



# **TUITION FEES POLICY**

## **2024/25**

## 1. Introduction

- 1.1. This policy provides a framework for the setting, payment and collection of Bangor University tuition fees and other tuition-related fees.
- 1.2. This policy covers:
  - Governance of and the setting of tuition fees;
  - Tuition fee amounts and the period to which they apply;
  - Payments & refunds;
  - Tuition fee and related debt management;
  - Tuition fees for specific groups
- 1.3. This policy does not cover:
  - Halls of residence or other accommodation-related fees;
  - Vehicle parking fees;
  - Students' Union subscription fees;
  - Graduation ceremony or gown hire fees.
- 1.4. This policy and [tuition fees for all programmes](#) are published on the University's public website. Details of any changes made to this policy will also be made available via the University's public website, accessible to all prospective, new and continuing students.
- 1.5. Students will be asked to agree to the terms of this policy as part of the [enrolment and registration](#) process at the start of each year of study.
- 1.6. This policy (including its annexes) is reviewed annually by the University's Finance & Planning Strategy Group, to ensure it continues to meet the needs of students and the University.
- 1.7. The University reserves the right to take appropriate action against students who fail to pay their fees, or make satisfactory arrangements to pay on, or by the end of a set period after, the start date of their programme (see clause 12. Debt Management).
- 1.8. Students studying University programmes through partnership institutions should refer to programme information for details of any fee policies applicable to them in their host institutions.
- 1.9. The University confirms that it abides by the [Competition and Markets Authority \(CMA\) guidelines for higher education](#) (May 2023), including its processes for determining and specifying fee levels.

## 2. Governance

- 2.1. Final authority for the approval and amendment of tuition fees lies with the University Executive, which devolves responsibility to the Finance & Planning Strategy Group.
- 2.2. The Finance & Planning Strategy Group considers all aspects of student tuition fee charging and funding arrangements, including bursaries, scholarships, discounts and fee waivers, and makes recommendations to the Executive:
  - 2.2.1. To commission benchmarking analysis and consultation with Schools/Colleges in relation to the annual review and setting of tuition fees, discounts, scholarships, bursaries and fee waivers.
  - 2.2.2. To recommend to the Executive an annual schedule of tuition fees, discounts, scholarships, bursaries and fee waivers.
  - 2.2.3. To ensure a central repository is maintained in respect of agreed tuition fees, discounts, scholarships, bursaries and fee waivers.
  - 2.2.4. To monitor and review relevant policies, terms and conditions, and make recommendations to the Executive in respect of any necessary changes.
  - 2.2.5. To ensure compliance and alignment with external policies and guidance (e.g. Competition & Markets Authority) in respect of tuition fees, discounts, scholarships, bursaries and fee waivers.
  - 2.2.6. To ensure ad-hoc requests for approval of variations to published fee schedules are considered appropriately and documented, and that approval is sought from the Finance & Planning Strategy Group or its Chair.
  - 2.2.7. To contribute to the relevant elements of the University's Fee & Access Plan in relation to regulated fees.
  - 2.2.8. To ensure that all agreed tuition fees, discounts, scholarships, bursaries and fee waivers are communicated effectively across the University.

- 2.3. In exceptional circumstances, the Chair of the Finance & Planning Strategy Group can approve actions outside of formal meetings. These actions are formally noted and reported to the Finance & Planning Strategy Group at the next available meeting.
- 2.4. No fees can be varied or changed other than by the approved routes detailed above and all tuition fees are subject to scrutiny by the Finance & Planning Strategy Group and the Executive.
- 2.5. There are some instances where fees may not be charged at the published rate which do not require the approval of the Finance & Planning Strategy Group (or its Chair) if they can be sufficiently evidenced by the Head of School/Department, to the Corporate Data team who have responsibility for tuition fee invoicing:
  - 2.5.1. Externally funded students where the funder will only fund at the Home fee level regardless of the residency status of the student;
  - 2.5.2. Where the fee has been costed as part of an externally funded research grant/contract and agreed through the relevant governance and approval processes.

### **3. Setting Tuition Fees**

- 3.1. The University reviews its fees and fee policy annually.
- 3.2. Tuition fees may be subject to annual increases, where permissible, reflecting increases in costs of delivery, and will be available on the [University website](#).
- 3.3. The Welsh Government determines the statutory fee cap for undergraduate and Postgraduate Certificate in Education (PGCE) programmes for home students. The University sets both full and part-time fees to reflect this maximum applicable fee cap, as defined in its annual [Fee and Access Plan](#), agreed with the [Higher Education Funding Council for Wales](#) (HEFCW). Fees may be revised, if permitted and where necessary, in line with the relevant statutory fee caps, however, the University will not raise the fee for any credits or programmes during an academic year, or once the fees for an academic year have been published.
- 3.4. The University reserves the right to amend its fees following appropriate internal scrutiny and consultation. Changes will only be made as allowed by the terms of this policy and the other University Regulations. Students on programmes where whole duration fees are published, or where year-on-year fee increases are specified in advance, will not be subject to additional fee changes during the programme of their registration, unless a break in study occurs. For programmes where the fees are set by the UK or Welsh Governments, the increased fee amount will be published as soon as possible after approval by the respective government.
- 3.5. All fees published by the University are in pounds sterling. Fee information will be published in other currencies only where explicitly required by regulatory or external bodies. Any publication in currencies other than pounds sterling will be based on the exchange rate applicable at the time the amount is calculated. The University cannot be held responsible for changes in global financial markets or currency exchange rates.

### **4. Fee Status**

- 4.1. The University charges different levels of fees which are determined by a student's domicile classification being 'home' or 'international'.
- 4.2. 'Home' fee status includes the Channel Islands and the Isle of Man, in addition to several other groups; this status is assessed in accordance with the [Education \(Fees and Awards\) \(Wales\) Regulations 2007](#). All other students are considered 'international'. Additional guidance on fee status is available from the UK Council for International Student Affairs (UKCISA).
- 4.3. **Break in Study**  
The University allows students to take a break during the programme of their studies, for the purposes of financial assessment; the break in study is normally a maximum of two academic years. Under normal circumstances students taking a longer break in study will have their 'continuing student' status reassessed and will be charged the fee appropriate for the year the student returns to study.

## 5. New and Continuing Students

- 5.1. A 'new student' is defined as any of the following: -
- 5.1.1. a student starting a new programme at the University in the current academic year.
  - 5.1.2. a student starting a new programme at the University in the current academic year where the programme is at a different level (e.g. postgraduate, not undergraduate) from any programme taken during the previous academic year.
  - 5.1.3. a student who is continuing the same programme at the University following an authorised break from study of more than two years.
  - 5.1.4. a student changing their mode of study (e.g. from full-time to part-time). This is distinct from changing to a part-time mode of attendance while still registered on a full-time programme.
  - 5.1.5. a student transferring in from another higher education institution.
  - 5.1.6. a student 'topping up' a higher education qualification (e.g. from a foundation degree to an honours degree) following a break in study of one year or more.
- 5.2. A 'continuing student' is defined as any of the following: -
- 5.2.1. a student who is continuing the same programme at the University as in the previous academic year, or following an authorised break from study of under two years.
  - 5.2.2. a student transferring programmes within the University and not changing their mode of study (e.g. from full- time to part-time).
  - 5.2.3. a student 'topping up' a higher education qualification (e.g. from a foundation degree to an honours degree) without a break in study, including progression from a partner institution where the programme is continued at the University.
- 5.3. In cases where unusual or extenuating circumstances apply, the University will, at its discretion, define a student as new or continuing.

## 6. Levels of Study

- 6.1. There are three levels of study into which programme fees are categorised, Undergraduate, Post graduate taught and Postgraduate research.
- 6.2. The full list of University awards can be found on the University web pages – [Awards](#).

## 7. Study Period and Fee Regime

- 7.1. Students enrol at the start of their programme, and subsequently register at the start of each academic year following (September). The usual duration of a study period is a maximum of 12 calendar months. At the end of this study period, students are required to register again for their next academic year (as defined in [Regulation 01](#)).
- 7.2. For all taught students, and international postgraduate research students, the fee regime (the relevant fee policy and schedule of fees) in place at the start of the first academic year, remains in effect for the duration of their programme, unless: -
- 7.2.1. there is a shift in mode of study (e.g. from full-time to part-time), or
  - 7.2.2. there is a break in study of more than 2 years, or
  - 7.2.3. an agreement has been otherwise defined in the offer letter
- 7.3. The fee regime for home postgraduate research students will change in each subsequent academic year of study, in line with any increases made to the [UKRI doctoral stipend levels and indicative fees](#).
- 7.4. For students deferring their place at the University, the version of the fee regime that applies will be that for the academic year in which they commence their study period, not for the year of application/deferment.

## 8. Fee Amount

- 8.1. Fees for new students commencing a programme during the forthcoming/current academic year can be found on the University's [fees schedule](#), along with those of continuing postgraduate research students. Fees for continuing taught students can be found by referring to the [schedule that corresponds to the year of their commencement of studies](#).
- 8.2. All fees are rounded up to the nearest whole pound, therefore, where part-time fees are calculated on a pro rata basis, the total fee may vary slightly from the equivalent full time fee.

8.3. Tuition fee amounts may differ between programmes at the same level, and a student will be charged the fee appropriate to the programme on which they are registered. In the case of students transferring from one programme to another during the academic year, where the fees charged for the second programme are different to the fee charged for the first, the student would be required to pay the fee appropriate to the new programme. In such cases, students will either be required to pay the difference, or may be entitled to a refund, depending on any outstanding charges due for the original programme.

8.4. No variation on these fees will be allowed without written confirmation from the University.

#### 8.5. Programme Fees

Programme fees include all compulsory elements required for students to meet the minimum learning outcomes of the programme.

#### 8.6. Module Fees

All modules at the University carry a credit rating and the fees charged for a module reflect the number of credits a student can achieve on completion of the module. Module fees are published per 10 credits. Module fees include all compulsory elements required for students to meet the minimum learning outcomes of the module.

#### 8.7. Sandwich / Placement Year Fees

The University charges a reduced [tuition fee](#) to students taking a sandwich or placement year. The annual maximum level of fees for sandwich programmes, and for student and work placements overseas, is set by the Welsh Government.

#### Research Support (or 'Bench') Fees and Optional Additional Costs

8.8. Research support fees, also known as 'bench' fees, are charged where certain postgraduate programmes incur specific, extra costs to cover facilities that can include: basic consumables; specialist laboratory or field work; the purchase, hire and maintenance of equipment; and specialist computing hardware and software.

8.9. In some undergraduate and postgraduate programmes and modules, optional additional costs may be incurred (e.g. field trips, materials, professional body membership, etc.), but these will be clearly specified in advance, in the University's programme literature and web pages, listing exact amounts, where possible.

8.10. Prospective students will be informed of research support (or 'bench') fees and/or any optional additional costs when they are offered a place at the University.

#### Fees for Professional Body Recognition and Accreditation

8.11. As part of the programme fee for some programmes, the University may cover the professional body registration fees for students. Details will be included in pre-entry information.

8.12. In other cases, students studying on programmes where there are professional body or other accreditation requirements for which an additional fee is due, are solely liable for such charges in addition to their tuition fees. Details of charges and the route for payment will be included in pre-entry information. In these cases, students are responsible for making the payment directly to the external organisation.

#### Continuation Fees for Postgraduate Research Students (from 2020/21)

8.13. If a full time postgraduate research student does not submit their thesis for examination before the end of a fourth consecutive year, after their initial registration, then they will become eligible for a continuation fee in the fifth consecutive year, and every subsequent year thereafter.

8.14. Continuation fees can be applied at one of two levels, dependent on the mode and location of study undertaken: -

8.14.1. Students continuing their programme, in situ, utilising facilities and resources in Bangor, will be charged 10% of the annual fee for the academic year(s) in which the continuation is undertaken.

- 8.14.2. Students continuing their programme, remotely, away from Bangor, will be charged 5% of the annual fee for the academic year(s) in which the continuation is undertaken.
- 8.15. Continuation fees will only apply to postgraduate research students commencing their programme from 2020/21 onwards, who require a 5th year of study, or more, i.e. continuing from 2024/25 onwards.
- 8.16. For part-time students, continuation fees apply from the pro rata equivalent of a fifth full-time year, and for every subsequent year thereafter.

#### Re-Sit Fees

- 8.17. Students who do not pass a module at the first sitting will be allowed to re-sit. There is no charge for a re-sit taken within the original academic year.
- 8.18. Students registering as a part-time student or an external student, in order to re-sit in a subsequent academic year, will be charged a pro rata full-time fee, as defined in the fees schedule corresponding to the year in which the re-sit is to be taken. [See [Regulation 01: section 5. Resits and Resubmission](#)].
- 8.19. Fee Waiver Requests  
Any requests for fees to be waived must be presented to the Finance & Planning Strategy Group (or its Chair), with the strategic rationale clearly outlined, and will be considered, and agreed or rejected, in line with section 2. Governance.

### 9. Payment of Fees

- 9.1. Students should ensure that they are aware of the financial implications of suspending or terminating their studies prior to accepting their offer of a place at the University.
- 9.2. Fees are due to be paid in full prior to completing the registration process, unless the student is eligible to take up the option to pay by one of the University's agreed payment plans. Late payment of fees will normally attract additional charges. Specific details can be found on the University's 'Payment of Fees' web pages for [home](#) and [international](#) students.

### 10. Withdrawals and Suspensions

- 10.1. Students considering leaving the University should contact [Student Services' Student Support Team](#).
- 10.2. The University understands that, occasionally, some students may need or want to withdraw from, or suspend, their study. In many cases, fees will be due and students will be charged pro rata up to the date of withdrawal.
- 10.3. Tuition fees will remain due up until the date that the University receives written confirmation of a student's intention to withdraw or suspend studies; retrospective suspensions will not normally be authorised.
- 10.4. Applications for interruption of study must be submitted by students in writing via the [Request Centre](#) and must include:
- 10.4.1. The reasons for requesting an interruption of study;
  - 10.4.2. Evidence to confirm medical or personal circumstances;
  - 10.4.3. The start date for the period of interrupted study;
  - 10.4.4. The intended end date for the period of interrupted study (if known).
- Please see the University's "[Approving Interruption of Studies](#)" policy.
- 10.5. Applications must normally be submitted before the start of the period of interrupted study or within one month of a student discontinuing studies for unavoidable reasons (e.g. an accident that prevented a student from continuing studies). Backdated applications (i.e. greater than 1 month) will only be considered under exceptional circumstances on a case by case basis and where the student can show good reason why the request was not made at the appropriate time.
- 10.6. Any outstanding debts must normally be paid before the start of the period of interrupted study, or a payment schedule agreed with the University which the student can demonstrate is being adhered to (see clause 12. Debt Management, below).

## 11. Charging and Refunds

### Cancellation or Termination of Registration

- 11.1. All students have the right to cancel their registration with the University within a 'period of grace', defined as 14 calendar days from the start of their first term, during which they will not be charged fees. By giving written notice within this time, a student can withdraw from the University without incurring tuition fee charge, excluding any deposit paid in line with the terms set out in the student's offer letter. It is the student's responsibility to ensure that this notification reaches the University in a timely fashion.
- 11.1.1. For students accepting a place at the University via the UCAS clearing system, the period of grace is 14 days from the point of acceptance of the offered place via UCAS Track; any necessary services provided to them within this time will not be charged if the contract is cancelled within those 14 days. By giving written notice within this time, a student can withdraw from the University without incurring financial penalty and a full refund will be given.
- 11.2. At the beginning of each academic session, or commencement of a particular programme, there will be a 30 day 'temporary registration' window within which students must confirm with written evidence how their fees will be paid: either by approved instalment plan or recognised sponsor. Failure to comply with this requirement, without an acceptable explanation, will result in termination of the registration as set out in the "[General Regulations for All Students](#)".
- 11.3. Students whose studies are terminated as set out in the University's "[General Regulations for All Students](#)", will be charged, as detailed below, based on the date of termination.

### Deposits

- 11.4. Where a deposit is charged as part of the admissions process, this will be stated in the offer of admission. Deposits will be retained in all cases.
- 11.5. Where pro rata refunds are calculated following withdrawal or termination of studies, the charge applied will be the greater of (i) the deposit paid or (ii) the pro rata fee in line with the clauses below.
- 11.6. Financial Guarantee Letters may be supplied in lieu of a deposit payment, prior to the University issuing a CAS. In such cases, the letter must be issued by a Bangor University recognised sponsor and should detail the offer-holder's full name, date of birth, Bangor University ID number, programme of study, duration of sponsorship (in years), programme tuition fee, and living costs (if applicable).
- 11.7. Deposit will be refunded in exceptional circumstances, which include:
- certified illness;
  - family bereavement; and
  - for certain visa refusals.
- In all cases, supporting documentation will be required.

### Pro Rata Refunds

- 11.8. For students withdrawing from the University after the 14-day 'period of grace', tuition fees will normally be refunded on a pro rata basis, as outlined in the following sections.
- 11.8.1. Full-Time Undergraduate and PGCE Students (including those undertaking a part time repeat of a full-time programme to redeem failure) whose programme started at the beginning of the academic year:
- 11.8.1.1. Home:
- Will be charged pro rata, weekly, up to 30 weeks for undergraduate programmes, and 38 weeks for PGCE, subject to the maximum stipulated by the Student Loans Company (SLC) rules. The charge will be a percentage of the annual fee, in line with the SLC tuition fee payment regime, and the following three census dates:
- 25% maximum charge up to the start of Term 2
  - 50% maximum charge from the start of Term 2 up to start of Term 3
  - No reduction in fees from the start of Term 3.
- 11.8.1.2. International:

- Will be charged pro rata, weekly, up to 30 weeks for undergraduate programmes, and 38 weeks for PGCE. The full weekly fee will be charged if attendance and/or engagement is recorded in that particular week.
- 11.8.2. Part-Time Undergraduate Students (excluding those undertaking a part-time repeat of a full-time programme to redeem failure):
- 11.8.2.1. Will be charged pro rata, weekly, up to 30 weeks. The full weekly fee will be charged if attendance and/or engagement is recorded in that particular week.
- 11.8.3. Full-Time Postgraduate Taught Students:
- 11.8.3.1. Will be charged pro rata, weekly, up to 45 weeks. The full weekly fee will be charged if attendance and/or engagement is recorded in that particular week.
- 11.7.4. Part-Time Postgraduate Taught Students:
- 11.7.4.1. Will be charged pro rata, weekly, for the registered modules scheduled up to the date of withdrawal.
- 11.7.4.2. For students following predominantly weekend study programmes on a part-time basis, the 14 days 'period of grace' will begin on the first scheduled weekend.
- 11.7.5. All Students on Taught Distance Learning Programmes:
- 11.7.5.1. Then charged pro rata, per module. There will be a charge of 33% of the fee for any module scheduled prior to the withdrawal date.
- 11.7.6. Full- and Part-Time Postgraduate Research Students:
- 11.7.6.1. Will be charged pro rata, monthly, up to 12 months, up to the date of withdrawal.
- 11.9. US Loans  
If international students from the USA withdraw from their studies, and are in receipt of a US loan, then the University must calculate how much needs to be returned to the lender. Details on the University's refund policy for US loans students can be found on the [University website](#).
- 11.10. Cancellation of a Programme or Module by the University  
In the event of the cancellation of a programme or module, by the University, if there are no suitable alternative programmes or modules on to which a student can transfer, a full refund of tuition fees will be provided. If suitable alternatives are available, agreement will be sought from the student before any transfer is made.

#### **Means of Reimbursement**

- 11.11. Should it be necessary for the University to reimburse a student, it will make the reimbursement using the same means of payment as was used for the initial transaction, unless agreed otherwise.
- 11.12. Fees paid by a third party (e.g. sponsor, research council, or loan company) will normally be refunded to the third party and not to the student.

#### **Refunds and Scholarships**

- 11.13. A scholarship awarded in a year in which a recipient-student later withdraws, will be subject to the terms and conditions, as specified in the offer letter or other communication from the University.
- 11.14. If a student has been awarded an international scholarship and later withdraws, the total value of the scholarship will not be included in any refund.

### **12. Debt Management**

- 12.1. The University has a separate debt management policy available on the University's website.

### **13. Complaints**

Students may bring a complaint under the University's [Student Complaints Procedure](#) if they consider this policy to have been incorrectly applied in their individual case or wish to appeal a decision about the termination of their studies and the cancellation of their registration with the University on financial grounds. The Student Complaints Procedure should be followed in both cases.



#### **14. Tuition Fees for Staff**

- 14.1. All Bangor University employees (with the exception of those who are currently being, or who are in the process of being, registered as a full-time student) are eligible to be considered for a fee waiver on University programmes.
- 14.2. The member of staff should have a formal contract of employment with the University (greater than 12 hours per week, and liable for class 1A National Insurance contributions, unless exempted due to age), valid from the date of registration on the programme until the end of the 'current' fee-charging period.
- 14.3. University halls wardens are not eligible for tuition fee waivers.
- 14.4. Where the contract of employment terminates part-way through a subsequent fee-charging period (e.g. next academic year), fees will normally be charged on a pro rata basis from the end of the contract.
- 14.5. Staff must have the consent of the Head of their employing School/Department to undertake the programme of study and that their tuition fees can be waived/reduced.
- 14.6. Where a member of staff is employed as a research assistant and the registration on a research degree is a condition of the employment contract, tuition fees are eligible for consideration for a fee waiver.
- 14.7. Fee waivers are not available where a member of staff is eligible to claim the equivalent of the tuition fee through Local Education Authority, or other, funding.
- 14.8. Where fees have been charged on a pro rata basis from the end of a contract, the fees will be recalculated or reimbursed, as appropriate, if a contract is extended or a new contract is issued.
- 14.9. Any optional additional charges such as visits, field trips, equipment will still be payable by the staff member.
- 14.10. Where the staff member, as a student, ceases to qualify for a fee waiver part-way through a programme, and more than 50% of the tuition fee has been covered by the waiver, then the examination fee will be due.