laundering legislation, payments made directly into our bank or cash payments are not accepted for the payment of tuition fees, either on our campus or over the counter at a bank.

If you are not the person paying your fees, then the University may request additional information so that we understand who is making the payment and from where.

## 5.2. Self-funded tuition fees paid by instalments

The balance of your tuition fee becomes due for payment as soon as you complete the enrolment process. However, the University will accept a payment plan if it is entered into via the [BCU student invoice payment portal](#) on receipt of your tuition fee invoice. The plans available include the following: -

1. A seven-month instalment plan, where payment of 50% of your tuition fee payment has been received before you enrol and is then followed by six further monthly instalments starting in the first semester.
2. A four instalment plan is available for students where payment of 50% of your tuition fee before enrolment acts as the first instalment. This is then followed by the remaining 3 instalments due in each term.
3. A three-instalment plan is also available if you are a home postgraduate / postgraduate research student and are receiving funding directly from the Student Finance England/The Student Loan Company. **Evidence of a successful loan application is required before completing the enrolment process** and the three-instalment plan is aligned with the payments you receive from the Student Loan Company with an instalment due each term.

Please note that the two-instalment plan, where a 50% instalment could be paid before completing your enrolment and a 2nd instalment payable at the beginning of the 2nd term has now been removed and replaced with the 4 instalment (option 2 above), for any student studying in the academic year 2023/24 and onwards.

Please visit the [BCU student invoice payment portal](#) for further details on the invoice balance due and the payment dates available to you.

Paying by instalments is subject to initiating a formal payment plan with the University at the start of your course; and satisfying all of the following conditions:

1. You have provided the required evidence from Student Finance England/The Student Loan Company as detailed in section 5.2.
2. You have paid the required 50% of your tuition fees as detailed in section 5.2.; and
3. You have set up a payment plan according to the applicable schedule; and
4. You have been charged the full amount of your tuition fees at the start of your course.
5. Your tuition fees are greater than or equal to £1,500.

Once you have fully enrolled, you will receive an invoice for your tuition fees via your BCU student email address. Once you have received this, your formal instalment plan can be created by visiting [BCU student invoice payment portal](#)

You will be required to set up a card payment plan for your invoice. This is a one-time set up and instalments will then be collected automatically on the due date. The process should be repeated for each academic year of study upon receipt of your invoice. You will have **4 weeks** from the start date of your course to set your instalment plan up.

If one of your payments in your instalment plan fails, then it will try and collect it again within the following 5 days. If that fails, then you will need to set a new instalment plan up and catch up on any missed instalments. If there are 3 failed instalment collections in a 12 month period, then the University reserves the right to cancel the instalment plan and request the balance remaining in full.

If you experience difficulties in paying by any of the above methods, you must contact the University Collections Team immediately ([collections@bcu.ac.uk](mailto:collections@bcu.ac.uk)).

The University reserves the right to refuse a payment if it is not satisfied as to the identity of the payer or the source of the funds.

If you have not set up a formal payment plan, and do not meet the criteria as set out in section 5.2, then the balance of any tuition fee due, will need to be paid immediately. Without a payment plan or payment in full you may have your access to University resources restricted as set out in section 7.

Payment of the 50% towards your tuition fees before enrolment, does not form part of a formal instalment/payment plan until you have set up and agreed to pay the remaining balance by instalments via the [BCU student invoice payment portal](#)

Failure to set up an instalment plan within 4 weeks of your course start date, will result in the full balance of fees becoming due immediately.

### 5.3. Tuition fees paid by an external sponsor (not including apprenticeships)

Sponsored students must provide a letter from an 'approved external organisation' prior to full enrolment. An approved sponsor is subject to due diligence by the University and must not be a family member or friend.

To be valid, a sponsor letter must be:

- Written on the sponsor's official letterhead
- Clearly state the full student's name
- Include your student number
- Include the sponsored amount or the proportion of the fees sponsored
- Provide the academic years for sponsorship (clearly stated if multiple years)
- Provide details of the course or programme
- Provide full details of where the invoice should be sent, including Sponsor contact name, details, postal address and e-mail address
- Be signed by the person authorising the sponsorship
- Provide any reference number or purchase order for the sponsoring organisation

Further information for sponsors/sponsored students, including a sample sponsor letter, is available at: <https://icity.bcu.ac.uk/Finance/Accounts-Receivable>

With the exception of an apprenticeship contract, should a sponsor fail to pay any fees within 60 days of being invoiced, payment for these fees in full will become the responsibility of the sponsored student. In these cases, the University will endeavour to work with sponsored students to find a suitable payment arrangement; however, we will be unable to waive any outstanding tuition fees.



#### 5.4. Tuition fees funded through the Government support apprenticeship levy.

If your tuition fees are funded via the apprenticeship levy or, where the Education and Skills Funding Agency pays 90% and the employer 10%, then you are not subject to the same terms as detailed above for a sponsor.

If you are a student that has met the requirements of the apprenticeship contract:

- BCU will receive the payment for your fees, directly from the Skills Funding Agency and/or your employer.
- You will not need to produce a sponsorship letter.
- You will not be liable for any outstanding tuition fees should your fees not be paid by your employer.

#### 5.5. Tuition fees funded by Student Loans Company

If you are a student who has applied or is intending to apply for a loan from the relevant Student Finance Authority, you must inform the University at the time of enrolment by providing your agreement reference number if you are an undergraduate student or evidence of your successful application if you are a post graduate student.

You are responsible for applying for your own funding direct from the relevant Student Finance Authority each year of study. The loan must be applied for **annually** for each year of study, ahead of your enrolment, and for the correct course, year and amount.

If you have applied for a loan for your tuition fees and no payment is received by BCU from them, then you will be asked to provide evidence of your successful application. (See section 7 for further details).

You must inform the Student Finance Authority of changes to any household circumstances.

Once the Student Finance Authorities agree to fund you, they will notify the Student Loans Company (SLC) who will then confirm the funding to the University. The University will require sight of your acceptance prior to enrolment if you are a post graduate student.

##### *5.5.1. Undergraduates funded by Student Finance Authorities in the UK*

If you are an undergraduate student funded by a Student Finance Authority, your tuition fees will be paid directly to the University on your behalf in three instalments (25%:25%:50%) based on your course start date. If your loan has not been approved, then the University will seek payment from you directly.

As an undergraduate student, you must declare your SLC Customer Reference Number / Student Support I.D, as part of the online enrolment process with the University.

##### *5.5.2. Postgraduates funded by Student Finance Authorities in the UK*

If you are a postgraduate / postgraduate research student funded by a Student Finance Authority loan, BCU will not be paid directly. Instead, your tuition fee loan will be paid to you in three instalments (33%:33%:34%), and you are then

responsible for paying that onto the University by paying your tuition fees via a University three instalment plan.

As a postgraduate student, you must provide evidence that you have been accepted for a loan.

As a student funded by a Student Finance Authority you are always personally responsible for your tuition fees due. If the amount received from the authority, either directly or indirectly, is less than the full amount due, you will remain responsible for paying the remaining outstanding balance.

If you need any help or further information about SLC funding, please refer to the Government guidelines available at: [England](#), [Scotland](#), [Wales](#), or [Northern Ireland](#). If you live in the Channel Islands (Jersey and Guernsey) or Isle of Man, please contact the Education Authority.

**See section 12 for students with SLC funding transferring from another university.**

## **6. How are your payments allocated against an outstanding balance?**

This is applicable if you owe money for a number of different services such as tuition fees, accommodation fees or additional fees (for example, library charges).

When a payment is made to the University, by any of the mechanisms set out above, you are required to indicate what the payment is for. If you do not indicate the fee for which a particular payment is for, the University will apply the monies in the following order:

- a. Other additional fees (example, library fees); then
- b. Accommodation fees and charges; then
- c. Tuition fees.

Where it has been indicated what the payment is for, the payment cannot be reallocated later.

## **7. What happens if your tuition fees remain outstanding?**

If there is any balance of your tuition fees that remain outstanding, then you will not be able to continue or complete your studies at the University.

Sanctions (limiting access to services and/or learning resources) can be applied to your student account after 60 days from the date of your tuition fee invoice if the tuition fees remain unpaid.

Sanctions will be applied if a payment plan is not in place or full payment has not been received. You will receive three notifications sent to your University student email address in the first 12 weeks of your course start date, giving you the opportunity to enter into a payment plan, provide evidence that you are being externally sponsored or internally funded, or provide confirmation that you are receiving funding from a Student Finance Authority.

If you have stated that you are receiving funding from a Student Finance Authority and evidence is not provided within 6 weeks of the course start date, then you may

be charged the full fee, and this could result in sanctions being applied that prevent you from accessing buildings and attending classes.

A link to make a payment or set up a plan will be included in the notifications we send to you.

A full list of possible sanctions and the services you may be restricted from is as follows:

- Excluded from all University buildings and educational services provided.
- No confirmation in writing of results (pre-graduation or re-enrolment).
- The University will not be able to confirm your attendance or your status.
- References and written evidence of achievements or studies withheld.
- No visa, UKVI endorsement and applications or CAS requests will be provided or supported (if applicable).
- No arrangement, supervision or validation of placements.
- Your debt will be referred to a 3<sup>rd</sup> party collection agency.

The University retains the right to withhold examination results, transcripts, certificates, or confirmation of award, including participation in any graduation ceremony, where tuition fees remain outstanding.

## **8. What happens if you have been granted a Scholarship?**

If your scholarship is payable to you, payments will be made in three instalments at the end of each term (December, March and May). Please refer to the qualifying criteria along with the published payment dates.

A check will be made to ensure your tuition fee payments are up to date, a payment plan has been agreed or a valid sponsorship/student loan agreement is in place before payment is made.

If you are paying your own tuition fees and have qualified for a scholarship that is used to reduce your tuition fee, then your tuition fee is invoiced in full, and the scholarship is applied to reduce the amount you owe to BCU.

The percentage deposit due prior to enrolment is a percentage of the full tuition fee and not the balance of tuition fee due after a scholarship has been applied.

Where you have withdrawn or been withdrawn by the University before your period of study is completed, you will retain a proportion of the scholarship based on the percentage of tuition fees charged. For example:

33% in the first term, 66% in the second and if you are charged the full tuition fee in the final term on withdrawal, then the full scholarship can be retained. (See **Appendix A** and B or **Appendix C** for a research student).

## **9. What fees are you liable for and when is a refund due?**

If you cancel your place within the 14-day period after accepting the offer to study with us, the cancellation period pursuant to the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013, any tuition fees and deposits already paid will be returned in full – unless the course has already started. With the exception of any **offer acceptance deposit** paid.

If you have been fully enrolled, following acceptance of the offer, you can cancel within a second cancellation period within 14 days of the start date of the course. You are not liable for any fees within this 14 day period and any tuition fees and deposits already paid will be returned in full, with the exception of any **offer acceptance deposit** paid.

If you have not enrolled, then the £4,000/£6,000 overseas student acceptance deposit is not refundable if your application to attend the University is accepted and you decide not to attend or complete the enrolment process. The only exceptions to this are as follows:

- You have been unable to complete the full enrolment due to exceptional circumstances beyond your control (such as illness or death of an immediate member of your family) then you may apply for a refund. An application for this type of refund must be supported by Certified Documents such as a Doctor's Certificate and / or relevant documents verifying the situation. Decisions regarding exceptional circumstance refunds are at the discretion of the University. An application for a refund will not be considered if the Visa refusal is due to fraudulent activity.

If you have completed the enrolment process, then the £4,000/£6,000 overseas student acceptance deposit is non-refundable even if you cancel within the 14 days of the course start date.

Continuing Professional Development (CPD) Study offers modular access to health, education and accountancy courses. Fees are charged on the commencement of the module and no refunds are payable.

### **Exceptional circumstances**

The University may not be able to provide continuation of study and has had to close your course.

Where the University closes a course without providing the remainder of the course to current students, the Refund and Compensation Policy for Course Closure sets out the University's arrangements covering such exceptional situations. This policy can be found as part of the [Student Protection Plan](#).

If you have made an overpayment of fees to the University, please note that all refunds will be returned to the person or organisation that originally made the fees payment, and back to the card or bank that the original payment was made from. There may be exceptional circumstances outside of your control that changes this requirement, and in that event, you will be required to complete a form with personal and address identification, including a copy of the beneficiary's bank statement.

Details on the refund process and how you go about applying for a refund can be found on <https://icity.bcu.ac.uk/Finance/Accounts-Receiveable>

## **10. What if my course fee includes a placement and I no longer want to attend the placement?**

If your course fee includes a charge for a placement, then you can change your mind and be entitled to a full refund of the placement fee element either any time before your placement starts or within 14 days of your placement start date.

Once you have been on your placement for more than 14 days, 100% of the placement fee element of your tuition fee becomes due, and you will not be entitled to a refund.

## **11. As a research student what do I have to pay in the final stage of my PhD?**

If you are a student entering the final stage of your PhD, there will be a fee-free period to allow for delayed submission. For full-time students this would normally be 6 months at the start of their 4th year of study, and for part-time students this would be 12 months at the start of their 6th year of study.

If you are in receipt of funding, internal or external, this fee-free period will apply after their funding has ended, for the same duration: 6 months for a full-time student and 12 months for a part-time student.

If your thesis is not submitted by the end of this fee-free period, the University will charge you an ongoing monthly fee, equivalent to one month of the annual fee, until you submit your final work. If you withdraw from the course, the University will calculate your fee on the same pro-rata basis.

If the outcome of the examination is successful (award at viva, or award subject to minor or major amendments) then no further fees would be due; however, if the examination outcome requires resubmission of the thesis, further fees will apply. Please contact the Doctoral Research College for further information.

## **12. Important information for withdrawing students – Temporary or Permanent**

If you permanently withdraw from your course having paid your full fees in advance, the University will calculate any refund due based on the current census point (see Appendices A, B and C). In the first instance, you should make contact with your School to start the process of applying for a refund. A refund will only be processed if all other outstanding balances owed on your student account are clear. The University issues refunds in pounds sterling (£, GBP). If the University incurs any administration charges, the University will deduct these from the refund due. Refunds will be processed within 14 days of you formally requesting one to be made. If no request is made, then it is accepted that you are planning to return to the University at some stage and any refund potentially due will be retained on your student account for you.

If you are returning after a temporary withdrawal, you will have been charged for the academic year you have left based on fees due at the last census point when you were engaged in your studies before you left. This is regardless of whether it is at the start or the end of the semester.

You will then also be liable for the full fees for the semester(s) of study for the academic year you are returning to, based on the fees for the academic year you

return. This is irrespective of any partial fees charged or paid in the previous academic year/semester. Exceptionally, a student may be permitted to re-commence by Friday of Week 4 of the second semester if they have passed the first semester before withdrawal from their course. Such students will be subject to 50%/66% of the fees for that academic year (pro rata for part-time students).

For new or continuing research degree students (Non-Final Year) enrolling in September or February (or, extraordinarily, in May) each academic year. As your study is research rather than attendance based, the exact date when you withdraw can be difficult to calculate. In order to allow a fair and practical solution, the University will consider the request on a case by case basis and calculate the amount of fees you have to pay and whether you are entitled to a credit / refund on a pro rata basis depending on the actual date you withdraw, interrupt or transfer your study programme, using the table shown at **Appendix C**.

\*\* For non-regulated course fees, please refer to the terms of the individual course.

### **13. Important information if you are a transferring student – Internal and External**

If you are transferring internally within 4 weeks of your course start date, then you will be charged the full tuition fee for the course you are transferring to. You will not be able to transfer to a different course after Week 4 of the course start date. If you do transfer to another BCU course within those 4 weeks, then the original course tuition fee will be cancelled and any payments made will be transferred across to the new course.

If you are transferring from an external university then BCU will not normally accept any student transferring after the Friday of Week 4 of the course start date.

If you are transferring from another institution to the University within 4 weeks of your course start date, then BCU will charge you the full tuition fee. If you have left your previous institution, they will have the right to retain some or all of the fees due from you or your student loan and you will be liable for 100% of the BCU tuition fee due at the time of transfer.

If you are an undergraduate student, you will have been charged a proportion of your course fees by your previous institution and that institution would have received funding directly for a corresponding amount from the student funding authority. Any remaining amounts left can be paid to BCU, however if there is a shortfall in fees being paid to the University, you will be liable for the remaining balance due.

## Appendix A

Applicable to:

- Home Undergraduate students

The University will charge tuition fees based on the point of the academic year you have permanently withdrawn or have taken a break in your programme of study. The date recorded as your “date of withdrawal or break of study” will be used to determine the % of fees charged and your date of withdrawal is as agreed by the University. Please refer to the guidance within the Student Attendance and Engagement Policy and the Student Change of Circumstances policy. Both can be found on the following Student Contact pages here [The Student Contract | Birmingham City University \(bcu.ac.uk\)](#)

The % charged will increase with each new term and the start and end of each term. This is determined by the Student Loan Authority term dates used for payment of maintenance and tuition fees. These dates are used to calculate your fee liability regardless of whether you are in receipt of a student loan for your fees or not.

You will be liable for the following percentage of your fees as set out in the table below. This also includes home students who are not in receipt of funding from a Student Finance Authority.

Terms	Tuition Fee Liability Date 1	% Charge	Tuition Fee Liability Date 2	% Charge	Tuition Fee Liability Date 3	% Charge
<b>AUTUMN</b>	14 Days after Course start date	25%	8 <sup>th</sup> January 2024	50%	8 <sup>th</sup> April 2024	100%
<b>WINTER</b>	14 Days after Course start date	25%	7 <sup>th</sup> May 2024	50%	19 <sup>th</sup> August 2024	100%
<b>SPRING</b>	14 Days after Course start date	25%	8 <sup>th</sup> July 2024	50%	16 <sup>th</sup> September 2024	100%
<b>SUMMER</b>	14 Days after Course start date	25%	16 <sup>th</sup> September 2024	50%	6 <sup>th</sup> January 2025	100%

## Appendix B

Applicable to:

- Overseas Undergraduate students
- Home Postgraduate Taught students
- Overseas Postgraduate Taught students

The University will charge tuition fees based on the point of the academic year you have permanently withdrawn or have taken a break in your programme of study. The date recorded as your “date of withdrawal or break of study” will be used to determine the % of fees charged and your date of withdrawal is as agreed by the University. Please refer to the guidance within the Student Attendance and Engagement Policy and the Student Change of Circumstances policy. Both can be found on the following Student Contact pages here [The Student Contract](#) [| Birmingham City University \(bcu.ac.uk\)](#)

The % charged will increase with each new term until you are liable for 100% of your fees in the final term.

You are liable for the following percentage of your fees as set out in the table below.

Terms	Tuition Fee Liability Date 1	% Charge	Tuition Fee Liability Date 2	% Charge	Tuition Fee Liability Date 3	% Charge
<b>AUTUMN</b>	14 Days after Course start date	33%	8 <sup>th</sup> January 2024	66%	8 <sup>th</sup> April 2024	100%
<b>WINTER</b>	14 Days after Course start date	33%	7 <sup>th</sup> May 2024	66%	19 <sup>th</sup> August 2024	100%
<b>SPRING</b>	14 Days after Course start date	33%	8 <sup>th</sup> July 2024	66%	16 <sup>th</sup> September 2024	100%
<b>SUMMER</b>	14 Days after Course start date	33%	16 <sup>th</sup> September 2024	66%	6 <sup>th</sup> January 2025	100%



## Appendix C

Applicable to:

- Home Post Graduate Research Students
- Overseas Post Graduate Research Students

Research students are treated slightly differently. The University will charge tuition fees based on the start date and the date of last engagement. The percentage of the tuition fee charged is dependent on the last date of engagement recorded for you (either online or in attendance) as per the table below.

Start Date Sept	Study Change Occurs	Fee Liability	Start Date Feb	Study Change Occurs	Fee Liability	Start Date May	Study Change Occurs	Fee Liability
	Within 14 days of course start	Nil Fee Due		Within 14 days of course start	Nil Fee Due		Within 14 days of course start	Nil Fee Due
	Mid-September to 30 November	33% of fees		Mid-February to 30 April	33% of fees		Mid-May to 31 July	33% of fees
	01 December to 28 February	66% of fees		01 May to 31 July	66% of fees		01 August to 31 October	66% of fees
	01 March to 31 May	75% of fees		01 August to 31 October	75% of fees		01 November to 31 January	75% of fees
	01 June to 31 August	100% of fees		01 November to 31 January	100% of fees		01 February to 30 April	100% of fees