

UH Online

Fees and Finance Policy

2017/18

(Academic Year – 1st August 2017 to 31st July 2018)

The information in this document has been extracted mainly from the main [Fees and Finance Policy for all students \(new and continuing\) studying with us in our 2017/18 academic year](#) and is only relevant to students registered on UH Online courses. Therefore no rights can be derived from the contents of this document.

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1. FEE INFORMATION

1.1 Calculating tuition fees

All modular fees quoted in Section 3 below, are per 15-credit modules.

To calculate the tuition fee due for a specific semester, students must refer to their **Programme Specification**, sent with the **Offer Letter**, to check module availabilities and number of credits.

As a guidance, for either an undergraduate or postgraduate course:

- A full-time student is typically expected to study 60 credits per semester
- A part-time student is typically expected to study 30 credits per semester.

Any additional costs will be included in the **Course Fact Sheet**.

1.2 Other tuition related costs

The University tries to keep any additional costs to a minimum. However, some courses may require additional software or a one-off refundable deposit to cover the administrative cost related to core textbooks that will be posted to students as part of their studies on the programme.

Students are advised about any additional costs in the **About Your Course Factsheet** which is sent to all new students with their **Offer Letter**. This fact sheet details these costs and whether they are a mandatory or optional part of the course.

1.3 Fee liability dates

The following fee liability and refund entitlement dates applies to UH Online students only.

Semester	Fee liability
Semester A	Fee liability is 25% between 02 nd October 2017 and 15 th October 2017 Fee liability is 50% between 16 th October 2017 and 26 th November 2017 Fee liability is 100% from 27 th November 2017
Semester B	Fee liability is 25% between 22 nd January 2018 and 4 th February 2018 Fee liability is 50% between 05 th February 2018 and 18 th March 2018 Fee liability is 100% from 19 th March 2018
Semester C	Fee liability is 25% between 28 th May 2018 and 10 th June 2018 Fee liability is 50% between 11 th June 2018 and 22 nd July 2018 Fee liability is 100% from 23 rd July 2018

1.4 Implications for students whose circumstances change

Students will be liable for their tuition fees for the entire semester of study unless they formally notify that they wish to withdraw, defer, or apply for a suspension of their studies.

Withdrawing from a programme of study is a big decision and students are advised to seek as much advice as possible before taking this step, further details can be found at <https://ask.herts.ac.uk/withdrawing-from-university>.

The fee liability will be calculated from the date of the submission of the Withdrawal Form. For example a student who started their studies in Semester A and withdraws on the 13th October 2017 will be liable for 25% of their fees. A student will be entitled to a refund, if a payment has been made that is greater than the revised liability amount following withdrawal. Using this same example a student whose fee is £1280, and who has paid the full amount for the semester at the point of withdrawal, would be entitled to a refund of £960. For example, £1280 x 25% = £320; £1280 - £320 = £960.

Students who have paid a deposit and subsequently withdraw from the course prior to the start of their studies, may have the deposit refunded, only if books have not been sent.

Where fees have been paid by way of tuition fee loan, the University will contact Student Finance England (or other UK funding body) to advise them of the change which will also impact on the student's maintenance entitlement.

Where fees have been paid by a sponsor, e.g. employer, the University will charge the sponsor a fee for the year based on the revised liability dates.

If a student suspends and then subsequently resume their studies, the fee liability would also be in line with the liability dates above and may incur some extra tuition fee charge. For example, if a student commences study in 2017/18, rests after the 1st liability deadline, they will pay 25% of their 2017/18 fee. If they recommence in the academic year 2018/19, they will have to pay the full tuition fee again.

1.5 Payment of tuition fees

You may pay your fees in one of the following ways:

- 1) 100% payment before registration (i.e. full fee per level/ course)
- 2) 100% payment per semester (i.e. full modular fee)
 - For study within semester A (Sep-Jan) – Friday 22nd September 2017.
 - For study within semester B (Jan-Jun) – Friday 12th January 2018.
 - For study within semester C (Jun-Sep) – Friday 18th May 2018.
- 3) Tuition Fee Instalment Agreement*
 - Four instalments

	Direct
Semester A	25% due on/before 1 st August 2017 25% due on/before 1 st September 2017 25% due on/before 1 st October 2017 25% due on/before 1 st November 2017
Semester B	25% due on/before 1 st December 2017 25% due on/before 1 st January 2018 25% due on/before 1 st February 2018 25% due on/before 1 st March 2018
Semester C	25% due on/before 1 st April 2018 25% due on/before 1 st May 2018 25% due on/before 1 st June 2018 25% due on/before 1 st July 2018

- Three instalments

	Direct
Semester A	50% due on/before 1 st September 2017 25% due on/before 1 st October 2017 25% due on/before 1 st November 2017
Semester B	50% due on/before 1 st January 2018 25% due on/before 1 st February 2018 25% due on/before 1 st March 2018
Semester C	50% due on/before 1 st May 2018 25% due on/before 1 st June 2018 25% due on/before 1 st July 2018

*An instalment plan can only be entered into when a student provides a valid debit or credit card for recurring card payments. You will need to set up a new instalment plan each semester to ensure that card details and course fees are still valid. It is the student's responsibility to set up a new plan each Semester. If a plan is breached a new plan will not be offered.

1.5.1 Self-funding students

Fees can be paid online, by card, internet banking, western union transfer etc. For details of how to pay please visit, <http://www.herts.ac.uk/apply/fees-and-funding/payments/tuition-fee-payments>.

Tuition fees must be paid in line with the deadlines outlined above under section 1.5. It is possible to set-up a payment plan online at <https://www.pay.herts.ac.uk/open/>.

1.5.2 Student Loans Company funding students (undergraduate and postgraduate)

The University accepts no responsibility for any errors or omissions made regarding Student Loan Company (SLC) funding. In all circumstances, you are strongly advised to check your funding position with Student Finance England (SFE) or your relevant awarding body.

Undergraduate students – If you are a Home/EU student applying for SLC funding, please ensure that you have provided the Fees and Funding team (funding@herts.ac.uk) with your Student Support Number. Once your application has been fully approved and you have returned all requested evidence and your declaration to SFE (or your relevant awarding body) the University will release your tuition fee loan payments accordingly. If for any reason you are assessed as ineligible for SLC funding, or your funding is withdrawn, you will be liable for your tuition fees.

Postgraduate students – If you are a Home/EU student applying for SLC funding, please ensure that you have provided the Fees and Funding team (funding@herts.ac.uk) with your Student Support Number. Once your application has been fully approved, you have returned all requested evidence and your declaration to SFE and are fully registered onto your programme the University will confirm your attendance which will release your payments directly to you. Please contact Student Account Management student-finance@herts.ac.uk if you wish to discuss a payment plan in line with your SLC payments. To make a payment to the University of Hertfordshire, please refer to section 1.5.1 above.

More details on SLC funding is available on <http://www.herts.ac.uk/apply/fees-and-funding/financial-support>

If you need to discuss your application for funding please contact the Fees and Funding team (email: funding@herts.ac.uk, Tel: +44 (0)1707 284800)

1.5.3 NHS funding students

Funding of your fees will have already been agreed with your NHS employer so you do not need to take any further action. Please note that the funding will only cover the first attempt at the module and students will be required to self-fund any repeats (see section 2.3 below).

If your studies are being funded by your Trust, information such as your attendance and performance (including module grades) may be shared with your employer.

IMPORTANT – Information on attendance, performance (including module grades) and serious cases of academic or other dishonesty (for example plagiarism) may be made available to your employer, and, where appropriate, any relevant professional body and/or regulatory body. This information is required in order to meet our contractual requirements with the relevant NHS funding authority.

1.5.4 Employer sponsored students (non-NHS)

If an employer or other sponsor is paying the tuition fees, proof of sponsorship will be required. This can be either a letter from your sponsor on company headed paper, or by completion of the University of Hertfordshire's Employer/Sponsor form which can be downloaded from <http://www.herts.ac.uk/apply/fees-and-funding/sponsored-fees>

IMPORTANT - Any balance of tuition fees due from the student will need to be paid as stated above. If evidence is not provided you will be liable for your fees.

1.6 Sanctions for non-payment of tuition fees

The University encourages any student unable to pay their tuition fees to contact the University's Student Finance team to discuss a payment plan or alternative sources of funding, contact details can be found under Section 4 below.

However if a student has not paid the applicable instalment of their tuition fees within 28 days of the liability date, or has not made alternative arrangements which are acceptable to the University, the University may (without affecting any other right or remedy available to it) do one or more of the following:-

- i. withdraw the facilities of StudyNet
- ii. bar the student from returning in the following year
- iii. bar the student from attending his/her graduation ceremony
- iv. refuse to confer a University award

The University may also take more formal steps to recover any unpaid tuition fees, such as engaging a debt collection agency and/or commencing legal proceedings. If it does so, the University reserves the right to require the student to pay in addition any costs and expenses (including legal costs) reasonably incurred by the University in recovering the unpaid sums. The University also reserves the right to charge the student interest on the unpaid sums on a daily basis at an annual interest rate of 2% above the base lending rate of HSBC Bank plc until all outstanding sums and interest are paid.

The University will withhold results from students in debt, but may issue such results in non-standard format to enable students to undertake any referred/deferred assessment.

Any sanctions will be lifted as soon as the student's debt has been cleared in full.

Students who have withdrawn or applied to suspend their studies will still be contacted to pay any outstanding debt. Students will not be entitled to resume their studies or apply to study a new course until all outstanding debt has been cleared in full.

Please refer to the University policy and regulations SA13 'Schedule of Sanctions and Penalties' and SA14 'Student Withdrawal Regulations', www.herts.ac.uk/about-us/corporate-governannce/uprs.

2. UH ONLINE FEES

The fees indicated in sections 2.1 and 2.2 below are for students who commence their studies in the Academic Year 2017/2018 and will remain the same for the duration of their course.

IMPORTANT – students who commenced their course prior to September 2017 will retain the Academic Year 2016/2017 tuition fee package.

2.1. Undergraduate Fees

Course	Home/EU		International	
	Full Fee per level (120 credits)	Modular Fee*	Full Fee per level (120 credits)	Modular Fee*
Business Administration UG (standalone modules)	-	£640	-	£640
**BA (Hons) Business Administration (Levels 4, 5 & 6 – available part-time)	£5120	£640	£5120	£640
BA (Hons) Business Administration (Top Up) (Level 6 only – available part-time)	£5120	£640	£5120	£640
Business and Sport Management UG (standalone modules)	-	£640	-	£640
**BSc (Hons) Business and Sport Management (Levels 4, 5 & 6 – available part-time)	£5120	£640	£5120	£640
**BSc (Hons) Computer Science (Levels 4, 5 & 6 - available part-time only)	£5120	£640	£5120	£640
BSc (Hons) Computer Science (Top Up) (Level 6 only - available part-time or full-time)	£5120	£640	£5120	£640
**BSc (Hons) Information Technology (Levels 4, 5 & 6 - available part-time only)	£5120	£640	£5120	£640
BSc (Hons) Information Technology (Top Up) (Level 6 only - available part-time or full-time)	£5120	£640	£5120	£640

*Modular fees are quoted per 15-credit module, however some courses run 30-credit modules. Please refer to the Programme Specification to check the number of credits you will be studying. You can get a copy of the Programme Specification from AskUHOnline@herts.ac.uk.

**Example: for a student who starts the BA (Hons) Business Administration programme at level 4, the full programme fee will be £5120 x 3 = £15360 as follow:

Level	Years	Semester	Credits	Cost
Level 4	Year 1	Sem. A	30	£640 X 2 = £1280
Level 4	Year 1	Sem. B	30	£640 X 2 = £1280
Level 4	Year 2	Sem. A	30	£640 X 2 = £1280
Level 4	Year 2	Sem. B	30	£640 X 2 = £1280
Level 5	Year 3	Sem. A	30	£640 X 2 = £1280
Level 5	Year 3	Sem. B	30	£640 X 2 = £1280
Level 5	Year 4	Sem. A	30	£640 X 2 = £1280
Level 5	Year 4	Sem. B	30	£640 X 2 = £1280
Level 6	Year 5	Sem. A	45	£640 X 3 = £1920
Level 6	Year 5	Sem. B	45	£640 X 3 = £1920
Level 6	Year 5	Sem. C	30	£640 X 2 = £1280

2.2. Postgraduate Fees

Course	Home/EU		International	
	Full Fee (180 credits)	Modular Fee*	Full Fee (180 credits)	Modular Fee*
Computer Science PG (standalone modules)	-	£640	-	£640
MSc Computer Science (available part-time or full-time)	£7680	£640	£7680	£640
MSc Distributed Systems & Networks (available part-time or full-time)	£7680	£640	£7680	£640
MSc E-Learning Technology (available part-time or full-time)	£7680	£640	£7680	£640
MSc Software Engineering (available part-time or full-time)	£7680	£640	£7680	£640
Production and Manufacturing Engineering PG (standalone modules)	-	£640	-	£640
MSc Manufacturing Management (available part-time only)	£7680	£640	£7680	£640
MSc Operations & Supply Chain Management (available part-time only)	£7680	£640	£7680	£640
Mental Health Recovery & Social Inclusion PG (standalone modules)	-	£640	-	£640
PgCert Mental Health Recovery & Social Inclusion (60-credits only)	£2560	£640	£2560	£640
PgDip Mental Health Recovery & Social Inclusion (120 credits only)	£5120	£640	£5120	£640
MSc Mental Health Recovery & Social Inclusion (available part-time only)	£7680	£640	£7680	£640
Master of Public Health PG (standalone modules)	-	£640	-	£640
MPH Master of Public Health (available part-time or full-time)	£7680	£640	£7680	£640
MA Global Film and Television (available part-time only)	£7680	£640	£7680	£640
MA Illustration (available part-time only)	£4800	£400	£7800	£650
MA Graphic Design (available part-time only)	£4800	£400	£7800	£650

*Modular fees are quoted per 15-credit module, however some courses run 30-credit or 60-credit modules. Please refer to the Programme Specification to check the number of credits you will be studying. You can get a copy of the Programme Specification from AskUHOnline@herts.ac.uk.

2.3. Repeat fees

The original tuition fees stated in sections 2.1 and 2.2 cover the first attempt at the module and any resit assessments that do not require re-enrolment on the module (i.e. referred/ deferred assessments).

Students required to re-enrol on a module must pay the full modular fee

IMPORTANT – In some instances, students whose tuition fee payment is usually made by a third party (i.e. The Student Loans Company (SLC), employer or other sponsor, or by a parent or guardian) may need to self-fund any resits that require re-enrolment. Students are advised to check with their source of funding whether their repeat fees will be made by the third party or not.

3. DISCOUNTS APPLICABLE TO UH ONLINE COURSES

3.1 UH Graduate Scholarship

The UH Graduate Scholarship is a discount available to graduates for Home/EU and International students studying a full-time or part-time Postgraduate degree, provided he/she has graduated from an Undergraduate degree from the University of Hertfordshire, or the former Hatfield Polytechnic.

3.1.1 Details

Applicable Programmes	UH Graduate Scholarship	Remarks
Full-time Taught Master's Degree	20% discount on normal fee	Discount applies for year 1 only
Part-time Taught Master's Degree	20% discount on normal fee	Discount applies to year 1 and 2

3.1.2 Procedures

- i. To claim the UH Graduate Scholarship, the student must be a graduate of University of Hertfordshire, from an undergraduate programme.
- ii. The Graduate Scholarship will be given to students who are paying the full cost of the tuition fee from their own resources (including a Career Development Loan or Postgraduate Loan). **Fees paid by the student's family do not count as sponsorship.**
- iii. A student who has only undertaken a preparatory course is not eligible for the UH Graduate Scholarship.
- iv. Research students are not eligible for the graduate scholarship.
- v. Graduate Diploma in Law, PGCE and other vocational and professional courses are also not eligible for the graduate scholarship.

Full terms and conditions are available on <http://www.herts.ac.uk/international/fees/scholarships/uh-graduate-scholarship>

3.2 UH & UK partner staff

There is a full remission of fees for staff undertaking part-time programmes of study. This covers individuals employed with one year's continuous service by the University of Hertfordshire. The remission of fees does not apply to students of the University who may be employed in any capacity by the University. The fee remission is subject to conditions as detailed at <http://www.staffnet.herts.ac.uk/human-resources/staff-benefits/fee-waiver-for-staff.htm>

There is a 50% fee remission applicable to staff of its wholly owned subsidiary companies and/or Partner Organisations.

4. CONTACT DETAILS

If you have a specific query and are unable to find the answers, then you can also email any of the following teams directly:

student-finance@herts.ac.uk – for fee, invoicing, debt queries

funding@herts.ac.uk – any Student Loans Company/Student Finance England (or relevant awarding body) questions

payus@herts.ac.uk – to make a payment or if you are having difficulties doing so

financial-support@herts.ac.uk – if you are experiencing financial difficulties

SRE@herts.ac.uk – Student Registration and Enrolment, fee waiver, fee category queries

advice@hertfordshire.su – Hertfordshire Student Union for impartial advice

Askuhonline@herts.ac.uk – for all other general queries