

Tuition Fee Policy – 2025/26

For study beginning between 01 August 2025 – 31 July 2026

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The tuition fee policy

The University of the West of England (the University) is committed to a fair and transparent policy in respect of what it expects you to pay. We also have an obligation to safeguard public funds and make sure that we deliver value for money to our customers and stakeholders.

This Tuition Fee Policy forms part of your Terms and Conditions and should be read in conjunction with other [UWE policies](#).

The fee policy is revised each year. We will notify you of any changes that we make to the terms of the policy and explain how they affect you. We will also ask you to agree to the policy as part of your annual registration.

Tuition fees for all courses are published on the University web pages. These can be found at [course fees](#) or via the [course listings](#) for the respective academic year.

Other than in your offer letter or Certificate of Acceptance for Study, only Academic Services' staff and University Student Money Advisors can provide a definitive statement on tuition fees. All other tuition fee information provided by non-authorized staff should be considered advisory and is non-binding on the University. If you need definitive confirmation of fees, you should contact [UWE Student Money Service](#) with your enquiry.

If you are struggling with money or do not have the means to pay, please contact [UWE Student Money Service](#) for advice. If you are unable to pay your fees or fail to pay your fees, we reserve the right to take appropriate action against you including enforced withdrawal from your studies, referral of your debt to our appointed debt collection agency. The University also reserves the right to stop you from graduating and to withhold degree certificates, transcripts, and references for non-payment of fees. Please see [Student Debt Policy](#) to understand sanctions for non-payment of tuition fees.

If you are studying University courses through partnership institutions, you should contact [UWE Student Money Service](#) for details of the fee policies which apply to your host institution.

Exemptions

This policy does not apply to you if you are a degree apprenticeship student in accordance with the Department for Education [Apprenticeship Funding Rules](#). All queries regarding payments and monies owed for degree apprentices should be directed to: Degreeapprenticeships@uwe.ac.uk

This policy does not apply to students undertaking Professional Development courses. All queries regarding payments and monies owed for professional courses should be submitted to [course enquiries](#).

Definitions

We/Us/Our/the University/UWE Bristol means the University of the West of England, Bristol

You/Your means a registered student of UWE Bristol

Stakeholders means a professional, statutory, or regulatory body (PSRB) - for example, The Nursing and Midwifery Council or the Engineering Council. This also includes external examiners, employers, commissioning bodies, funding councils, and national and local government education departments.

Material Change means a change to the Material information listed below.

Material information means the information we provided to you when we made you an offer of a place on your course. This includes:

- This Tuition Fee Policy
- Terms and Conditions

Material non-disclosure – means failure or refusal to declare or reveal some information that is required to be declared or revealed.

Effective Date – this is the date on which your status with the University changes.

Registration – this means the process by which you:

- confirm and update as necessary the personal details we hold for you
- confirm the UWE Bristol programme you are looking to study
- agree to comply with our Terms and Conditions and related University regulations
- agree to pay, or arrange to pay, your tuition fees in accordance with the University's

Tuition Fee Policy

Level of Study – means the level of qualification being studied:

- Undergraduate – this is a taught course and includes BA, BSc, BEng, PGCE courses and integrated masters. The undergraduate classification also covers foundation degrees and foundation years. Taught delivery can be in person or online.
- Postgraduate – this is a taught course and includes MA, MSc, LLM and MRes, taught delivery can be in person or online.

- Postgraduate Research – this is not a taught course and includes Prof Doc, MPhil, DPhil and PhD courses.

Fee status – every student has a defined fee status which determines if tuition fees are charged at either the Home or International level. The University follows government regulations in order to determine fee status, please see this [page](#) for further information.

Module fee – this means the fee chargeable for an individual module and is determined by the modules credit size

Standard year – this means the normally expected amount of study, usually defined by credit a student will undertake in a year:

- **Undergraduate taught full time** – 120 credits (up to a maximum 150 credits – see academic regulations for details)
- **Undergraduate taught part time** – 60 credits but may be between 15 and 90 credits
- **Postgraduate taught full time** – 180 credits (full time postgraduate courses may last up to 24 months)
- **Postgraduate taught part time** – 60 credits but may be between 30 and 90 credits
- **Postgraduate research (PhD/MPhil/DPhil)** – 60 credits at M level (up to a maximum 120 credits) – a standard year is defined as the full 12-month period of registration
- **Postgraduate research (Professional Doctorate)** - between 120 – 270 credits (will depend on which programme is being studied) - standard year is defined as the full 12-month period of registration

Term – this means a period of weeks in which you are required to be in attendance for teaching learning and assessment.

Liability period – tuition fee liability increases at various points of the academic year. Please note that the liability dates are not the same as term dates. Liability periods for various courses and intakes are defined in these [UWE pages](#), whilst liability amounts are explained in pages 17 & 18 of this document.

Degree apprenticeship – Degree Apprenticeship students are studying towards a higher education qualification whilst employed. These courses are funded via a levy that employers may need to contribute to depending on their annual pay bill. Degree Apprenticeship students are exempt from this tuition fee policy as per [exemptions](#) section.

Commissioned course – A ‘directly commissioned course’ is one where an employer or organisation has contracted the University to supply educational services to a group of students.

If you are required by your employer to attend a course that the employer has not directly commissioned, you are not considered to be on commissioned courses.

Determination if a student is New or Returning/continuing

New student

You are a new student if you are due to start a new course at the University in the current academic year.

Or

You are starting a new course at the University in the current academic year where the course is at a different level (e.g. postgraduate, not undergraduate) from any course you took during the previous academic year.

Or

You are continuing on the same course at the University following an authorised break from study of two years or more.

Or

You are changing your mode of study (e.g. from full-time to part-time). This is not the same as changing to a part-time mode of attendance while still registered on a full-time course.

Or

You are ‘topping up’ a higher education qualification (e.g. from Foundation degree to an Honours degree) following a break in study of one year or more.

Returning/continuing student

You are a continuing student if you are continuing the same course at the University as the previous academic year.

Or

You are continuing the same course at the University as in the previous academic year or following an authorised break from study of less than two years.

Or

You have previously withdrawn from a course and are returning to a course which is of the same academic level (e.g. withdrew from undergraduate studies and returning to undergraduate level studies) within 2 years of the withdrawal.

Or

You are transferring course within the University or transferring in from a different higher education institution and not changing your mode of study (e.g. from full-time to part-time).

Or

If you are 'topping up' a higher education qualification, e.g. from Foundation degree to an Honours degree, with no break in study (see 'Break in Study').

Level of study

Level of study is one of the factors which determines how fees are set and the following categories apply:

- Undergraduate – this is a taught course and includes BA, BSc, BEng, PGCE courses and integrated masters. The undergraduate classification also covers foundation degrees and foundation years. Taught delivery can be in person or online.
- Postgraduate – this is a taught course and includes MA, MSc, LLM and MRes, taught delivery can be in person or online.
- Postgraduate Research – this is not a taught course and includes Prof Doc, MPhil, DPhil and PhD courses.

Fee status

Every student has a defined fee status which also determines if tuition fees are charged at either the Home or International level. The University follows government regulations in order to determine fee status which is explained within the [UWE Admissions Policy](#), please also see these [page](#) for specific fee status criteria.

Setting and publishing tuition fees

Tuition fees are set and approved by the University Directorate which is chaired by the Vice Chancellor.

Fees are published in advance and some courses and students will see tuition fees increase each year which this policy outlines.

Fee information is published on the University website in pound (£, GBP) sterling.

The University only publishes fee information in other currencies where required by regulatory or external bodies. Any publication in currencies other than pounds (£, GBP) will be based on the exchange rate at the time of calculation.

Fee levels

Tuition fees are usually charged on an academic year/annual basis. All fees on taught programmes are calculated based on the number of credits taken. For postgraduate research students this calculation is based on your level of supervision.

The standard fee includes a first sit and one resit subject to you making satisfactory academic progress.

Your tuition fees include all compulsory elements you need to meet the minimum learning outcomes of your course. For some courses, optional additional costs may be incurred (e.g. field trips, materials, professional body membership).

Tuition fee levels may differ between courses and intakes. You will be charged the fee which matches the course and intake on which you register.

If you transfer during the academic year from one course to another, you will need to pay the fee appropriate to the new course (where the fees charged for your second course are different to the fees charged for the first). In these circumstances, either you will be required to pay more for the higher cost of the new course, or you may be entitled to a refund. This will depend on any charges due for any reduction in fees associated with your original course.

Registering and paying fees

You need to register at the start of each period of study. This is usually equivalent to an academic year. If you register at the start of each academic year, the usual duration is a maximum of 12 months.

If your course lasts less than an academic year, your period of registration reflects the duration of your time in study, even though your registration may remain 'active' for longer (up to a whole academic year).

You will need to register again for your next period of study if it takes place in the next academic year, regardless of course duration.

If you complete a course and then register on a new course, your registration on the new course will be considered a new registration. You will be charged the fees for the new

course at the rate that applies to the intake you are joining. This will happen even if that intake is within the same academic year as your previous course.

If you are paying your own tuition fees, then please see our '[ways to pay](#)' pages which outline all available payment structures and how to make payment.

Some courses are invoiced per module registration and payment is required every module registration, meaning instalment plans may not be available. Students will receive direct correspondence where applicable with instructions on how to make payment.

The fees you pay for each level of study and fee status

In addition to your [level of study](#) and whether you are a [new or continuing student](#), the tuition fee level is based on your [fee status](#) which is classed as either Home, Offshore or International. This is applied at the start of a registration on each new course. If you have a change in your residency status in the UK following your application to UWE (i.e. granted refugee status, humanitarian protection or gain settled status) then you may become eligible for home fees in a later academic year, subject to meeting all set criteria, please contact [UWE Student Money Service](#) in this instance.

Tuition fees can either be classified as:

- [Regulated](#) which means the UK government sets the legal maximum fee that can be charged in an academic year
- or
- [Unregulated](#) which means the fees are set at the discretion of the University

The below clarifies how fees are determined depending on level of study and fee status.

[Undergraduate \(includes BA, BSc, BEng, PGCE courses and integrated masters\)](#)

[Home, Offshore and some EU Undergraduate students](#)

Eligible UK and Offshore undergraduate students on designated courses would normally be subject to regulated fees. Some EU students are also eligible for the lower regulated fee, please see this [page](#) for further guidance.

UWE holds a Teaching Excellence Framework award from the Office for Students and has an Access and Participation Plan which has been approved by the Office for Students. This means that regulated fees will be set at the maximum fee cap permitted by the UK Government. Fees will rise in each subsequent year in line with this cap for both new and returning students.

A limited number of postgraduate qualification courses such as (but not limited to) Integrated Masters, Initial Teacher Education and MARch Architecture are also regulated by legislation so will be charged at the maximum fee cap permitted by the UK Government in each year of study.

Placement year fees

A tuition fee during a placement year will be charged. The fee cap is set at 15 per cent of the full-time annual fee.

If the placement credit is part of the final year credits and the placement year is passed then the final year fee will be reduced so that the total credits charged across the placement and final year is equivalent to a full time 120 credit fee. If the placement year is not passed then a fee to undertake a further module in the final year will be charged to ensure that the full number of credits can be achieved in order to achieve the qualification.

International Undergraduate students

Fee levels for taught international undergraduate students are classed as unregulated so are set at the discretion of the University. Students who do not meet home fee status will pay the international level of fees.

Students undertaking a taught undergraduate course will retain the same (or pro-rata equivalent) fee level in all years of study unless the student undertakes one of the circumstances laid out in the [Break in Study](#) section.

Placement year fees for undergraduate students

A tuition fee for taking a placement year will be charged. The fee is a maximum 15 per cent of the full-time annual fee.

If your placement credit is part of your final year credits then your final year fee will be reduced so that the total credits charge for across the placement and final year are equivalent to a full time 120 credit year.

Postgraduate (includes MA, MSc, LLm and MRes)

Home Postgraduate students

Fee levels for home postgraduate level are classed as unregulated so fees are set at the discretion of the University. Students who meet home fee status will pay the home level of fees.

Students undertaking a taught Postgraduate course will retain the same (or pro-rata equivalent) fee level in all years of study unless the student undertakes one of the circumstances laid out in the [Break in Study](#) section.

International Postgraduate students

Fee levels for international postgraduate students are classed as unregulated so are set at the discretion of the University. Students who do not meet home fee status will pay the international level of fees.

Students undertaking a taught Postgraduate course will retain the same (or pro-rata equivalent) fee level in all years of study unless the student undertake one of the circumstances laid out in the [Break in Study](#) section.

Offshore Postgraduate students

Fee levels for Offshore postgraduate students are classed as unregulated so fees are set at the discretion of the University. Students who do not meet home fee status will pay the international level of fees.

Students undertaking a Postgraduate course will retain the same (or pro-rata equivalent) fee level in all years of study unless the student undertakes one of the circumstances laid out in the [Break in Study](#) section.

Postgraduate Research (includes PhD, DPhil, MPhil and Professional Doctorate)

Home Postgraduate Research students

Fees for home postgraduate research students are unregulated so fees are set at the discretion of the University. Students who meet home fee status will pay the home level of fees.

We aim to keep our fees in line with market factors and to reflect changes in business conditions such as the costs of delivery. Such conditions may require fee increases over the duration of the course to ensure the continued viability. Refer to page 22 onwards for further Postgraduate Research specific information

International Postgraduate Research students

Fee levels for international postgraduate research students are classed as unregulated so are set at the discretion of the University. Students who do not meet home fee status will pay the international level of fees.

We aim to keep our fees in line with market factors and to reflect changes in business conditions such as the costs of delivery. Such conditions may require fee increases over the duration of the course to ensure the continued viability. Refer to page 22 onwards for further Postgraduate Research specific information

Offshore Postgraduate Research

Fees for offshore postgraduate research students are unregulated so fees are set at the discretion of the University. Students who do not meet home fee status will pay the international level of fees.

We aim to keep our fees in line with market factors and to reflect changes in business conditions such as the costs of delivery. Such conditions may require fee increases over the duration of the course to ensure the continued viability. Refer to page 22 onwards for further Postgraduate Research specific information

Supplementary fee information for all students

Transitional protections for undergraduate students

If you are progressing from a foundation degree to a top-up or end-on year with no break in study apart from the long vacation, your tuition fees may increase in line with (where applicable) the fee cap.

Transfer from Honours to Non-honours degrees

There is no reduction in the fee if you transfer from an Honours to a Non-Honours qualification.

Deferral

If you defer your place at the University and take up a place in a subsequent year, you will be charged the fees applicable for your course intake at the time you start your studies.

Additional charges

The University expects you to bear such additional costs as we deem reasonable for your course, over and above the standard tuition fee. We aim to make available as much information as possible as to the items covered under the standard fee charge.

Additional modules

We may charge you for additional modules you take during your studies. If you are planning to take additional modules in any given year of study, you should expect to be charged.

Your tuition fee will normally be calculated with reference to the number of module credits you take and will include module retakes. The home undergraduate fee is capped at a maximum level although your credits may exceed this.

Resit

If you do not pass a module at the first attempt the you will have the opportunity to undertake a resit for no extra fee. The resit will need to be undertaken within the same academic year as the first attempt.

Retaking a module

If you need to retake modules, additional fees may be due.

Undergraduate

There is no separate charge for a retake if it is taken as part of a standard academic year. In this case, retakes are covered by your annual tuition fee (i.e. in addition to a standard number of credits up to the maximum permitted by the Academic Regulations).

If the retake is undertaken in a different academic year then a fee will be charged.

Postgraduate taught including online delivery

If you are paying an award fee or module fee a retake will always be charged for.

Taking an additional year (taught programmes)

If you have failed a module (or other credit-bearing course element) and are registered for an additional academic year of study beyond the standard course length in order to make up that credit, you will need to pay tuition fees for the additional year. The fees charged will reflect the credits being taken with both the new module/s and retake module/s to be charged at the same rate which may be higher compared to the previous year where the fee cap has increased.

Charges for professional body recognition and accreditation

If you are studying on a course where a fee is due for professional body/accreditation requirements, you are solely liable to pay these charges in addition to your tuition fees.

Courses and mode of attendance

Fee variation for alternative study patterns on standard undergraduate courses

Sometimes you may need to change how you study on your course, by changing the number of modules you take. Depending on the mode of attendance and course of study, this may result in either additional charges or a fee reduction.

If you make a change and study more modules:

If your original charge is per course or per year, the added credits will be charged at the appropriate modular rate for the course.

If the original charge is by credit, the additional credits will be charged for. If you are in receipt of designated part-time funding from Student Finance, the maximum charge is capped at 75% of the full-time equivalent fee.

If you make a change and study fewer modules:

If the original charge is per course or per year, the fee will be reduced if the total number of credits you take drops below the standard full-time maximum.

If the original charge is by credit, the fee charged will be reduced to reflect the number of credits you take.

In all cases, if you have begun study on a module and withdraw from it as part of the change in mode of study, a partial charge for the withdrawn module may apply. Please see page 17 for further information.

Full-time course and full-time fees

Undergraduate

If you are on a full-time course (or a full-time course with a placement year), the full annual tuition fee covers a standard of 120 credits per year.

By exception, you may take an additional 30 retake credits up to the maximum of 150 credits per academic year.

If you are on a placement year you are usually charged for the credits you take up to a maximum of the full year fee. If the placement credits are borrowed from the final year of study and, as a result you study fewer than the usual 120 credits in your final year, you will be charged for the credits you take. If you take an additional module or need to retake modules in your final year and therefore study 120 credits, you will be charged the full annual fee.

Postgraduate

If you are a postgraduate student, the full course tuition fee covers a standard of 180 credits for the whole course.

These fees for full time courses are usually charged in full in the first year of study. The only charges then due in subsequent years will be for retakes (if necessary) or additional modules.

Interim fees on full-time courses

The University's modular courses allow you to 'step off' at designated points to claim [interim awards](#). Usually, you will only be charged for the proportion of the course completed to obtain the interim award. In cases where further modules have been started, additional charges will be made on a per module basis and in accordance with standard fee reductions

Full-time course, part-time attendance

If your course is full-time but you are taking fewer than the maximum credits, you can be considered as being on a full-time course in a part-time mode of attendance. Your fees will be adjusted to reflect the credits you are taking in a year.

Part-time course and part-time fees

Part time courses are normally charged per year of study. Please see [tuition fee search](#) page.

Over the duration of a part-time course, you will be charged the same amount as a full-time student. The only time this will not be the case is when you need to pay to retake modules.

For part-time courses that have full-time equivalents, fees will be set at a pro rata amount of the full-time equivalent fee where possible.

Undergraduate

If the course charge is per year of study, the fee will cover the standard expected credits for the year. If you take fewer than the standard number of credits for your course in a year of study, the fee is reduced to reflect the total number of credits you take in that year.

If you take more than the standard number of course credits in a year of study, the additional module(s) will be charged at the appropriate credit rate up to a maximum of 75% of a full-time course of 90 credits.

If the charge is based on the number of credits taken, the charge will be made based on the credits. The charge will cover only those credits taken during the year.

You will be charged in accordance with the withdrawal charging guidance if you withdraw from a module during the year.

Postgraduate taught

If the course charge is per year of study, the fee will cover the standard expected credits for the year. This is usually 60 credits, or 33% of a full-time course but can increase to 90 credits in a year which is 50% of a full-time course.

Postgraduate research

As a postgraduate research student, the full annual or course fee amount covers you for supervision, support, and any modules appropriate to your studies.

We aim to keep our fees in line with market factors and to reflect changes in business conditions such as the costs of delivery. Such conditions may require fee increases to ensure the continued viability of the course.

Mode shift and module credit fee charging

If you opt to transfer from a full-time course to a part-time equivalent, you will be able to defer the charges for any module(s) that you have paid for, but not started, as part of your course or year fee. This applies until you can take the module(s) as part of the part-time course.

If you withdraw from a module after you have started studying, you will be charged for the module either in full or in part.

Student status and equivalent or lower qualification [ELQ]

If you are a UK student and you already have a higher education qualification, regardless of the awarding institution, and are now studying for an equivalent or lower qualification, you may be unlikely to have entitlement to any funding for fees or living costs from Student Loans Company. In this case, you are liable to pay the full fee for your chosen course. There are some exemptions to this which can be found [here](#).

Accredited learning [AL]

You will not be charged for the recognition of credit awarded or learning assessed by another UK higher education institution. You also will not be charged for the transfer of UWE credit between courses at the University.

Accredited experiential learning [AEL]

You may be charged for the recognition of experiential learning. This charge covers the assessment of your learning against the requirements of the course. The cost of AEL will be a maximum of 50% of the module fee. This will be agreed on an individual basis to reflect the variety of possible experiential learning, and in discussion with the College.

Deposits

The University may require you to pay a [tuition fee deposit](#) as a condition of registration, details of which will be included within your offer letter. This deposit is non-refundable except for a small number of circumstances listed within the [Refund Policy for International Students webpage](#).

Liability for fees if you withdraw or suspend

[Postgraduate research students should see page 25 for fee liability in the event of withdrawal or suspension](#)

Undergraduate and Postgraduate (excludes Postgraduate Research students) students

If you withdraw or suspend from your course then your fee liability may be reduced.

Any reduction in your liability for tuition fees will be calculated based on the date UWE receives written notification of your decision to withdraw or suspend.

The liability points for courses can vary so please see individual funding [term dates to determine your liability](#).

The level of reduction will depend on whether a non-refundable international deposit has been paid and also when the suspension or withdrawal takes place.

Any reduction in tuition fee liability is calculated after firstly deducting any scholarships and discounts. For example, a student who has a full year fee liability of £10,000 and is eligible for a 20% discount will have any early withdrawal reduction based on a fee liability of £8,000 and any reduction is in accordance with the below:

Any student who leaves before the end of their 'first liability period', will be liable for the higher of either:

- 25% of the annual tuition fee
- or
- The total value of the non-refundable tuition fee deposit paid by international students

Where the international deposit paid is less than the 25% of the annual tuition fee then the student will be liable for the higher amount.

All students who leave during the 'second liability period' will be liable for 50% of the annual tuition fee.

All students who leave during the 'third liability period' will be liable for 100% of the annual tuition fee.

Liability for fees if you withdraw or suspend - block release

If you are on a block release course studying multiple weeklong blocks, the reduction in your fee liability accounts for modules completed and/or started. These will be charged for in full. Any modules you have not yet started will be refunded in full.

If you are on a block release course studying multiple daylong blocks, across multiple weeks you will be charged based on the liability for fees table above.

Refunds

We will only refund money you have actually paid, so discounts and scholarships are not included when working out how much money you get back.

If we need to reimburse you, we will make the reimbursement using the same method of payment that you used for the initial transaction.

Sponsorship

Commercial sponsors

If your fees are paid by a commercial or private third-party organisation on an individual arrangement, it is your responsibility to ensure the sponsor pays the fees to UWE.

The University will seek to recover your fees from the sponsor in the first instance. However, you retain liability for the payment of your fees and the University will ultimately seek to recover unpaid fees directly from you.

Other third-party sponsors

If you register and are sponsored under a partnership with a third party for which a UWE partnership agreement exists (e.g. some foreign governments, the NHS or Degree Apprenticeships), liability for fee payment is not transferred to you. If your sponsorship is withdrawn or payments default, you will be withdrawn from the course.

Postgraduate and Doctoral Loans

Postgraduate loans

As the postgraduate loan is paid directly to you it is your responsibility to ensure you pay your fees to UWE.

In the case of postgraduate loans from Northern Ireland, these are paid as tuition fee loans directly to UWE. You would therefore only be invoiced for any additional modules or retakes.

Doctoral loans

As the doctoral loan is paid directly to you it is your responsibility to ensure you pay your fees to UWE.

In the case of postgraduate loans from Northern Ireland, these are paid as tuition fee loans directly to UWE. You would therefore only be invoiced for any additional modules or retakes.

Doctoral loans are paid equally for the number of years of your course. Some courses require different fees depending on the stage of registration. In these circumstances you may be eligible for a payment plan to manage your fee liability. If you require a payment plan please contact creditcontrol@uwe.ac.uk.

Online registration

Online registration refers to the first stage of online registration as 'provisionally registered'.

This means that you have agreed to the terms and conditions but have either yet to pay or yet to make payment arrangements. If you are 'provisionally registered', you are subject to the terms of this policy.

Changes in circumstances

Right to cancel

If you are a new student and have paid a tuition fee deposit:

- You have the right to cancel with no fee within 14 calendar days of receipt of the tuition fee [deposit](#) payment.

If you are a new or returning student and have not paid a tuition fee deposit:

You have the right to cancel your registration with no fee within 14 calendar days from the latter of either:

- the day after you register

or

- from the day after the start of term 1

For students where no tuition fee deposit has been paid, the 14-calendar day right to cancel period applies following initial registration at the start of the academic year rather than for individual modules which start at a later date.

Break in study

UWE permits you to take a break during your studies, normally for a maximum of two academic years. If the break in study is longer than two academic years you may have your fee status reassessed from the return date and be classed as a new student for fee calculation purposes.

If you remain registered on a course without a break in study longer than two academic years, you will continue to be charged according to the fees applicable to your fee status and intake.

If you receive funding from an external funding body and take a break in study for any duration then please consult the respective funding body for clarification for any impact of entitlements for tuition fee support and/or living costs support.

Cancellation of course or module by the university

If the University cancels a course or module that you are registered on and there are no suitable alternatives to which you can transfer, we will generate an automatic full reduction of your tuition fees for the course or module in question.

If suitable alternatives are available, we will seek agreement from you before we make any transfer. You can still receive a refund if you choose not to take the alternative course or module.

Exchange of information with external bodies

The University is required to exchange information with funding bodies such as (but not limited to) Student Loans Company, US Federal Loans Department and the NHS. This exchange of information includes (but not limited to) registration, attendance and academic progression. This is required to ensure you receive the correct funding entitlement and due to funding body requirements.

Course progression occurs between academic years and is dependent on you meeting and passing certain academic milestones in a year to progress to the next course stage as per [UWE Academic information](#).

Debt

We will always seek to recover monies owed to us for tuition fees. If you fall behind on your payment plan, or cannot meet the payment date of an invoice, the University will attempt to contact you by e-mail, telephone, and letter. If we do not receive a reply and/or the debts remain, sanctions will be applied. These may include the loss of access to UWE IT systems and withdrawal from your studies.

The University may refer unpaid fees to an external debt collection agency or take legal action through the courts. Full details of the University Debt policy and how it applies can be found in the [Student Debt Policy](#).

Postgraduate Research Specific Information

Mode of attendance

As a postgraduate research student, you can register on a full-time course as a full-time student, or on a part-time course as a part-time student. You are liable for payment of the appropriate fee.

- Applications for a change in study mode must be approved by the appropriate School Designated Person and the student record amended accordingly.

Fees, caps, and increases

Fees for postgraduate research students will remain variable to reflect the potential duration of study and will therefore increase over the duration of your course of study.

Registration and allocation of director of study

As a research student, you may register as a student of the University, be allocated a Director of Studies, and be eligible to use University facilities. You will become liable for payment of the fees due.

Extension of research registration period

Where you have applied for and been granted an extension of your registration period, you may re-register upon payment of the appropriate fee. You may not re-register after your expected completion date unless this has been agreed by the Personal Circumstances Panel or equivalent.

Project fees

Some research projects will require an additional financial contribution to cover resources that are not typically included in your tuition fees. These costs are usually incurred annually. You will be informed before you begin your studies whether this applies to you.

Period of grace

Following successful completion of a Stage 3 Progress Review which has been approved by an Independent Reviewer, postgraduate research students are eligible for a fee free 'period of grace'. If you are a full-time student this will be 3 months, and if you are a part-time student this will be 6 months.

If you submit your thesis for examination within this period of grace, then no further tuition fees will be due. This does not include re-examination fees. If you do not submit your final thesis for examination within this period of grace, you will become eligible for a completion fee.

Completion fees

At stage 3 Progress Review it will be agreed what level of supervision is still required for you to complete your research ready for submission of your thesis for the final examination;

As a registered student, you are still entitled to access general UWE facilities. A member of the supervisory team must provide feedback on a full draft of the thesis prior to submission for examination. This is a set annual fee and there is no refund available if you submit early.

The level of completion fees available are:

Completion fee without supervision - You must have completed all your research and be finalising your thesis, and therefore not in need of supervision.

Completion fee with supervision – 40 percent of current tuition fee – entitles you to some supervision, usually just one member of the team. This fee can be paid in instalments by agreement with credit control and is payable until the submission of your thesis for examination.

Full fee – continued support from full supervisory team. This fee can be paid in instalments by agreement with credit control and is payable until the submission of your thesis for examination.

Once it has been agreed that you are eligible for a completion fee you will remain on this status until you submit your thesis for examination, or your registration expires.

However, if you or your supervisory team feel that more or less supervision is required an application can be made to the School Designated Person to reduce or increase the completion fee with/without supervision.

Fees for members of staff on research degrees

If you are a full-time or part-time member of staff, you may register as a part-time student. In certain cases, the College may be prepared to pay a contribution towards the tuition fee. Tuition fees are payable where a member of staff registers with another College.

Research examination period

Tuition fees cease to be due from the point of submission of the thesis for the final examination process. The appropriate pro rata monthly refund may be payable.

Research re-examination fee

You are liable for payment of a re-examination fee set by the University if you are required to resubmit your thesis or required to make 'major amendments' following the viva voce examination. The re-examination fee will either be:

- a one-off fee to cover the cost of re-examination
- a higher fee that can be spread over monthly payments

The above is dependent on the outcome from the viva voce examination and whether you require further support from your supervisory team. In some cases, you may be required to re-register and pay the relevant annual fee.

Suspension of registration

You may suspend your registration with the approval of the Personal Circumstances Panel or equivalent. Fees paid in advance are suspended for the period of suspension of registration.

If you are in a period of suspended registration, when tuition fees are not payable, you are not entitled to academic or administrative support. You may not continue on modules or use University facilities.

Notification of withdrawal

If you are a postgraduate research student and intending to withdraw from your studies you will need to inform the Doctoral Academy using the appropriate form as outlined in the Doctoral Academy Handbook. The date of this notification of withdrawal will be used to calculate any fee liability reduction if applicable. If you are required to be withdrawn from your studies by the University your fee liability will be calculated according to the date outlined in the withdrawal letter.

Fee liability if you withdraw or suspend

Postgraduate Research fee liability reduces pro-rata based on how many months of registration remains. The study period for postgraduate research students is 12 months. For example, if the annual fee is £12,000 and suspension or withdrawal occurs during month 8 then a £3,000 reduction in fees would apply as there will be 3 full months remaining of the academic year.

Appeals

If you think you have been charged incorrectly you should contact your Student and Programme Support Team in the first instance.

Complaints

If you think this policy has been incorrectly applied to you, have a concern about the accuracy of the fee that you are being charged, or want to question a decision about the termination of your studies on financial grounds, you can make a complaint under the University's [complaints procedure](#).

Approval

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Approved by:	Fee and Funding Group

Appendices

1. Terms and conditions
2. Admissions Policy
3. Academic Regulations and Procedures
4. Fitness to Study Policy
5. Professional Suitability and Professional Conduct Policy
6. Student Conduct Policy
7. Student Pregnancy, Maternity, Adoption and Partner Leave Policy and Procedures
8. Complaints Procedure
9. Data Protection Policy
10. University visa sponsorship
11. Terms and Conditions for Apprentices
12. Student Data Privacy Notice
13. Student Protection Plan
14. Engagement and Attendance Policy
15. Scholarships
16. Term dates and liability periods