



Tuition Fees Policy

For any matters not covered by this policy, please contact the Head of Finance and Procurement

Version	4.3
Ratified by	SMG
Author	Head of Finance and Procurement
Reference Source (if applicable)	
Date approved	6 February 2024
Effective from	01 August 2024 (start of the 2024/25 academic year)
Review date	31 December 2024
Target audience	All AECC University College students on credit bearing HE courses
Policy location	SIP / AECC Website

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1. Introduction

1.1 This Policy provides guidance to all students studying at AECC University College (“AECC”) on credit bearing courses at undergraduate, postgraduate, pre-registration or doctorate level and applies to both full-time and part-time courses.

1.2 This policy does not state specific fee levels for each course, these can be found on our website within the ‘Course Fees’ sub-section of each course.

1.3 It is intended that this policy will offer guidance on:

- how fees are set and how students are notified;
- how fees are collected / can be paid;
- scholarships, bursaries and discounts available;
- debt and what students should do if they are struggling to pay their tuition fees;
- help available to students experiencing financial difficulties;
- how to make a complaint or dispute fees and other charges;
- how fees will be dealt with in the event of cancellation, withdrawal, repeating study and study breaks;
- consequences of failing to pay tuition fees on time;
- details of compensation and refunds available under certain circumstances (as required by the Office for Students).

1.4 In applying this policy, AECC will at all times seek to be understanding of individual student’s financial circumstances.

1.5 AECC reserves the right to correct administrative errors and to recover any associated shortfall in tuition fees but will consider exceptional personal circumstances on a case-by-case basis to determine a payment plan if deemed appropriate.

1.6 In relation to tuition fees, in the event of any apparent conflict between this policy and any other document or publication from AECC, this policy has precedence.

1.7 Electronic communications for all students will be sent to the student’s University College email address. However, AECC reserves the right to send electronic communications to any private email address that the student may have supplied.

2. Definitions

2.1 Period of Registration

Students register at the start of each year of their course, the usual duration of which is a maximum of one year (12 months). At the end of this period, students are required to register again for their next academic year.

The fee policy in place at the start of a student's academic year remains in effect for the duration of that academic year and will be revised and updated on an annual basis. Revised versions apply to each subsequent academic year.

Students deferring their place at AECC will pay fees applicable to the year of entry, not year of application. Usually students taking up a place will be charged the fees applicable to their course at the time they actually commence study.

2.2 New Student (Full-time and Part-time)

For the purposes of this Policy a New Student is defined as one who meets one or more of the following criteria:

- A student starting a new course at AECC in the current academic year
- A student starting a new course at AECC in the current academic year and where the course is at a different level (e.g. postgraduate, not undergraduate) from any course taken during the previous academic year.
- A student who is continuing the same course at AECC following an authorised break from study of more than one academic year, including part-time students who have up to 5 years to complete their course.
- A student 'topping up' a higher education qualification (e.g. from Foundation degree to an Honours degree) following a break in study of more than one academic year.

2.3 Continuing Student (Full-time and Part-time)

For the purposes of this Policy a Continuing Student is defined as one who meets one or more of the following criteria:

- A student who is continuing the same course at AECC as in the previous academic year.
- A student who is continuing the same course at AECC as in the previous academic year or following an authorised break from study of up to one full academic year.
- A student 'topping up' a higher education qualification (e.g. from Foundation degree to an Honours degree) with no break in study or a break in study of up to one full academic year.

2.4 UK (Home) Students

For the purposes of this Policy a UK (Home) Student is defined as one who meets all the following criteria:

- be a UK or Irish citizen or have 'settled status' (no restrictions on how long you can stay) and
- have been living in the UK, the Channel Islands or the Isle of Man for 3 continuous years before the first day of your course, apart from temporary absences such as going on holiday.

Any student who does not meet these criteria will be treated as an International Student for the purposes of determining tuition fees.

3 Fees

3.1 Fees Setting

AECC reviews its fees, charges and fee policy annually and the Board of Governors has overall responsibility for AECC's fee framework. Tuition fees are likely to be subject to annual increases reflecting increases in costs of delivery but are set at least one year in advance.

The upper limit that an institution may charge funded undergraduate full-time UK students for their tuition fee is set by the UK Government. All other tuition fees are set by the Board of Governors of AECC.

AECC will not increase any non-funded tuition fees for existing students on award bearing courses by more than the UK Consumer Price Index (CPI) or 5%, whichever is lower, at the time of setting the fees.

3.2 Notification / Publication of Fees

Tuition fees and additional charges are published on AECC's website.

Information about tuition fees and additional charges is issued to students with their offer letter. Offer letters to applicants are based on the information declared at the time of application, but the tuition fees may be adjusted at registration if any key fact has not been considered previously.

3.3 Currency

All fees published by AECC are in pounds (GBP, £) sterling and all fees must be paid in pounds (GBP, £) sterling.

3.4 Course Level Fees

Course fees include all compulsory elements needed for students to meet the minimum learning outcomes of the course. In some courses, additional costs may be incurred (e.g. placements, field trips, materials, professional body membership).

The standard fee will cover a student for a first sit and one resit at all units necessary to complete an academic year of a course.

Tuition fee levels may differ between courses and students will be charged the fee appropriate to the course on which they are registered. Students transferring during the academic year from one course to another, where the fees charged for the second course are different to the fee charged for the first, will be required to pay the fee appropriate to the second course for the entire year.

In such cases, students will either be required to pay more for the higher cost new course or they may be entitled to a refund depending on any charges due for any course/unit withdrawal associated with the original course.

3.5 Unit Fees

All units at AECC carry a credit rating and the fees charged for a unit reflect the number of credits a student can achieve on completion of the unit. Unit fees include all compulsory elements needed for students to meet the minimum learning outcomes of the unit. In some units, additional charges may be incurred (e.g. placements, field trips, materials, professional body membership).

3.6 Resits

There is no charge for a resit taken within the academic year.

3.7 Additional Fees

Students may be required to pay for additional materials for some courses. See 'Important Information Additional Costs' on the AECC University College website.

4 Cancellation, Withdrawal, Repeating Study and Study Breaks

4.1 Cancellation of Registration (New Students Only)

New students have a right to cancel their registration with AECC within 14 calendar days from the start of the course without incurring financial penalty. This applies to all new students registering at AECC at the start of the academic year meeting the definition of a new student (section 2.2).

It is the student's responsibility to ensure that AECC Registry is notified of all cancellations in writing either by letter or email (registry@aecc.ac.uk) headed "CANCELLATION OF REGISTRATION". Students are not required to give a reason for their withdrawal.

The date of cancellation for student fee liability and liability period purposes will be the date on which AECC Registry receives the above notification. It is the student's responsibility to ensure that this notification reaches AECC in a timely fashion and before the end of the 14 day 'cooling off' period (as described above).

For SLC funded students, AECC will notify the SLC that the student has withdrawn. The SLC may seek to reclaim any monies paid as part of maintenance support. Students in receipt of funding from the SLC should notify the SLC that they have withdrawn from AECC under the terms of this 'cooling off' period and that fee liability is expected to be reduced to nil.

If a refund is due to the student, this will be dealt with in line with section 6.9 of this policy.

At the end of this 'cooling off' period, withdrawal or suspension from AECC is subject to the withdrawal provisions, student fee liabilities and the liability periods outlined in this policy.

4.2 Withdrawal

New students who wish to withdraw after the 14 day 'cooling off' period, and continuing students wishing to withdraw at any time, must inform AECC Registry in writing (unless they have been withdrawn by AECC) and must complete a University College Withdrawal Form which must be handed or emailed to AECC Registry.

The date of withdrawal for student fee liability and liability period purposes will be the date on which AECC Registry receives the above notification, not the date of last attendance. It is the student's responsibility to ensure that this notification reaches AECC in a timely fashion.

AECC will adjust the student's liability for tuition fees in accordance with this policy.

For SLC funded students, AECC will notify the SLC that the student has withdrawn. If a refund is payable AECC will pay it directly to SLC. Students must be aware that withdrawing after the official start date of a course may affect how many years a student can get a student loan for. Students should, therefore, check with the SLC if they are thinking about withdrawing.

If additional payment is due, this must be paid in full (including all charges) and received by AECC within 28 days of the date of withdrawal.

4.3 Repeating Study

All students who have failed a unit or other credit-bearing element of their course and are, at the decision of the Assessment Board, registered for a full academic year of repeat study are liable to pay a repeat tuition fee.

The repeat tuition fee will normally be calculated with reference to the number of modular units being repeated as a proportion of the equivalent standard academic year and subject to the full time/part time definitions laid out above.

4.4 Study Breaks

Any students wishing to take a study break at any time must inform AECC in writing (unless they have been suspended by AECC) and must complete a University College Study Break Form which must be emailed to the appropriate Course Leader.

The date of start of the study break for student fee liability purposes will be the date on which the appropriate Course Leader receives the above notification, or the date requested by the student, whichever is later, not the date of last attendance. It is the student's responsibility to ensure that this notification reaches AECC in a timely fashion.

AECC will adjust the student's liability for tuition fees in accordance with this policy.

For SLC funded students, AECC will notify the SLC that the student has taken a study break and of the adjustment to the student's liability for tuition fees as a result of their study break. If a refund is payable AECC will pay it directly to SLC. Students should check with SLC how a study break will affect their ability to obtain funding from SLC for future years.

Where a student takes a study break part way through the academic year with the intention of returning to their studies at the same time in the next academic year AECC will, at the discretion of the Head of Finance and Procurement, deduct any fees that were paid for the suspended year's study from the following year's fees.

If additional payment is due, this must be paid in full (including all charges) and received by AECC within 28 days of the date of the start of the study break.

4.5 Liability Periods

For the purposes of collection of fee charges, each academic year is divided into liability periods. Liability periods are aligned to semester dates rather than teaching block dates and for UK undergraduates are in line with payments made to Universities by the Student Loan Company.

The liability due from a student shall be calculated in accordance with the following table: -

Withdrawal Date	Liability as percentage of fee
New UK Undergraduate Students in their first year of study	
First 14 calendar days from official start date of Semester 1 (or registration if later)	0%
From calendar day 15 of the start date until the first day of Semester 2	25%
From the second day of Semester 2 to the first day of Semester 3	50%
On or after the second day of Semester 3	100%
Continuing UK Undergraduate Students	
From official start date of Semester 1 until the first day of Semester 2	25%
From the second day of Semester 2 to the first day of Semester 3	50%
On or after the second day of Semester 3	100%
New International Undergraduate Students and all postgraduate students in their first year of study	
First 14 calendar days from official start date of Semester 1 (or registration if later)	0%
From calendar day 15 of the start date until the first day of Semester 2	33.33%
From the second day of Semester 2 to the first day of Semester 3	66.67%
On or after the second day of Semester 3	100%
Continuing International Undergraduate Students and all postgraduate students	
From official start date of Semester 1 until the first day of Semester 2	33.33%
From the second day of Semester 2 to the first day of Semester 3	66.67%
On or after the second day of Semester 3	100%

5 Discounts

5.1 General

All discounts are non-contractual and discretionary. AECC reserves the right to change the eligibility criteria, rules of use or the value of the discount given at any time. In exceptional circumstances, or as a result of disciplinary action or the failure to pay, discounts may be restricted or withdrawn at any time and at AECC's discretion, either on an individual basis or University College wide.

Only one discount may be used each academic year and discounts may not be combined.

All discounts must be requested prior to registration in each academic year and will not be applied retrospectively or automatically. It is the student's responsibility to request the discount and to prove that it applies to them. AECC may require documentary proof prior to applying a discount.

Discounts are subject to normal academic progression and will not be applied where students have to repeat some or all of their course.

5.2 Alumni Discount

An 'AECC University College Alumni Discount' is available to all University College alumni enrolled on a postgraduate course delivered by AECC, except alumni who have graduated from the same course or course with similar content within the past five years.

The total University College Alumni Discount available is 10% of the annual tuition fees for each year of the course (applied annually).

AECC Alumni Discount does not apply to students on the MSc Chiropractic, MSc Chiropractic (Graduate Entry) and Pre-Registration courses.

5.3 Staff Discount

A 'Staff Discount' is available to all students who have worked on a permanent basis (full or part-time) for AECC for at least one full calendar year prior to the start of the relevant courses, or have an immediate family member who has worked for AECC on the same basis.

The total Staff Discount available is 10% of the annual tuition fees for each year of the course (applied annually) and is applicable for the first and subsequent years but will cease to apply if the family member leaves the employment of AECC.

For the purposes of this section, an immediate family member means the student's:

- brother or sister
- parent or child
- husband, wife or civil partner

6 Payment of Fees

6.1 General

All students are personally responsible for ensuring that payments of tuition fees and other charges incurred in their name are received by AECC before the deadlines outlined within this policy.

6.2 Methods of Payment

Students can pay their Tuition Fees in one of two ways

- By bank transfer to the following account:

Bank:	HSBC Bank plc
Address:	1 Centenary Square, Birmingham, BH1 1HQ
Sort Code:	40 - 46 - 19
Account Name:	AECC University College
Account Number:	51073796
IBAN Number:	GB52HBUK40461951073796
Bank Identifier Code:	HBUKGB4B

All students must quote their name and student number when sending a payment by this method.

- Credit or debit card in person at the Student Finance office.

Please note that AECC does not accept payments by American Express, cash or cheques.

6.3 Sponsorship

If a student's fees are being paid by their employer, or any other third party other than a direct close relative or the Student Loan Company, both the student and the sponsor will need to complete a Sponsorship Authorisation Form.

The fully completed form, which is available on the AECC website, must reach the Student Finance Office before the start of the course. The Student Finance office will then issue an invoice directly to the sponsor for payment.

The Student is responsible for ensuring that a sponsorship form is received for each year of study.

6.4 Undergraduate and Pre-Registration Tuition Fee Loans from The Student Loan Company (SLC)

The SLC works with Student Finance England, Student Finance Wales, the Student Awards Agency for Scotland, Student Finance NI and Higher Educational Providers to provide support for undergraduate and pre-registration students in the UK.

For undergraduate and pre-registration students who have arranged a loan with the SLC to cover the cost of their tuition fees, the SLC will pay the fees directly to AECC.

Any undergraduate or pre-registration student wishing to rely upon SLC funding for payment of their fees directly to AECC must provide evidence at the point of registration of either the SLC's approval of funding, or that a reasonable application for SLC funding has been submitted.

Undergraduate and pre-registration Students who require funding from the SLC must apply for funding for each academic year.

Students who have applied to the SLC must be aware that paragraph 6.1 will apply if such funding is not granted.

6.5 Masters Postgraduate Loans from The Student Loans Company (SLC)

Postgraduate loans from the SLC are a contribution towards costs and are paid directly to the student.

The student is responsible for ensuring that all tuition fees are paid according to the student's course.

6.6 Self-funded Students

Students not eligible to, or not electing to, obtain tuition fee loans from the SLC are required to pay their fees directly to AECC by the date of the start of the course and retain ultimate person liability for ensuring that this is done.

Students undertaking an award bearing course may however elect to pay their tuition fees in instalments. If opting to pay in instalments a minimum of one-third of the tuition fee must be paid on or before the official start of the course. The second instalment of a minimum of one-third must be paid on or before the first Monday of the second semester and the third instalment of the balance of the tuition fees owed must be paid on or before the first Monday in the final semester.

6.7 International Student Deposit

International students will be required to pay a non-refundable £1,000 tuition fee deposit to secure their place on the course, which is payable by 31st August for courses starting in the September Semester and 31st December for courses starting in the January Semester. The courses to which this applies are shown on the AECC website. This deposit is required to cover the additional costs incurred by AECC in obtaining confirmation that the student is eligible to study in the United Kingdom. The student may deduct the deposit paid from the first instalment of their tuition fees.

6.8 Applicants with Refugee Status

Students with refugee status will normally be charged the fee level appropriate to their country of origin until such time as the formal right to domicile in the UK is granted by the Home Secretary. Where a change of fee status occurs part-way through the academic year, the revised fee will be applied from the following academic semester.

6.9 Refunds

In line with AECC's Anti Money Laundering Policy all refunds will only be made to the person or organisation making the original payment, by the same method and to the same account.

6.10 Overpayments

If a student who has withdrawn or is in their final year of a course makes an overpayment of less than £20, AECC is not obliged to refund that overpayment due to the administrative costs of repayment exceeding this sum. Instead it will be treated as a donation to AECC.

6.11 Scholarships and Bursaries

Full details of all Scholarships and Bursaries offered by AECC are provided on the website at <https://www.aecc.ac.uk/about/how-we-work/latest-policies/>.

Students with outstanding tuition fees owing to AECC will not be entitled to any payment in relation to scholarships or bursaries administered by AECC unless an acceptable repayment plan is in place.

7 Failure To Pay On Time

7.1 General

Students retain ultimate liability for payment of their fees and all other AECC charges, even if they are sponsored by a third party.

7.2 What to do if you are Struggling to pay your Fees

AECC adopts a supportive approach to its students with regards to the collection of student fees and will try to accommodate the needs of its students wherever reasonable. If a student is having problems paying tuition fees, or any other monies owing, it is essential that the student contacts the Student Finance Office (studentfinance@aecc.ac.uk) as soon as possible to discuss options available to them.

7.3 Consequences of Failing to Pay Fees

AECC will always seek to recover monies owed to it for tuition fees. If a student falls behind with their payment plan, or fails to meet the payment date, AECC reserves the right to apply all or some of the following sanctions:

- suspension of library borrowing rights;
- suspension of student IT access rights;
- disablement of student ID card and any controlled access privileges;

If the debt remains outstanding after two weeks of sanctions being applied the student may be sent a letter to their personal email address and UK address giving them notice of suspension from their course and deregistration as a student of AECC. In the case of students studying in the UK under a Student visa, this will result in confirmation to the UKVI that AECC will cease to be the immigration sponsor for that student.

Should an existing student fail to arrange to pay tuition fees and / or fails to meet agreed payment terms, all of the above-mentioned sanctions will be applied. In addition, the student may;

- not be permitted to re-register;
- not be issued with a final award certificate;
- not be permitted to attend the Graduation Ceremony;
- not be issued with any academic reference.

In exceptional circumstances, AECC will refer unpaid accounts to legal debt recovery and / or external agencies to pursue payment. In addition, AECC may exclude debtors from its premises and seek recovery through the courts, including recovery of all associated legal and court fees and charges.

8 Student Rights to Complain or Dispute Fees

8.1 Student Rights to Complain

Students who wish to dispute any charges or fees should contact AECC Student Finance Office via email (studentfinance@aecc.ac.uk) as soon as possible. If the dispute cannot be resolved, the student may make a complaint under the Student Complaints Policy. Debt recovery action will not be pursued and the sanctions referred to above will not be applied whilst a complaint about an outstanding debt is subject to the Complaints Procedure.

Exceptional personal circumstances will be considered, based on individual student situation and any supporting documentation provided by the student. The decision made in relation to the payment of, or repayment plans for, any debts is at the discretion of the Head of Finance and Procurement. The student may make a complaint under the Students Complaints Procedure if they disagree with any such decision.

8.2 Compensation

No compensation will be paid under any circumstances. Please refer to our 'Student Refund and Compensation Policy', which is available on our website.