

# **TUITION FEE POLICY AND PROCEDURES 2018-19**

## Tuition Fee policy and Procedures

### 1. Introduction

We recommend that you read this information carefully as it contains important information about the university's regulations, policies and procedures with regard to tuition fees for undergraduate and postgraduate students.

### 2. Tuition Fees Payable

- 2.1. Every effort is made to ensure that fees charged in the registration process are done so on the correct basis for the relevant courses and study path. In the case where a student has been overcharged, the university will refund any overpayment to the student. In the case where a student has been undercharged, the university will seek to recover the underpayment in such a way so as to minimise any hardship to the student, for example by agreeing a payment plan. Students can raise a query in the online registration system if after checking their fees they require further explanation of the charges.
- 2.2. Where students are permitted by the University to make accepted alterations to their *programme of study* or *mode of study*, this may affect the rate of tuition *fees* that they are charged and payable to the university.
- 2.3. Where it is agreed by the university that a student can undertake courses or credits additional to their programme of study, this will need to be paid for by the student. Where the additional courses or credits are for a different named award, this will need to be paid for by the student as an additional programme of study that will require a separate registration process to be completed.
- 2.4. Students who are studying for an award that is lower than or equivalent to a qualification that they already hold will come under the Government's Higher Education Funding policy for students who are considered to be studying Equivalent or Lower Level Qualifications (ELQs). This may affect the level of tuition fee that you are charged for the duration of your programme of study, which will be higher than the current standard rates and may also affect your entitlement to funding for example from Student Finance England and to Bursaries and Scholarships available from the university. Further information is available on our [ELQ information page](#).
- 2.5. Taught full-time postgraduates fees are charged per academic year unless otherwise indicated on our [webpages](#), but please see the guidance at section 3 on repeat study.
- 2.6. For full-time undergraduates, the fees shown on our webpages are the current annual fee and are based on a standard 120-credit annual programme of study, unless stated otherwise on our [webpage](#). Please also see the guidance at section 3 on repeat study.
- 2.7. There is normally no additional fee charged for the assessment and award of credit through Recognition of Prior Learning (RPL). However, the university does not discount the normal tuition fees payable for the programme of study where RPL is granted. Students who are sponsored by the NHS/Health or Education sectors or on apprenticeships may come under different arrangements and should check this with their university Faculty. Further information for all students is available on the university website under [Recognition of Prior Learning](#).

- 2.8. For part-time taught postgraduates and undergraduates, the fees you are charged will depend on the number of credits you are required and permitted to study per academic year.
- 2.9. For part-time undergraduate students the maximum number of credits that can be studied in an academic year is 90.
- 2.10. The university reserves the right to charge for any additional courses or credits that you add to your programme of study after you have completed registration, the charges will be calculated on a pro-rata basis

### 3. Repeating study

- 3.1. Students who repeat periods of study in a subsequent academic year are normally charged a pro-rata fee depending on the number of credits they need to repeat, unless the fee advertised on our [webpages](#) is described as flat rate, credit based or subject to an annual fee.
- 3.2. Students who interrupt their studies or are interrupted by the university part way through a year and subsequently return at the beginning of the next or a subsequent academic year will be charged a full year's fee for the academic year in which they return to study.
- 3.3. Students who have had an academic decision made of deferral due to extenuating circumstances are not normally required to pay a fee for repeating the deferred course(s). If students have other courses they need to undertake or repeat in the same academic year where a deferral has not been received, students would normally be required to pay tuition fees for those courses. Students who are deferred are asked to contact Student Finance in online registration so that their fee record can be amended as appropriate.
- 3.4. Students who are offered a resit in the summer break before the next academic year commences are usually provided with this opportunity without an extra tuition fee charge.
- 3.5. Exceptions

The above repeat fee charging arrangement does not apply to the following programmes:

- 3.5.1.1. Postgraduate Research students who should consult with [RETI](#) and the [Postgraduate Research Degrees Tuition Fee Charging and Refund Policy](#)
- 3.5.1.2. Independent and Supplementary Prescribing: P11173/P13583  
PG CERT/DIP/MSc General Pharmacy Practice P12588 (PG CERT), P12589 (PG DIP) and P13371 (MSc GPP)  
PG Cert/Dip/MSc Medicines Optimisation – P13582  
Associate Postgraduate Student – P13272

Who should contact [Student Finance](#) for further information on repeat study charges.

- 3.6. Students who withdraw from their programme of study and return to the university at a later date to undertake a programme of study with us will be subject to the fee charges, policy and procedures applicable at that time.

#### 4. Fee rate increases

4.1. Fee rate increases are reviewed annually. The rate of increases that apply will depend on when a student started their programme of study, the programme that they are studying and whether they have been assessed to pay fees at the home or international rate. This information can be found in the [Principal Conditions of Registration](#) for the relevant year in which the student commenced their programme.

4.1.1. For **Undergraduate home and EU students** assessed as paying fees at the home rate:

Tuition fees will rise annually in line with the RPI-x (Retail Price Index excluding mortgage interest payments) subject to the maximum regulated fee rates set by the UK Government.

Many of our undergraduate programmes are at the Government set cap of £9,250. Therefore if you stay on the same programme of study, your fees would only go up in subsequent years if the Government increased this cap and where the university increases fees to reflect the costs of delivering the programme (including the university's central costs, such as library and IT services) in future years. Annual fee rates are published on our [webpages](#).

This does not apply to students studying in the Medway School of Pharmacy who should refer to section 4.1.3 below.

4.1.2. For **Home and EU Postgraduate Taught students and students undertaking an MSc Research (Science) or an MSc Research (Psychology)** assessed as paying fees at the home rate:

Tuition fees will rise annually by no more than RPI- X + 3% (Retail Price Index excluding mortgage interest payments +3%) and where the university increases fees to reflect the costs of delivering the programme (including the university's central costs, such as library and IT services) in future years. Annual fee rates are published on our [webpages](#).

This does not apply to students studying in the Medway School of Pharmacy who should refer to section 4.1.3 below.

4.1.3. For **Undergraduate and Postgraduate students studying in the Medway School of Pharmacy**, tuition fees are subject to an annual fee setting exercise. Tuition fees will rise annually by no more than RPI +3% (Retail Price Index +3%), except where fees are regulated. Where fees are regulated (such as by the Department for Education or Research Council UK) permitted increases are normally inflationary and the university therefore reserves the right to increase tuition fees by inflation (RPI excluding mortgage interest payments) as permitted by law or Government policy in the second and subsequent years of the programme. If we intend to exercise this right to increase

tuition fees we will let you know by the end of June in the academic year before the one in which we intend to exercise that right.

If, in the future, the increases to regulated fees permitted by law or Government policy exceed the rate of inflation, we reserve the right to increase fees to the maximum permitted level. If we intend to extend this right to increase tuition fees, we will let you know by the end of June in the academic year in which we intend to exercise that right.

Annual fee rates are published on the Medway School of Pharmacy [Fee pages](#). Link to be added

4.1.4 For students assessed as paying fees at the **international rate**, tuition fees are reviewed annually and will rise annually by no more than RPI- X + 3% (Retail Price Index excluding mortgage interest payments +3%) and where the university increases fees to reflect the costs of delivering the programme (including the university's central costs, such as library and IT services) in future years. Annual fee rates are published on our [webpages](#).

This does not apply to students studying in the Medway School of Pharmacy who should refer to section 4.1.3 above.

4.1.4. For **Home and EU Postgraduate Research** students assessed as paying fees at the home rate undertaking an MPhil, PHD or an MA/MSc by research, tuition fees will rise annually in line with the fees as set annually by [UK Research and Innovation](#) and where the university increases fees to reflect the costs of delivering the programme (including the university's central costs, such as library and IT services) in future years. Annual fee rates are published on our webpages.

4.1.5. For students undertaking an MSc Research (Science) or an MSc Research (Psychology) that these fees are set in accordance with the fee setting advice above for Home assessed students on Postgraduate Taught programmes. We would only consider an increase to the fee rate for continuing students to reflect the increased cost of delivering the course in subsequent years.

This does not apply to students studying in the Medway School of Pharmacy who should refer to section 4.1.3 above.

4.2 If we intend to extend the right to increase tuition fees, we will let you know by the end of June in the academic year before the one in which we intend to exercise that right .

## 5. **Interruption/withdrawal of study.**

Students who interrupt or withdraw from study or are interrupted or withdrawn by the university will be liable to pay fees as per the applicable [Charging and Refund Policy](#) for taught

awards and [the Postgraduate Research Tuition Fees Charging and Refund Policy](#) for postgraduate research awards.

**6. Non-payment of tuition fees and tuition fee debt**

Students who are in tuition fee debt to the university will be subject to the university's [Policy and Procedures for the Non-Payment of Tuition Fees](#).

**7. Payment of fees**

Information on how to make payment of your fees is published annually on our [webpages](#).

**8. Refunds**

Information on when a refund of tuition fees may be due is available here:

The applicable [Charging and Refund Policy](#) for taught awards and [the Postgraduate Research Tuition Fees Charging and Refund Policy](#) for postgraduate research.

**9. Further information**

Should you require further information on tuition fees at the university please [contact](#) the Student Finance team.

**9.1 Rules, Regulations, Policies and Procedures**

Students are also advised to familiarise themselves with the university's [Rules, Regulations Policies and Procedures](#), including the [Principal Conditions of Registration](#) and the [Principal Conditions of Registration - Significant or unusual terms](#).

