

University of Wolverhampton

Tuition Fee Liability Policy 2021/22

Who the policy applies to:	This policy applies to all new entry and continuing students who have completed enrolment and who are studying at the University of Wolverhampton or its UK collaborative partners from 1 st Aug 2021 to 31 st July 2022.
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Key Points

It is important that you read this policy in full, particularly in reference to any changes in your circumstances. It explains how and when you will be liable for your tuition fees and the sanctions that we may take against you if you fail to pay. Key points include:

- You become liable to pay fees from the start date of your programme of study.
- If you do not qualify for a tuition fee loan or any other form of sponsorship you will be required to pay yourself.
- The University will ultimately always seek to recover fees directly from students in cases where payment from other approved sources is not forthcoming.
- Invoices, credit notes and statements will be sent to your preferred email account as confirmed at enrolment.
- Any changes in your circumstances must be notified to us via your [e:Vision](#) account.
- All fees are subject liability points, and your financial liability increases during the year. Below is an example of the standard undergraduate full time liability schedule for the September intake: University weeks can be found on the [University academic calendar](#)

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Liability 1	Course start date + 14 days	25% of total tuition fee for the year	£2312.50
Liability 2	17 January 2022	50% of total tuition fee for the year	£4625.00
Liability 3	04 April 2022	100% of total tuition fee for the year	£9250.00

For information about term dates and liability points for nonstandard intakes or courses, please see [Appendix 1 and 2](#)

- Unpaid tuition fee debt may result in you being prevented from accessing University services, progressing to the next level of your course, receiving your award/certificate or attending your graduation ceremony. It may also prevent you from applying for a new course with us.
- Sources of support and advice can be found in [Appendix 3](#)

Introduction

The University of Wolverhampton is committed to a fair and transparent policy in respect of charges made to students. When you enrol on your course you become liable to pay tuition fees, those costs relating to learning and teaching. See "[What's included in your course tuition fee](#)" for more information on the costs covered by the tuition fee. Some courses may charge additional costs for items such as field trips and materials. This information can be found on the [course search](#) pages under the heading "Course Fees and Finance".

You will be asked to agree to be bound by the terms of this policy as part of the enrolment process at the start of each year of study. It is therefore important that you understand what is expected in regard to payment of fees owed and also the options open to you to meet your financial obligations.

This policy sets out the tuition fee charging principles of the University of Wolverhampton and it explains how tuition fees are recalculated from changes in circumstances that may arise during your course of study.

This policy is accompanied by a set of annexes they do not form part of this policy but which give detailed explanations of the way the University will manage the application of this policy.

Section 1: Tuition Fees

1.1 What are Tuition Fees?

You are required to pay the tuition fees applicable to your programme. Your Tuition Fees will be determined based on your fee status, whether you are full time or part time for each period of enrolment and the fee regime in force at the time you started your course.

1.2 What is my fee status?

The amount of tuition fees you will need to pay, and any financial support you are eligible for, will depend on whether you are classified as a home or overseas student, otherwise known as your fee status. Your fee status is determined according to set criteria provided by the Government for each of the four countries of the UK: England, Scotland, Wales, or Northern Ireland.

Before you enrol your fee status will have been assessed as "Home" or "Overseas". This assessment is based upon your immigration status and residence history which will determine the level of tuition fees payable (if appropriate) and will be indicated on your offer letter. You may be asked to provide additional information in order to help us assess your fee status as part of the application process.

It is important that you understand the University's assessment of your fee status before accepting any offer or completing the enrolment process as you will be required to check and agree to your fee status during the enrolment process.

If you feel you have been incorrectly assessed, you may be asked to complete a fee assessment form and provide information and evidence of your status, circumstances and reasons why you feel that you have been wrongly assessed. If you have any queries please contact our **Admissions Team** who can offer professional advice by logging an [e:Vision Helpdesk call](#) or call Tel: +44 (0) 1902 323 505

1.3 What Equivalent or Lower Qualifications (ELQ)?

If you are a Home applicant who has already completed a previous undergraduate programme of study you will be classed as an Equivalent or Lower Qualification (ELQ) student.

For students commencing courses, this will not affect the level of tuition fees you are required to pay but will mean you are not eligible for any financial support from the UK Government.

To calculate if you are ELQ, follow the steps below to compare the highest qualification you hold against the qualification you are currently studying towards. If you have studied for, but did not complete, or were not awarded a qualification you should use your next highest qualification to do your calculations.

Please note the examples of qualifications given in each group are not exhaustive lists of all affected qualifications. The lists are provided for illustrative purposes only for further information go to Gov.uk

Group	Regulated Qualifications Framework (RQF)	Framework for Higher Education Qualifications (FHEQ)
Group 4	Certificate of higher education Key Skills level 4 NVQ level 4 BTEC Professional award, certificate and diploma level 4	Certificate of higher education HNC
Group 5	HND NVQ level 4 Higher diploma BTEC Professional award, certificate and diploma level 5 HNC HND	Diploma of higher education Diploma of further education Foundation degree HND
Group 6	NVQ level 4 BTEC Advanced Professional award, certificate and diploma level 6	Bachelor's degree Integrated Masters** Graduate certificate Graduate diploma
Group 7	BTEC Advanced Professional award, certificate and diploma level 7 Fellowship and fellowship diploma Postgraduate certificate Postgraduate diploma NVQ level 5 BTEC Advanced Professional award, certificate and diploma level 7	Masters degree Postgraduate certificate Postgraduate diploma
Group 8	NVQs level 5 Vocational qualifications level 8	Research Degree Doctorate

*** note that for Government funding purposes these integrated Masters courses are considered to be equivalent to Bachelor's degrees.*

Some exemptions are in place, and include the following:

- Foundation degrees
- Full-time courses leading to registration as an architect/landscape architect
- Courses supported by NHS bursaries
- Courses leading to Initial Teacher Training

Given the complexity of the rules in place, the University recommends that applicants who are unsure of their status should contact Student Finance England or your Student Support provider for more information."

Section 2: How do I pay my tuition fees?

You are personally liable for the payment of fees throughout your programme of study, even where there is a sponsorship agreement or an arrangement for the University to receive payment on your behalf from the Student Loans Company (SLC) or NHS. This means that if the sponsor fails to pay, or a student loan or NHS bursary is withdrawn, the University will seek to recover the fees from you.

You become liable to pay fees from the start date of your programme of study. If you are paying the fees yourself you can set up an instalment plan to pay fees in instalments.

If you don't pay your tuition fees by the date they are due you may be prevented from accessing University services, progressing to the next level of your course, receiving your award/certificate or attending your graduation ceremony. It may also prevent you from applying for a new course with us.

In order to re-enrol on a second or subsequent year of a programme, all tuition and related debts to University from earlier academic year(s) must have been paid.

2.1 Student Finance

Full and part time Home/EU undergraduate; PGCE, MSc Nursing and MSc Midwifery students, who are eligible for a tuition fee loan via the SLC, must have funding approved or have made an application at or before enrolment for each academic session.

It is your responsibility to apply for a loan each year of study, in a timely manner and for the correct course, course year and fee amount. An intention to apply is not sufficient.

In deciding on whether to provide funding SLC will consider any previous study at HE level regardless of how far back this dates. Previous study includes time spent on a full time higher education course or any specifically designated publicly funded higher education course, in the UK/EU or overseas. If the SLC decide that you do not qualify for a tuition fee loan you will be required to pay the tuition fee yourself. The regulations are complicated and advice from both the University and Student Finance should be sought as soon as a place at the University has been secured.

If you are registered for a part time course you may not qualify for funding under the [Student Support eligibility](#) criteria you will be required to pay the tuition fee yourself.

2.3 Paying your fees with Student Finance

If you have applied to the Student Loan Company for an Undergraduate Student Loan to cover the full cost of your fees, the payment will be paid directly to the University.

If you have applied to the Student Loan Company for a Postgraduate or Doctoral loan, payments will be made directly to you and it will be your responsibility to make the payment to the University.

2.4 Sponsored Students

If an employer or other organisation agrees to pay all or part of your tuition fee the University will refer to them as a “sponsor”. When you enrol it will be your responsibility to provide the University with written confirmation from a sponsor, on company letterhead, for the attention of “Faculty Student Services” which states the following:

- Your full name (and University ID number if known)
- The amount of contribution to be paid by the sponsor towards the tuition fee
- The academic year for which sponsorship applies
- The name of the person, organisation and full address of where the invoice should be sent
- A purchase order number from the organisation
- Signature of an authorised person.

You must provide a sponsor letter each academic year.

The University will invoice sponsors directly for the appropriate amount and will expect payment within 28 days of the date the invoice was raised.

If for any reason your sponsor does not pay you will be required to pay any outstanding tuition fee yourself. This includes payment of any cancellation fee levied by the sponsor where a student is deemed to have not met the requirements of the sponsorship agreement.

You are responsible for informing the University of any changes in employment that could have an impact on your sponsorship.

2.5 Self-funding Students

You will be classed as self-funding if you pay your own tuition fee directly to the University.

You are required to confirm your intention to self-fund your studies during online enrolment and in doing so acknowledge your liability and your commitment to pay.

2.6 Paying your fees – Sponsored and Self-Funding Students

If you or a sponsor paying for the whole or part of your fees, the payment methods are as follows: -

- in instalments
- online
- by post
- in person
- bank transfer

More information can be found at [“How to Pay Fees”](#).

Cash payments are not permitted as the University requires a clear audit trail of payments to comply with anti-money laundering legislation. Bank transfers should only be made directly to the University bank account.

2.7 How we will communicate with you about fees that are due?

Invoices, reminders, credit notes and statements will be sent to your preferred student e-mail account confirmed at enrolment.

It is your responsibility to maintain, use and regularly check your Wolverhampton e-mail account throughout your study period.

Financial correspondence in relation to fees that are due for payment or that have become overdue will be sent to individuals and sponsors.

The University will make every effort to remind students or their sponsors of any tuition fees and other charges due, however such notifications are reminders only and you are contractually responsible for ensuring the timely payment of your fees in line with our payment terms. Where the university is unable to collect debts owed within the timeframe specified, you may be referred to a debt collection agency.

Section 3: Tuition Fee Liability

Tuition fee liability determines:

- When the cooling-off periods start
- When you become liable for tuition fees
- How much money you can have back if you leave or suspend your studies.

Liability points identify the proportion of the annual tuition fee that incurred by specific dates within an academic year. Details of the liability points for different types of courses can be seen in Appendix A.

Section 4: Change of Circumstances

The University recognises that there may be changes in a student’s circumstances which could affect their study. These include (but are not limited to) the following:

- a withdrawal
- a Leave of Absence (LOA)
- non-attendance
- change in award aim
- change of attendance mode (i.e. full-time to part-time)
- change in the number of modules studied
- receipt of additional funding such as Research Council Funding or NHS funding (if applicable)
- change in study intensity (i.e. programme end date is extended)

It is your responsibility to formally notify any such changes in your circumstances as soon as you are aware of them via your [e:Vision](#) account.

The University will only process requests for Withdrawal or Leave of Absence at the time that they are received but will not back-date any requests.

It is essential that you notify the University of any changes at the earliest possible opportunity, as these dates will affect the amount of tuition fees that you will be charged or refunded and your student loan entitlement (if you have one).

If you are in receipt of student finance support you are advised to speak to your Student Finance Provider (e.g. Student Finance England) as soon as possible to discuss how Withdrawing, taking a Leave of Absence or transferring may impact on your current and future student funding.

4.1 Withdrawal

We understand that making the decision to withdraw from your course is not easy. It is very important you seek support and advice early. There may be financial implications that you need to be aware of before making your decision. The date that you withdraw affects the amount of tuition fees that you will be charged or refunded and your student loan entitlement (if you have one). The date of withdrawal will be the date at which you submit your [e:Vision](#) request to withdraw.

The University will submit a Change of Circumstances notification to the relevant Student Finance Authority once your withdrawal request has been approved through [e:Vision](#) and processed. If you have been overpaid as a result of withdrawing from your course, your Student Finance Authority will contact you about repaying this.

4.2 Suspending your studies - Leave of Absence (LOA)

If you take a leave of absence, your tuition fees will be adjusted so that you are charged only for the fee liability period that you were registered on before you left.

The University will submit a "Change of Circumstances" notification to the relevant Student Finance authority once your Leave of Absence request has been submitted and approved through [e:Vision](#).

If you have been overpaid as a result of suspending your studies, your Student Finance Authority will contact you about repaying this.

4.3 Return from a Leave of Absence

When you return to study your tuition fee liability will be calculated from to the point at which study is resumed. You will be charged for that academic session (which may extend to the full academic year and include an increase from the year in which study commenced). In line with the [University's academic regulations](#) the following will apply:-

"Where a student has taken a Leave of Absence (LOA) during the year before completing their modules, any summative assessments submitted will be carried forward and will contribute to the student's assessment results for that module when the student returns to study, provided the same assessment requirements remain. In these circumstances you will not be charged for these modules, even if you

return at the beginning of the year. However, the student's mode of study will be recorded as "Temporarily Part time on a Full-time course" if on a full time course."

Please note for SLC funded students this will constitute your "gift year".

4.4 Repeating all or part of a year – retaking modules

If you are a full-time student and are required to repeat part of the year (up to 90 credits) you will be charged fees as a part-time student. This is referred to as "Temporarily part-time on a full -time course" by the Student Loans Company (SLC). Please note that you will still need to apply to the SLC on a full time application for the academic year affected.

If you will be studying more than 90 credits you will be charged as a full time student.

In all cases the fees charged will be those for the academic year in which you are studying.

Please note for SLC funded students this will constitute your "gift year".

4.5 Repetition as a Deferred Student

If you're repeating a year as a deferred student (with an enrolment status of CD) i.e. you have outstanding assessments to complete but are not accessing full teaching/tuition. Please refer in detail to the Deferred Student policy.

4.5.1 Home students resitting/submitting with a deferred student status

If you're repeating a year as a deferred student, you will be:

- i. be considered as following active study (but with reduced teaching access) and be assigned a mode of study of part-time alongside the enrolment status of CD (Current deferred)
- ii. not have the outstanding modules registered to their current enrolment record and thus will be required to submit into the Canvas portal related to the academic year when the deferral took place
- iii. be permitted to access all materials associated with the historic Canvas portal which they deferred from
- iv. **not be charged a fee for the relevant modules and completing the outstanding assessment**
- v. **not be eligible for Student Loans Company funding in the year they are registered as a deferred student**
- vi. **not be eligible to claim sate benefits associated with your higher education study (with the exception of confirmation of registered student status for the purposes of council tax discounts)**
- vii. be able to access all on-campus and online facilities and support services offered by the university

4.5.2 Overseas students Resitting/submitting without attendance

International students are not permitted to be allocated to a 'Deferred Student' status, therefore if you are on a Student Visa you would ordinarily be required to return home as your visa will be curtailed. You would then need to return to the UK for completion of your assessments in the appropriate period and apply for a new visa to re-enter the UK. If you have the opportunity of additional sessions before an exam for example, you can return to the UK up to 6 weeks before the date of the exam. The Visa and Immigration Support Team will assist students with this process you can email them at visa-enquiries@wlv.ac.uk.

4.6 Transferring into the University of Wolverhampton from another institution

If you have transferred into the University and are in receipt of funding from the SLC you will be charged the standard course fee.

If the SLC have already 25% of the fee to your previous institution for that year they will only pay 75% to the University of Wolverhampton and you will be required to pay for any remaining fees yourself.

4.7 Transferring out of the University of Wolverhampton to another institution

If you transfer out to another institution you will be charged a tuition fee in line with this policy. Any fees paid including SLC funding will be retained to cover charges due to the University until the point of transfer.

4.8 Transferring within the University of Wolverhampton

For course transfers mid-year where both courses hold the same tuition fee, there should be no additional fee liability.

For transfers between courses within the same academic session carrying a different tuition fee cost your tuition fee will be recalculated to include the period of time registered on the higher cost course.

If you plan a transfer that involves starting a new course or changing mode of study you are advised to seek advice from your personal tutor or Faculty support staff so that you can fully understand the implications of doing so as this may incur additional fees, on top of those already paid for the original course.

4.9 Transferring between intakes – seasonal transfer/restart

If you are granted the opportunity to restart with an alternative intake you will be liable for tuition fees for the original academic session in line with your period of registration and the full fee for the next academic year at the published rate (which may include an increase from the year in which study commenced).

4.10 Transferring between full-time and part-time

Changing from full time to part time or vice versa will affect your expected end date and also the tuition fees payable for the remainder of your studies. Fees and fee liability points will be based upon the date that the transfer is made.

You should be aware that this change may also affect your entitlement to financial support, visas, accommodation and council tax exemption. For example, part-time students don't receive a student loan, but do pay council tax; full-time students aren't eligible for benefits, but get more support from the Student Loans Company.

Section 5: Action to Recover Outstanding Debt

The University is committed to the operation of transparent procedures in relation to financial transactions with students through the open publication of fees and charges and specific information provided during the recruitment cycle and at enrolment. Further details are in [Appendix 4](#)

5.1 Payment of Fees

The University will issue you with an invoice. This invoice will outline the dates by which payments must be made. The University offers instalment arrangements to allow students who pay their own fees time to spread the cost. You will be able to access your account details via the student portal (e:Vision).

5.2 Reminders

The University finance system will automatically send out reminders if you have not paid your fees in line with the due dates on the invoice or instalment plan. Three letters are produced, letter one is produced 7 days after the instalment becomes due. A second letter is produced 28 days after the instalment becomes due. Letter 3 is produced 42 days after the instalment becomes due but it is run manually to ensure that the letter is not generated during holidays or at sensitive time such as exam periods. The third letter will trigger the suspension of academic facilities.

5.3 Sanctions – Suspension of Facilities

The University will withdraw IT and learning facilities in respect of academic debt. During exceptional times such as the COVID-19 pandemic discretion will be applied to application of the measure to ensure students are not unfairly disadvantaged.

5.4 Disputes

Where there is a dispute about the transaction, you should raise a helpdesk call within e:Vision so that the Income Section will be able to flag the transaction as disputed to prevent further action until the dispute is resolved.

5.5 Hardship

Where the student are encouraged to discuss this with the Student Union Advice Centre. Instalment dates may be extended in exceptional circumstances where the students can demonstrate that this would enable them to make payment and continue their studies.

5.6 Debt Collection

Where we have been unable to collect fees from students. As a last resort outstanding amounts will be passed to a debt collector for recovery. This action is normally taken at the end of an academic year.

Section 6: Refunds

The University will refund any overpayment made upon receipt of a written request to the University's Finance Office at incomesection@wlv.ac.uk.

If a third party pays your fees on your behalf, we may pay any refund directly to that third party.

If you are an applicant and cancel your contract with the University prior to commencement of your course you will be entitled to a full refund of any course fees and additional charges you may have already paid (if any). Please see [your offer booklet](#)

You will be allowed a 14 day cooling off period from the start date of your course. If you decide to end your studies and withdraw or transfer to another institution during this period you will be entitled to a refund of any directly pre-paid course fees.

The amount of any applicable refund will be determined taking account of the relevant circumstances at the time of termination and will be subject to the terms in this policy

In the unlikely event that we are unable to provide continuation of study, the University will consider a refund. For further details please refer to the [Refund and Remedy Policy](#).

Section 7: Complaints

If you are not satisfied with a decision taken regarding the fees you have been charged, the arrangements for payment, refunds or any sanctions imposed for non-payment, you may submit a complaint following the [Student Complaints Procedure](#).

Appendices

Appendix 1: Fee Liability Points

A1.1 Home Fee Status

A1.1.1 Full Time Undergraduate (Including PGCE)

The University will confirm that you are enrolled at three points during the academic year (Liability Points) based on the term dates given to the Student Loans Company, see Appendix 2 Academic Year Dates

The tuition fees are then paid to the University in three instalments of 25%, 25% & 50%. Standard courses are those that start in September or January and comprise of 29-30 weeks teaching

Confirmed withdrawal or break in studies date		Fee liability	Amount
Up to 14 days after the 1st term commences	none	0%	£0.00
On or after 14 days from the first day of the 1st term	Liability 1	25%	£2312.50
On or after the first day of the 2 nd term	Liability 2	50%	£4625.00
On or after the first day of the 3 rd term	Liability 3	100%	£9250.00

A1.1.2 Full Time Postgraduate – Masters Level

Postgraduate students will pay or make arrangements to pay the fees for the course on enrolment. If you are Student Finance funded the tuition fees will be paid directly to you in three instalments of 33%, 33% & 34%. See Appendix 2 Academic Year Dates your fee liability is based upon these SLC payment dates.

Postgraduate Masters courses are delivered over three semesters and the liability dates reflect this.

Confirmed withdrawal or break in studies date		Fee liability	Amount
Up to 14 days after the 1 st Term commences	none	0%	£0.00
On or after 14 days from the first day of the 1st term	Liability 1	33%	£2161.50
On or after the first day of the 2 nd term	Liability 2	66%	£4323.00
On or after the first day of the 3 rd term	Liability 3	100%	£6550.00

This is based on Band 1 masters fees £6550.00

A1.1.3 Part Time Undergraduate and Postgraduate

Fee liability for part-time undergraduate students will be based on enrolment at any point during each semester and for 100% of modules registered in that semester.

Course Intake	Not liable for any fees	Cost of all modules in semester 1*	Cost of all modules in semester 2*
September	Up to 14 days after the start of the course	From Uni week 7	From Uni week 22
January	Up to 14 days after the start of the course	From Uni week 24	From Uni week 5

* Where no modules have been registered, the credits will be based on the minimum number a part-time student may register as set out the academic regulations, in 2021/22 this will be 20 credits.

Please note that for those who are Student Finance funded, points of confirmed enrolment are required at three separate liability points in the academic year, based on term dates given to the Student Loans Company and tuition fees are paid in three instalments – 25%, 25% & 50%. As the part time fee liability for the University operates on semesters and not terms as Student Finance does, this can mean that at some points in the academic year, full liability of fees charged will not be covered by Student Finance and therefore liability will fall to you to pay the difference.

Please refer to the [Student Loans Company guidance for term dates](#) under Tuition Fees section for more information relating to term dates as required by Student Loans Company.

A1.1.4 Short or low credit bearing programmes – Undergraduate and Postgraduate

You will be liable for the cost of the full programme once the 14 day cooling off period has expired.

Confirmed withdrawal date	Fee liability (Modules charged)
On or before 14 days after the module commences*	0%
On or after the 15th day of the module	100%

**Please note for programmes of a short duration (8 weeks or less) the 0% liability period will be reduced to 7 days.*

A1.1.5 Full-time and part-time postgraduate research (PGR)

Annual tuition fees are based on 12 months of study in one academic year. If you suspend your studies then your tuition fees will be reduced pro-rata for the equivalent period of time.

When you resume your studies further tuition fees will be charged pro-rata for the remainder of the academic year. If you withdraw from your studies then your tuition fees will be recalculated pro-rata rounded up to the nearest month.

Confirmed withdrawal date	Fee liability (months charged)
On or before the 14th day of the start month	No fees
On or after the 15th day of the month	Fees will be calculated based on the months of study at the point of withdraw

A1.2 Overseas Fee Status

International students, those who have been assessed as requiring a Student Visa or who will be charged the overseas fee, will normally be required to pay a £3,000 deposit, payable before the commencement of the course. This is **non-refundable** except in the following circumstances:

- Where a visa refusal is solely as a direct result of a University of Wolverhampton administrative error;
- Where the course applied for is not running and there is no suitable alternative.

For further information please refer to the [Visa Refusal Policy](#).

A1.2.1 New Entry Full-time Undergraduate and Postgraduate

From 2021/2 all International students starting a new course with the University will be required to pay 50% their full tuition fees in addition to any deposit, prior to completing enrolment.

Undergraduate and Postgraduate International student's liability will be a minimum charge of £3000.00 in the first year of study.

From 2021/22 NEW Undergraduate International Student Liability

Confirmed withdrawal or break in studies date		Min Fee liability	Non- Lab	Lab based
Through application pre-CAS	Deposit & Scholarship		£3000.00	£3000.00
On or after 14 days from the first day of the 1st term	Liability 1 (Sept)	50%	£6475.00	£6725.00
On or after the first day of the 2 nd term	Liability 2 (Jan)	100%	£12950.00	£13350.00

Note: all remaining years of study following the first year will have two liability points:-

Confirmed withdrawal or break in studies date		Min Fee liability
On enrolment	Liability 1 (Sept)	50%
On or after the first day of the 2 nd term	Liability 2 (Jan)	100%

From 2021/22 New Postgraduate Masters International Student Liability

Confirmed withdrawal or break in studies date		Min Fee liability	Non- Lab	Lab based
Through application pre-CAS	Deposit & Scholarship		£3000.00	£3000.00
On or after 14 days from the first day of the 1st term	Liability 1 (Sept)	50%	£6975.00	£7225.00
On or after the first day of the 2 nd term	Liability 2 (Jan)	100%	£13950.00	£14450.00

A1.2.2 Continuing students pre 2021/22 Full-time Undergraduate and Postgraduate

Will follow the standard liability:-

A1.1.1 Full Time Undergraduate (Including PGCE)

A1.1.2 Full Time Postgraduate – Masters Level

A1.2.3 Part-time Undergraduate and Postgraduate

Standard part time Undergraduate and Postgraduate programmes are not normally available to students with an Overseas fee status.

A1.2.4 New Full-time and part-time Postgraduate Research (PGR)

As research programmes have start dates throughout the year, the first liability will be at any point within the month of enrolment. 2nd liability point is always 3 months later.

Liability 1	Liability	Liability 2	Liability
1st September 2021	£3,000	1st December 2021	£10,645
1st October 2021	£3,000	2nd January 2022	£10,645
1st November 2021	£3,000	1st February 2022	£10,645

For courses starting other than September or January the same principles will apply.

A1.2.5 Continuing Full-time and part-time Postgraduate Research (PGR)

Will follow the standard liability as per section A1.1.5 Full-time and part-time postgraduate research (PGR)

A1.3 Exceptions to the standard liability points

A1.3.1 Apprenticeships Tuition fee Liability

- Apprentices are not liable to pay any tuition fees to the University whilst enrolled¹ on an apprenticeship. As such, apprenticeship students are not bound by the University's wider [Tuition Fee Liability Policy](#) whilst they continue to be enrolled on an apprenticeship.
- Person(s) will not be permitted to enrol on an Apprenticeship where they have existing debt with the University of Wolverhampton that amounts to £200 or greater. Where the debt is less than £200, enrolment onto an Apprenticeship will be accepted, however the person will still be liable for the existing debt will still be liable.
- Where an apprentice either:
 - leaves their employment with the employer specified in the Apprenticeship Agreement, but elects to continue studying the same qualification
or
 - withdraws and reenrols (or transfers) from an apprenticeship to a non-apprenticeship route,then the student will become liable for the tuition fees as per the University's Tuition Fee Liability Policy.
- An agreement between the University of Wolverhampton (as the apprenticeship training provider) and the employer of the apprentice will clearly set out that where the employer withdraws the apprentice from the enrolled programme, it is the employer who shall be responsible for all Charges that have not been recovered by the University of Wolverhampton from the ESFA. The Training Provider shall send invoices in respect of the Unfunded Charges to the Employer at the frequency set out in the relevant Apprenticeship Programme (or if the Apprenticeship Programme does not so specify, on a monthly basis). The Employer shall pay such invoices within thirty (30) days of receipt or such longer period as may be agreed.
- Additional and optional course costs (not otherwise covered through the programme tuition fee e.g. field trips) will be the liability of either the apprentice or employer (dependent on any independent agreement between the two parties). The University of Wolverhampton will not arbitrate between the two parties where there is disagreement over liability, nor be liable for any outstanding debt.
- At the point of application or enrolment, the apprentice may be asked to confirm and evidence that the employer has agreed to pay the tuition fees.
- If the apprentice is made redundant within 6 months of the planned apprenticeship end date, the tuition fees will be funded through government co-investment. If the apprentice is made redundant more than 6 months from the planned apprenticeship end date, the fees will be funded through government co-investment for 12 weeks from the date they were made redundant. If a new employer is not found within 12 weeks, the apprentice will be withdrawn from the apprenticeship.
- If the apprenticeship agreement with the employer is terminated, or the apprentice is made redundant with more than 6 months of the apprenticeship remaining and a new employer cannot be found within 12 weeks then the apprentice may be able to continue their studies on the enrolled programme, however in these cases they will no longer be an apprentice (instead a student) and will become liable for any unpaid

¹ Enrolled is defined as an active study status following an apprenticeship qualification.

tuition fees. In such instances, the student will become bound by the university's Tuition Fee Liability Policy.

As an apprentice you are employed and paid a wage throughout the course. You won't be eligible for a student loan, but your tuition fees will be paid for by your employer who will have signed a contract confirming this.

A1.3.2 [Wolverhampton Online Masters](#)

Fees for these [programmes](#) are paid up front either in full or on a pay as you go basis. The liability for both full time and part-time students will be based on the module start dates.

Confirmed withdrawal date	Fee liability (Modules charged)
On or before 14 days after the module commences	0%
On or after the 15th day of the module	100%

Depending upon when your programme commences, your fees will be charged based on the period of liability as shown in the table above, if you pay for the whole course, pro-rata liability is applied.

For example, if you start in Intake 5, pay the Full programme payment but withdraw on 16th May 2022, you will be liable for modules studied in Intake 5 and 6 only, remaining balance will be refunded. See [Section 7](#) for further details of the refund procedure.

Additional information for [Wolverhampton Online Masters students](#)

a) [How to pay my tuition fees](#)

Wolverhampton Online students have 2 routes of payment for this programme, each will be made through the e:Vision Portal:

- **Full programme payment** – you pay the fee for the whole programme before enrolment, and register each module prior to the module start dates, the payment deadline is the Friday before the first module start date.
- **Module by module** - you pay for your first module before enrolment, and then pay for each module before the module start date as you progress through the carousel, the payment deadline is the Friday before each module start date.

b) [Liability for tuition fees](#)

Liability for part-time students will be based on the module start dates.

Exiting course	Fee liability (Modules charged)
On or before 14 days after the module commences	0%
On or after the 15th day of the module	100%

Depending upon when your programme commences, your fees will be charged based on the period of liability as shown in the tables below, if you pay for the whole course, pro-rata liability is applied. For example, if you start in Intake 5, pay the Full programme payment but withdraw on 16th May 2022, you will be liable for modules studied in Intake 5 and 6 only, remaining balance will be refunded in line with Section 8

Pay as you go Liability		
Intakes	Module Start date	Refund Window
Intake 3	Tuesday 7th Sept 2021	Full Refund up to 21st Sept 2021, no refund after this date
Intake 4	Tuesday, November 2, 2021	Full Refund up to 16th Nov 2021, no refund after this date
Intake 5	Tuesday, January 11, 2022	Full Refund up to 25th Jan 2022, no refund after this date
Intake 6	Tuesday, March 8, 2022	Full Refund up to 22nd March 2022, no refund after this date
Intake 7	Tuesday, May 3, 2022	Full Refund up to 17th May 2022, no refund after this date
Intake 8	Tuesday, June 28, 2022	Full Refund up to 12th July 2022, no refund after this date
Intake 9	Tuesday, September 6, 2022	Full Refund up to 20th Sept 2022, no refund after this date
Intake 10	Tuesday, November 1, 2022	Full Refund up to 15th Nov 2022, no refund after this date
Intake 11	Tuesday, January 10, 2023	Full Refund up to 24th Jan 2023, no refund after this date

Please note the University academic year runs from 1st August to 31st July, fees may be subject to an annual increase, usually in line with inflation

c) Funding

- **Government funding – Masters Loan**

If you are based in the UK, you may be eligible for a government postgraduate loan to cover the full costs of the programme. <https://www.gov.uk/masters-loan/eligibility>

If your Student Finance agrees to fund your studies, they will notify the Student Loan Company (SLC) who will then confirm the funding to you. This Masters loan will be paid directly to you for your and it is your responsibility to ensure you use this loan to pay for your module choices before you can register on each module.

- **Sponsored**

If you are being financially sponsored you will need to pay for your own module fees and reclaim this back from your sponsor, or pay by company card

Please contact the Wolverhampton Online directly to discuss this further if this is an issue

d) Discounts

The University offers a generous 10% Postgraduate Loyalty Discount to those progressing from an undergraduate programme to a taught postgraduate programme, where both courses are University of Wolverhampton Awards.

e) Taking a break in your studies

- **Informal Breaks:**

You can choose to take a break from your study by electing to withdraw from the module you are currently studying on (fee liability may apply), or by deferring your next module.

Your informal study break will affect the length of your programme overall. If you do not take the next module at this point in the programme calendar, you will have to wait until the next occurrence of this module on the course carousel, and this could extend your programme by up to or more than a year. In the event of each break, the maximum registration period will be extended for the same period.

Your student loan payment schedule (if applicable) may be affected as the university is obliged to advise your student finance provider that you have paused your studies. This will likely affect any payments due in the short term and could lead to a delay in restarting your payments when you resume your study. Please contact your student finance provider for more details on your personal payment schedule.

You can take up to 6 module study breaks for part-time, 3 if full time, during your programme but cannot take more than 2 consecutive informal study breaks at any one time, or take more than one break with two modules running concurrently if studying on a full-time route.

When returning from a study break, you need to ensure that you make payment no later than the payment deadline and complete registration by the deadline for your module otherwise you will automatically be placed onto a second study break.

Please note:

- Where students do not register for a module, and there is no contact to understand their next intentions, the student will be placed onto a 'Default Study Break'
- If a student does not contact/respond to contact or register for their module after a second consecutive study break they will be assumed to have left the programme and will be formally withdrawn

- **Leave of Absence**

In exceptional circumstances, you may request a leave of absence from the University during your period of study. "A Leave of Absence" (LOA) is defined as a period of time when a student declares that they are not undertaking any study activities; it is effectively a "Temporary Withdrawal from Studies"

You must apply to go on Leave of Absence at the start of or prior to a period of absence. Failure to do this may lead to the student being liable for Tuition Fees

f) Support

The student success coordinator is your first port of call and will be with you throughout your course and their aim is to make sure you have all the tools and support to help you succeed.

The team's general working hours are Monday to Friday from 9:00 am until 5:30 pm local UK time and will aim to respond to all emails within 48 working hours.

Email - studentsuccess@online.wlv.ac.uk

Phone - +441902214233 - Local

+448081897187- Freefone

Appendix 2: Term/Liability Dates 2021/22

Undergraduate

A2.1 Undergraduate - standard September start (semester 1)

	Unv wk	Start term	Unv wk	End term	weeks
1st Term	WK 5	20 September 2021	WK 16	10 December 2021	12
2nd Term	WK 22	17 January 2022	WK 32	01 April 2022	11
3rd Term	WK 33	04 April 2022	WK 39	20 May 2022	7
Total					**30
As Welcome week is not considered teaching the 1st term is reduced by 1 week. This means so that provided you have enrolled 5 days before the start you should receive your maintenance payment on arrival.					
<i>** less Bank holidays equates to 29 Weeks 1 day SLC funding</i>					
Liability 1		04 October 2022		25% total tuition fee for the year	£2,312.50
Liability 2		17 January 2022		50% total tuition fee for the year	£4,625.00
Liability 3		04 April 2022		100% total tuition fee for the year	£9,250.00

A2.2 Undergraduate - standard January start (semester 2)

	Unv wk	Start term	Unv wk	End term	weeks
1st Term	WK 22	17 January 2022	WK 32	01 April 2022	11
2nd Term	WK 33	04 April 2022	WK 39	20 May 2022	7
3rd Term	WK 5	19 September 2022	WK 16	09 December 2022	12
Total					**30
As Welcome week is not considered teaching the 1st term is reduced by 1 week. This means so that provided you have enrolled 5 days before the start you should receive your maintenance payment on arrival.					
<i>** less Bank holidays equates to 29 Weeks 1 day SLC funding</i>					
Liability 1		31 January 2022		25% total tuition fee for the year	£2,312.50
Liability 2		04 April 2022		50% total tuition fee for the year	£4,625.00
Liability 3		19 September 2022		100% total tuition fee for the year	£9,250.00

Where your course starts between 1st August 2021 and 30th September 2022, or between 1st January 2022 and 31st March 2022, the start of term 1 date plus 14 days will be the 1st liability point, where possible the remaining liability points will remain in line with the standard, although the number of weeks teaching may be greater for some courses.

Please note: if your course is a long course, greater than 30 weeks teaching it may not be possible to keep the standard points to fit with the Student Loan Company rules and regulations. If you require any clarification or confirmation please contact the Fees and Funding team within the Central Student Records Unit on 01902 322331, or log a call via the [e:Vision Helpdesk](#)

A2.3 Non-standard Nursing – BNurs September start

	Uni Wk	Start term	Uni Wk	End term	Weeks
Term 1	5	20 September 2021	17	17 December 2021	12.6
Term 2	20	04 January 2022	34	14 April 2022	14.3
Term 3	36	25 April 2022	52	19 August 2022	16.6
Total					43.4
** less Bank holidays equates to					43 Weeks 6 days
Fee Liability Points					
Liability 1		04 October 2021	25% total tuition fee for the year		£2,312.50
Liability 2		04 January 2022	50% total tuition fee for the year		£4,625.00
Liability 3		25 April 2022	100% total tuition fee for the year		£9,250.00

A2.4 Non-standard Nursing – BNurs January start

	Uni Wk	Start term	Uni Wk	End term	Weeks
Term 1	23	24 January 2022	35	22 April 2022	12.6
Term 2	39	16 May 2022	51	12 August 2022	12.6
Term 3	4	12 September 2022	19	30 December 2022	15.6
Total					40.7
** less Bank holidays equates to					41 weeks 1 day
Fee Liability Points					
Liability 1		07 February 2022	25% total tuition fee for the year		£2,312.50
Liability 2		16 May 2022	50% total tuition fee for the year		£4,625.00
Liability 3		12 September 2022	100% total tuition fee for the year		£9,250.00

A2.5 Non-standard Nursing – BNurs March start

	Uni Wk	Start term	Uni Wk	End term	Weeks
Term 1	28	28 February 2022	44	24 June 2022	16.6
Term 2	47	11 July 2022	8	14 October 2022	13.6
Term 3	10	24 October 2022	20	03 January 2023	10.1
Total					40.3
** less Bank holidays equates to					40 weeks 5 days
Fee Liability Points					
Liability 1		14 March 2022	25% total tuition fee for the year		£2,312.50
Liability 2		11 July 2022	50% total tuition fee for the year		£4,625.00
Liability 3		24 October 2022	100% total tuition fee for the year		£9,250.00

A2.6 Non-standard Nursing – BNurs April start

BNurs April					
	Uni Wk	Start term	Uni Wk	End term	Weeks
Term 1	34	11 April 2022	49	29 July 2022	15.6
Term 2	52	15 August 2022	17	16 December 2022	17.6
Term 3	20	03 January 2023	30	17 March 2023	10.4
Total					43.6
<i>** less Bank holidays equates to</i>					44 weeks
Fee Liability Points					
Liability 1		25 April 2022	25% total tuition fee for the year		£2,312.50
Liability 2		15 August 2022	50% total tuition fee for the year		£4,625.00
Liability 3		03 January 2023	100% total tuition fee for the year		£9,250.00

A2.7 Midwifery - September start

	Uni Wk	Start term	Uni Wk	End term	Weeks
Term 1	5	20 September 2021	17	17 December 2021	12.6
Term 2	20	04 January 2022	34	14 April 2022	14.3
Term 3	37	03 May 2022	1	26 August 2022	16.4
Total					43.3
<i>** less Bank holidays equates to</i>					43 Weeks 5 days
Fee Liability Points					
Liability 1		04 October 2021	25% total tuition fee for the year		£2,312.50
Liability 2		04 January 2022	50% total tuition fee for the year		£4,625.00
Liability 3		03 May 2022	100% total tuition fee for the year		£9,250.00

A2.8 Paramedic Science – September start

	Uni Wk	Start term	Uni Wk	End term	Weeks
Term 1	5	27 September 2021	17	17 December 2021	11.6
Term 2	20	04 January 2022	33	08 April 2022	13.4
Term 3	36	25 April 2022	1	01 July 2022	9.6
Total					34.6
<i>** less Bank holidays equates to</i>					35 Weeks
Year 2 & 3 start 06 Sep 2021 and have different end dates but follow the same liability for L2 & L3					
Fee Liability Points					
Liability 1		11 October 2021	25% total tuition fee for the year		£2,312.50
Liability 2		04 January 2022	50% total tuition fee for the year		£4,625.00
Liability 3		25 April 2022	100% total tuition fee for the year		£9,250.00

A2.9 Paramedic Science – January start Year 1

	Uni Wk	Start term	Uni Wk	End term	Weeks
Term 1	23	24 January 2022	33	08 April 2022	10.6
Term 2	27	03 May 2022	48	22 July 2022	11.4
Term 3	51	08 August 2022	9	21 October 2022	10.6
Total					32.6
<i>** less Bank holidays equates to</i>					33 Weeks
Fee Liability Points					
Liability 1		07 February 2022	25% total tuition fee for the year		£2,312.50
Liability 2		03 May 2022	50% total tuition fee for the year		£4,625.00
Liability 3		08 August 2022	100% total tuition fee for the year		£9,250.00

A2.10 Paramedic Science – January start Year 2

	Uni Wk	Start term	Uni Wk	End term	Weeks
Term 1	20	04 January 2022	33	08 April 2022	13.4
Term 2	36	25 April 2022	48	22 July 2022	12.6
Term 3	51	08 August 2022	8	28 October 2022	11.6
Total					37.6
<i>** less Bank holidays equates to</i>					38 Weeks
Year 3 start 04 January 2022 has a different end date but follow the same liability for L2 & L3					
Fee Liability Points					
Liability 1		18 January 2022	25% total tuition fee for the year		£2,312.50
Liability 2		25 April 2022	50% total tuition fee for the year		£4,625.00
Liability 3		08 August 2022	100% total tuition fee for the year		£9,250.00

Postgraduate

A2.11 Postgraduate Term dates - Standard September start (Semester 1)

	Uni Wk	Start date	Uni Wk	End Date	Weeks
Autumn Term	5	20 September 2021	17	17 December 2021	13
Spring Term	22	17 January 2022	39	20 May 2022	18
Summer Term	40	23 May 2022	4	16 September 2022	17
Total Weeks					47
The loan will be paid in 3 instalments of 33%, 33% and 34% each year. Students are sent a letter with their payment dates.					

A2.12 Postgraduate Term dates - standard January start (Semester 2)

	Uni Wk	Start date	Uni Wk	End Date	Weeks
Spring Term	22	17 January 2022	39	20 May 2022	18
Summer Term	40	23 May 2022	4	16 September 2022	17
Autumn Term	5	19 September 2022	17	16 December 2022	13
Total Weeks					47

A2.13 MArch Architecture – September start

	Unv wk	Start term	Unv wk	End term	weeks
1st Term		27 September 2021		17 December 2021	
2nd Term		24 January 2022		8	7
3rd Term	5	19 September 2022	16	09 December 2022	12
Total					**30

As Welcome week is not considered teaching the 1st term is reduced by 1 week.
This means so that provided you have enrolled 5 days before the start you should receive your maintenance payment on arrival.

** less Bank holidays equates to 29 Weeks 1 day SLC funding

A2.14 Non-Standard Education – PGCE Primary

	Uni Wk	Start term	Uni Wk	End term	Weeks
Term 1	2	01 September 2021	17	17 December 2021	15.3
Term 2	20	04 January 2022	33	08 April 2022	13.4
Term 3	36	25 April 2022	48	22 July 2022	12.6
Total					41.3
<i>** less Bank holidays equates to</i>					41 weeks 5 days
Fee Liability Points					
Liability 1		15 September 2021		25% total tuition fee for the year	£2,312.50
Liability 2		04 January 2022		50% total tuition fee for the year	£4,625.00
Liability 3		25 April 2022		100% total tuition fee for the year	£9,250.00

A2.15 Non-Standard Education – PGCE Secondary

	Uni Wk	Start term	Uni Wk	End term	Weeks
Term 1	1	02 September 2021	17	17 December 2021	15.1
Term 2	20	04 January 2022	33	08 April 2022	13.4
Term 3	36	25 April 2022	45	01 July 2022	9.6
Total					38.1
<i>** less Bank holidays equates to</i>					41 weeks 5 days
Fee Liability Points					
Liability 1		16 September 2021		25% total tuition fee for the year	£2,312.50
Liability 2		04 January 2022		50% total tuition fee for the year	£4,625.00
Liability 3		25 April 2022		100% total tuition fee for the year	£9,250.00

Appendix 3: Additional Financial Support and Advice

A3.1 Additional Support, Discounts and Scholarship

- The University offers a range of Bursaries and Scholarships in addition to other [financial support](#) packages.
- You may be eligible to apply to the [Dennis Turner Opportunity Fund](#) for help with course related costs. This cannot be used for fees or to cover general living costs.
- The University offers a generous 20% [Postgraduate Loyalty Discount](#) to those progressing from an undergraduate programme to a taught postgraduate programme, where both courses are University of Wolverhampton Awards.
- The University offers a generous 20% [Postgraduate Research Loyalty Discount](#) to those progressing from a Wolverhampton undergraduate programme, or a Wolverhampton taught postgraduate programme, to a PhD research programme.
- The University offers a wide range of generous [International scholarships](#) to help you settle into life in the UK.
- For Wolverhampton Online Masters (DOLP) - the University offers a generous [10% Postgraduate Loyalty Discount](#) to those progressing from an undergraduate programme to a taught postgraduate programme, where both courses are University of Wolverhampton Awards.

A3.2 Useful Contacts and Links

To talk to someone about possible changes in your circumstances and the financial implications of this, contact:

- Students' Union Advice and Representation Centre via their online enquiry form: <https://www.wolvesunion.org/advice/enquiry/>
- Fees and Funding team within the Central [Student](#) Records Unit on 01902 322331, or log a call via the [e:Vision Helpdesk](#)
- The Income Section for queries regarding fee payment, payment deadlines and instalment agreements, please Email: incomesection@wlv.ac.uk, also you may find help at: www.wlv.ac.uk/howtopay.
- If you require advice, support and information on debt management, hardship funds, please contact the Student Support and Wellbeing's- Funding Support Team via email: money@wlv.ac.uk (putting your student number clearly in the subject line)
- If you are an international student and require financial support/advice please contact internationalssupport@wlv.ac.uk .

Additional Information can be found by following the links below:

University

[University of Wolverhampton Academic Calendar](#)

[Useful University Finance Contacts](#)

[University of Wolverhampton Financial Support](#)

[University of Wolverhampton Scholarships and Bursaries](#)

Student Finance

[UCAS Students Finance England SFE](#)

[Apply online for student finance](#)

External Advice Services

[Citizens Advice](#)

[Money Saving Expert \(MSE\) - advice on managing debt](#)

[Student Debt Help & Advice Free From StepChange](#)

[National Debtline](#)

[PayPlan](#)

[Money Advice Service.](#)

[uSwitch - Get out of debt guide](#)

[The Consumer Forums \(Consumer Action Group\)](#)

Appendix 4: Glossary of Terms

Term	What does it mean?
Attendance Mode	Refers to how many credits or modules you are studying in a year. This is defined as “full time” or “part-time”.
Continuing student	You're a continuing student if you are: moving on to the next year of your course, repeating a year of the same course or returning to a course after taking time out, transferring onto a new course from your old course.
Course	The programme of study, which consists of the modules you are studying.
Credit Note	Credit applied to your account
Debtor	Anyone who owes money to the University which has not been paid within the published deadlines.
Enrolment	The process used to register you formally on your programme of study at the start of each academic year.
eVision	The University's web portal where you can access your student record and perform a variety of essential tasks.
Deferred Student	
Fee Liability points	Liability points identify the proportion of the annual tuition fee that is incurred by specific dates within an academic year.
Fee status	Your fee status determines the level of fee you will be asked to pay. We typically classify students as either Home or Overseas.
Full time	A full time student will typically study modules worth 120 – 180 credits in an academic year, depending on the course.
Invoice	A request for payment
Leave of Absence	Where you take time out from your course (from one semester up to two years) with the intention of re-joining.
Part time	A part time student will typically study modules worth up to 80 credits in an academic year, depending on the course.
Postgraduate Research (PGR)	Research based study.
Postgraduate Taught (PGT)	Classroom based study at level 7 and 8
Programme of study	This refers to the course you are studying
Refund	A return of monies paid.
Sponsor	A third party who pays for part or all of your tuition fees.
Start Date	The published date for the start of your course.
Student Finance	Loans from UK government agencies to pay tuition fees.
Suspension of study	Same as a Leave of Absence. Where you take time out from your course (from one semester up to two years) with the intention of re-joining.
Transferring in	Where you transfer <u>to</u> the University of Wolverhampton from a course at another University.
Transferring out	Where you transfer <u>from</u> the University of Wolverhampton to a course at another University.
Tuition Fee	This is the fee payable for the programme of study provided by the University.
Tuition Fee Liability	Liability for the payment of specified proportions of the tuition fee at specific times during the year.
Undergraduate (UG)	Study at levels 3,4,5 and 6.
Withdrawal	Where you leave your programme of study completely with no intention of returning to complete it at a later date.