



FEES PAYMENT POLICY

For the 2017/18 Academic Year

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Introduction

- This policy has been produced to help Arts University Bournemouth (AUB) students understand the financial requirements of the University. The policy relates to all fees and charges payable to Arts University Bournemouth by students for tuition, accommodation, library services and other fees and charges.
- The aim of this policy is to minimise levels of student debt to the University and to ensure that all students are treated fairly and equitably.
- Students retain ultimate liability for payment of their fees, even if they are sponsored by a third party.
- In applying this policy, the University will at all times seek to be sympathetic and understanding of individual student financial circumstances.
- The University reviews its Fees Payment Policy on an annual basis.
- Students who are experiencing financial difficulties in paying fees and charges should contact the Finance Office income@aub.ac.uk immediately to discuss any outstanding debt.
- Arts University Bournemouth reserves the right to treat each student's circumstances on an individual basis at the discretion of the Director of Finance and Planning.

What tuition fees will I have to pay?

- Prep HE courses
 - Students who are under 19 on 31st August of the year that the course commences and from the UK or the EU will not have to pay tuition fees.
 - Students who are 19 or over on 31st August of the year that the course commences or are from non-UK or EU countries must pay a tuition fee
 - Students who are 19 or over on 31st August of the year that the course commences are required to pay an examination fee.
 - The Prep HE fees for 2017/18 are as follows:

	Home	International (non EU)	Channel Islands / Isle of Man	Exam Fee	Materials Fee
Foundation U19 UK and EU					300
Foundation U19 Channel Islands, Isle of Man and International.		12,510	7,688	140	
Foundation 19+ UK and EU, Channel Islands, Isle of Man and International.	5,421	12,510	7,688	140	
International Art, Design and Media Intensive		8,510			
International Art, Design and Media Intensive plus English		12,510			

- Higher Education Courses – Full Time
 - All students are required to pay tuition fees for each academic year of study.. Students who enter directly onto years 2 or 3 of a course will pay year 1 tuition fees. The tuition fees for 2017/18 are as follows:

	Home and EU Students			International (non EU) Students			Channel Islands / Isle of Man Students		
	Y1	Y2	Y3	Y1	Y2	Y3	Y1	Y2	Y3
Honours Degrees	9,250	9,000	9,000	15,000	13,995	13,500	9,250	9,000	9,000
MA (unless otherwise specified)	6,500			15,000			15,000		
PG Cert Arts Education	2,400			5,200			5,200		
MA Architecture	9,250	9,000		15,000	14,400		9,250	9,000	
MA Animation Production	8,000			15,000			15,000		
MA Film Production	12,000			18,000			18,000		
PhD Research	5,100	5,100	5,100	17,920			17,920		

- Higher Education Courses – Part Time
 - All students are required to pay tuition fees for each academic year of study. The tuition fees for 2017/18 are as follows:

	Home and EU Students					International
	Y1	Y2	Y3	Y4	Y5	
Honours Degrees					5,160	
MA (unless otherwise specified)	3,250	3,250				
PG Cert Arts Education (per unit)	800					1,733
MA Animation Production	4,000					
PhD Research	2,550					

- Short Courses / Saturday Art School / Summer Courses
 - Please check the website store.aub.ac.uk for details of course tuition fees.
- Study abroad – please contact the course team via email: studyabroad@aub.ac.uk

What if I have a Student Loans Company (SLC) loan?

- The SLC works with Student Finance England, Student Finance Wales, the Student Awards Agency for Scotland, Higher Education Institutions and HMRC to provide support for British and EU students in the UK.
- SLC support includes loans to cover the cost of tuition fees, as well as maintenance grants and loans to contribute towards living costs whilst at University.
- For undergraduate students who have arranged an SLC loan to cover the cost of tuition fees, the SLC will pay the loan directly to AUB.
- For undergraduate students, all other SLC maintenance grants and loans will be paid directly to the student.
- For undergraduate students, any other fees due to the University will need to be paid directly by the student.

- For postgraduate students, the SLC loan is paid directly to the student. The student must then ensure that all outstanding fees levied by the University are paid.
- For further information about SLC support and for details on how to apply please visit <http://www.slc.co.uk> .

What other fees may I have to pay?

- Accommodation charges
 - The University has a limited number of accommodation spaces available mainly to first year students. Students living in AUB accommodation are required to sign an annual contract and pay rent on a termly basis.
- Library fines
 - Students who do not return library books by the end of the loan period will be issued a fine. The fine is calculated as the cost of the book in addition to a fine for its late return. When the book is returned the charge for it will be removed but the fine is still payable.
- Educational trips
 - Course Leaders will advise their students of any trips that take place during the year. All costs will be confirmed by Course Leaders directly.
- Admin fees
 - Other charges may be levied to a student's account if the need arises – e.g. if equipment is borrowed and not returned.
- Print Credits
 - Print credits can be purchased either online or from the University library.

How can I pay my fees?

For students who have arranged a loan with the Student Loans Company (SLC) to cover the cost of their tuition fees, the SLC will pay the fees directly to AUB. For all other fee payments please use the following links:

- UK Students
 - Online via the Open payment pathway: <https://payments.aub.ac.uk/open/>
- EU Students
 - Online via the Open payment pathway: <https://payments.aub.ac.uk/open/>
- Channel Islands / Isle of Man Students
 - Online via the International pathway: <https://payments.aub.ac.uk/international/>
- International (non EU) Students
 - Online via the International pathway: <https://payments.aub.ac.uk/international/>
- Short Courses Students
 - Online via the AUB Online Store: <http://store.aub.ac.uk>

Do I need to pay a deposit?

- **Masters Degrees**
 - A non-refundable deposit equal to the value of one term's tuition fees is payable within 2 months of receiving the offer of a place at Arts University Bournemouth and before the 1st September prior to commencement of the course.

- **Honours Degrees / Prep HE**
 - For Honours Degrees a deposit of one term's tuition fees is required for any international students that require a Confirmation of Acceptance for Studies (CAS) number. The deposit is non-refundable unless the Visa application is refused.
 - For Prep HE a deposit of one term's tuition fees is payable for any international students that require a Confirmation of Acceptable for Studies (CAS) number. This deposit is required to be paid before 15th May or one month after the offer date, whichever is later. The deposit is non-refundable unless the Visa application is refused.
 - Deposits are repayable less a £50 administrative fee if a Visa is refused, except in cases where the refusal was based on incorrect or invalid information / documentation provided by the student in support of their Visa application. In such cases the deposit is repayable minus a charge of up to £1,500. A £50 administrative fee will be charged if a second CAS needs to be issued following a Visa refusal.
 - Students who are obtaining US Federal Aid loans support in order to pay tuition / accommodation fees are required to pay a non-refundable deposit of £500.
 - Home / EU students are not required to pay a deposit.

- **Accommodation**
 - A deposit needs to be paid in order to secure a room in student accommodation. This deposit needs to be paid within 10 working days of accepting a place in University halls.

- **Other courses – Short Courses, Saturday Art School, Summer Courses**
 - A deposit may be required to secure a place on these courses. Please speak directly to the course team for more information.

When do I need to pay my fees?

- **Prep HE**
 - Materials fees are payable on enrolment.
 - Examination fees are payable on enrolment.
 - Tuition fees are payable in 3 equal instalments at the start of each term. International (non EU) students are eligible for discounts – see pages 10-11 for further information.
- **Honours Degree Courses / Masters Courses / PG Research**
 - Students who are paying their own fees should pay them in 3 equal instalments at the start of each term (MA Film in 4 equal instalments as the start of each term). Discounts are available – see pages 10-11 for further information.
 - For undergraduate students with a Student Loans Company (SLC) loan, the SLC pays the tuition fee loan directly to AUB.
 - For postgraduate students with an SLC loan, the SLC pays the loan directly to the student. The student is responsible for ensuring that all outstanding tuition fee debt is paid.
- **Short Courses / Study Abroad / Summer Courses / Saturday Art School**
 - Fees are due to be paid at the time of booking a place on the course. Please speak to the course team to make alternative payment arrangements.
- **Accommodation**
 - Halls fees are due in advance on a termly basis. The payment due dates will be outlined in the tenancy agreement.
 - The termly charge is calculated based on the number of weeks in that term.

What if I don't complete the course, am I due a refund?

- The University's Fees Payment Policy is subject to the Consumer Regulations 2013 (Distance Selling) Act. After accepting an offer (Confirmation of Acceptance) from the University, the student has the right to cancel the offer up to 14 days after the Confirmation of Acceptance. If the student cancels within this period any fees paid will be refunded.
- **Tuition Fees – Prep HE / Honours Degrees / Masters Degrees / PG Research / Study Abroad**
 - The tuition fees owing to the University are calculated depending on how many terms the student has attended.
 - A student is deemed to have attended for a term once the student has completed the first taught week of that term. The total payment due to the University is calculated as follows:

	Home/EU – SLC	Home/EU – Non SLC	International (non EU)	Channel Islands / Isle of Man	MA Film
Autumn term (1 week completed)	25%	33%	33%	33%	25%
Spring term	50%	66%	66%	66%	50%
Summer term	100%	100%	100%	100%	75%
4th Term	N/A	N/A	N/A	N/A	100%

- If a tuition fee overpayment has been made, the University will process any refunds in a timely manner.
- For international students there is an administration fee of £750 incurred if withdrawal takes place in the first term. This administration fee is in addition to the termly tuition fee charge.
- Tuition Fees – Short Courses / Saturday Art School / Summer Courses
 - For students who withdraw up to 14 days after a place on the course is confirmed, a full refund will be given.
 - For students who withdraw from the course at least 21 days prior to the course starting, a full refund will be given.
- Prep HE – Materials Fees / Examination Fees
 - Materials fees and examination fees are non-refundable.
- Accommodation
 - For students who withdraw from their course and therefore move out before the end of the tenancy agreement, any overpayment of rent will be refunded. The deposit will not however be returned.
 - Any students who decide to leave halls but are continuing their studies at AUB will remain liable for the rent due as per the tenancy agreement until a replacement tenant is found. In this case a deposit refund will be issued, less a £50 administrative charge.
 - If a student is asked to leave the University, 4 weeks' notice will be given in respect of the University halls place. Rent will be due up until the end of the notice period. A deposit refund may be issued at the discretion of the Head of Student Services.
- Other Fees – Educational trips / Print credits
 - A full refund will be issued in the event of an educational trip being cancelled.
 - For students who withdraw from a trip, any refund will be issued at the discretion of the course leader.
 - AUB does not refund any unused print credit.

How are refunds processed?

- AUB will make every effort to make a refund using the same method by which the payment was received. For instance if the payment was made by debit card, AUB will refund the same debit card. If this is not possible then the finance department will contact the payer regarding alternative refund methods.

What discounts are available?

- Tuition Fees – Pre-degree / Honours Degrees / Master’s Degrees

- The following discounts are available for Honours degrees:

	Pay in full by 1st August	Pay in full by 1st August and progressed from Prep HE or Summer School (excess of £1,500)	Pay in full by 1st August and progressed from Prep HE
International (non EU) Students PrepHE & 1 st Year Honours	10%	10% + 10%	
International (non EU) Students PrepHE & 2 nd & 3rd Year Honours	10%		10% + 5%
Home/EU Students			
Channel Islands / Isle of Man Students			

- If 2 or more years of tuition fees are paid up front, additional discounts may be available. Please check with the Finance department for further information.

- The following discounts are available for Masters degrees:

	Pay in full by 1st August (no progression)	Scholarship or progression discount	Pay in full by 1 st August and Scholarship or progression discount	Progress from Honours degree	Progress from Honours degree and pay fees in full by 1st August
International (non EU) Students	10%	10%	10% + 10%	20%	20% + 10%
Home/EU Students				20%	
Channel Islands / Isle of Man Students				20%	

- Progression discounts for ERASMUS, Study Abroad and Summer Students
 - International students who spend more than £1,500 on a Summer Course are entitled to a 10% discount on undergraduate or postgraduate tuition fees.
 - For ERASMUS, Study Abroad and Summer students who progress onto Prep HE, Honours Degrees or Master's Degrees, please contact your Course Leader for further information on any other progression discounts available.

- Tuition Fees – Prep HE, International Art, Design and Media Intensive (with or without English)
 - International students who pay their Foundation Studies course tuition fees in full before 1st August preceding the start of the course will receive a 10% discount.
 - International students who pay their International Art, Design and Media Intensive (with or without English) course tuition fees in full before 1st December preceding the start of the course will receive a 10% discount.

- Tuition Fees – Short Evening Courses / Saturday Art School
 - There is one 25% discounted place per Short Evening Course available for current students. This place is available on a first come first served basis.
 - There is one 25% discounted place per Short Evening Course available for current staff members. This place is available on a first come first served basis.
 - There is one 50% discounted place per Saturday Art School (9-16) Course available for the children of current staff members. This place is available on a first come first served basis.

What if I don't pay my fees?

- These are the following sanctions if fees are not paid:-

	Tuition fees	Accommodation	Library fines	Other fees
Step 1	Reminder Notice 1 - email	Reminder Notice 1 - email	Outstanding account received from the library	Reminder Notice 1 - email
Step 2	Reminder Notice 2 – email + letter	Reminder Notice 2 – email + letter	Reminder Notice 1 – email + letter	Reminder Notice 2 – email + letter
Step 3	Barred from all resources	Contact Guarantor to take payment	Barred from all resources	Barred from all resources
Step 4	Reminder Notice 3 – email + letter	Steps taken to remove student from halls	Reminder Notice 2 – email + letter	Reminder Notice 3 – email + letter
Step 5	Barred from teaching and assessment	External debt collection agency	Barred from teaching and assessment	Barred from teaching and assessment
Step 6	External debt collection agency		External debt collection agency	External debt collection agency

- Any student barred from resources will be unable to borrow University equipment such as library books or cameras, and will be unable to log in to My AUB.
- Any student who has outstanding tuition fees at the end of an academic year will be ineligible to enrol for any subsequent academic years or on any other course until the fees are paid, or an agreed payment plan has been reached with Finance. Failure to comply with the payment plan will result in the sanctions being re-imposed immediately.
- Any student who has outstanding fees will be ineligible to attend the year end graduation ceremony and will be unable to purchase tickets for the graduation ball.
- Tier 4 Visa students who are barred from teaching and assessment will be withdrawn from their course and reported to the Home Office as the University is unable to perform its Home Office sponsor duties for these students.

What if I do an Erasmus exchange?

- AUB students undertaking an Erasmus exchange for part of an academic year will still be liable for the full AUB tuition fees for that academic year, but will not be required to pay any tuition fees to the exchange institution.
- AUB students undertaking an Erasmus exchange may be entitled to a Travel Grant from Student Finance. Please go to <https://www.gov.uk/travel-grants-students-england> for more information.