



# **FEES PAYMENT POLICY**

**For the 2023/24 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](mailto: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.
- **AUB Online Courses**
  - For AUB Online Courses, please access the link below for information regarding the AUB Online Fees and Cancellation Policy.

<https://25265884.fs1.hubspotusercontent-eu1.net/hubfs/25265884/AUB%20Online%20Fees%20and%20Cancellation%20Policy.pdf>

## **What tuition fees will I have to pay?**

- For information on the definition of a Home tuition fee payer - guidance can be found on the UKCISA website - <https://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/Home-or-Overseas-fees-the-basics>
- Prep HE courses
  - Students who are under 19 on 31<sup>st</sup> August of the year that the course commences and are Home fee payers will not have to pay tuition fees.
  - Students who are under 19 on 31<sup>st</sup> August of the year that the course commences and are Home fee payers will have to pay a Materials/Resources fee.
  - Students who are 19 or over on 31<sup>st</sup> August of the year that the course commences or are not a Home fee payer must pay a tuition fee
  - Students who are 19 or over on 31<sup>st</sup> August of the year that the course commences are required to pay a registration fee.
  - Please click on the link below for Foundation fees:

<https://aub.ac.uk/fees/foundation>

- Higher Education Courses – Full Time and Part 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.
  - Please click on the link below for Undergraduate Courses:

<https://aub.ac.uk/fees/undergraduate>

- Please click on the link below for Postgraduate Courses:

<https://aub.ac.uk/fees/postgraduate>

- Please click on the link below for Research Courses:

<https://aub.ac.uk/fees/research>

- Short Courses / Saturday Art School / Summer Courses

- Please click on the relative links below for more information:

### Evening and Weekend Courses

<https://aub.ac.uk/courses/evening-and-weekend-courses>

### Saturday Art School

<https://aub.ac.uk/courses/saturday-art-school>

### Summer Courses

<https://aub.ac.uk/courses/summer-courses>

- Study abroad – please contact the course team via email: [studyabroad@aub.ac.uk](mailto: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 students in the UK.
- SLC support includes loans to cover the cost of tuition fees, as well as maintenance 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 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 Masters/PG Research 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 online.

### **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 we ask students to pay via one of the online payment links below. **We do not accept cash payments.**

- Home 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 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 deposit equal to the value 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.
  - Students will be required to pay a non-refundable £1,500 deposit to secure the AUB bursary/scholarship offer.
- Foundation/ Honours Degrees/PG Research
  - For Honours Degrees/PG Research 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. 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, Icelandic or Swedish loan support in order to pay tuition / accommodation fees are required to pay a non-refundable deposit of £500.

- Students will be required to pay a non-refundable £1,500 deposit to secure the AUB bursary/scholarship offer.
- Sponsored Middle Eastern Students who are in receipt of a Financial Guarantee letter from their Ministry will not have to pay a deposit.
- Home students are not required to pay a deposit.
- 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?**

- Foundation
  - Course Material/Resources fees are payable on enrolment.
  - Registration fees are payable on enrolment.
  - Tuition fees are payable in 3 equal instalments at the start of each term. International students may be eligible for discounts – see page 9 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. Discounts may be available – see pages 9-10 for further information.
  - For undergraduate students with a Student Loans Company (SLC) loan, the SLC pays the tuition fee loan directly to AUB.
  - For Masters/PG Research students with an SLC Postgraduate 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 as 3 equal termly payments.

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

- The University's Fees Payment Policy is subject to the Consumer Contracts 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 – Foundation / 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:

	<b>Home SLC</b>	<b>Home Non SLC</b>	<b>International</b>	<b>Channel Islands / Isle of Man</b>
Autumn term (1 week completed)	25%	33%	33%	33%
Spring term	50%	66%	66%	66%
Summer term	100%	100%	100%	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 of their first year of study of their course. 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 30 days prior to the course starting, a full refund will be given.
- Foundation – Course Material/Resources Fee / Registration Fee
  - Course Material/Resources fee and Registration fee 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.
  - 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.
  - 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.
- 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.

### **Scholarships/Bursaries/Fee Waivers are available for International students**

Scholarships/Bursaries/Fee Waivers for new International students can be seen by clicking on the link below:

<https://aub.ac.uk/international/eu-and-international-scholarships>

Students will be required to pay a £1,500 deposit to secure the AUB bursary/scholarship offer.

For International Students not awarded an AUB bursary/scholarship, there is a £1,500 Early Payment Fee Waiver if fees are paid in full by 1<sup>st</sup> August.

### **Scholarships/Discounts are available for Home Masters students**

Scholarships/discounts for Home Masters students can be seen by clicking on the link below:

<https://aub.ac.uk/fees/postgraduate>

- **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?**

- Sanctions for unpaid tuition and accommodation fees:

	<b>Tuition fees</b>	<b>Accommodation</b>
Step 1	Reminder Notice 1 – email & text	Reminder Notice 1 – email & text

Step 2	Reminder Notice 2, email, text and letter. Notification on MyAUB Dashboard	Reminder Notice 2, email, text and letter. Notification on MyAUB Dashboard
Step 3	Reminder Notice 3 – email, text & letter	Reminder Notice 3 – email, text & letter
Step 4	Barred from teaching and assessment	Steps taken to remove student from halls
Step 5	External debt collection agency	External debt collection agency

- Sanctions for unpaid library fines – Students are unable to borrow any items from the Library until the overdue items are returned and any fine(s) paid. If the item is lost, the student will have to pay for a replacement before they can borrow again.
- Sanctions for other unpaid fees – Students with other unpaid fees will be unable to borrow any items until the overdue items are returned and any fine(s) paid
- 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.
- Tier 4 (Student Route) 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 Exchange?**

- AUB students undertaking an 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 Exchange may be entitled to a Maintenance and Travel Grant. Please contact the International Office for more information.