

UNIVERSITY OF SUFFOLK
TUITION FEE POLICY
2017/18

University of Suffolk

Tuition Fee Policy

This document sets out the University of Suffolk (“the University”) policy concerning the charging, remission and refund of fees and associated charges relating to teaching of courses.

This policy comes into force for all courses of study from the academic year starting 1 September 2017, at which point it supersedes all previous versions. It is due for review in April 2018 by the Director of Finance & Planning.

This policy is applicable to new and continuing students studying at Ipswich and in one of the University of Suffolk Learning Network Partner Colleges, whether chargeable under the new or old fee regime. This policy does not apply to students studying under a franchise or validation agreement (e.g. Unitas).

Students studying through the Higher Apprenticeship Scheme should refer to sections A and E only. Sections B, C, D, F and G do not apply.

Students studying the Maastricht-Suffolk Executive MBA, offered in conjunction with the Maastricht School of Management, should refer to sections A and F only. Sections B, C, D, E and G do not apply..

A. BACKGROUND

1. General Information

- 1.1 This document sets out the terms under which fees are paid to the University of Suffolk, whether by students, employers, sponsors, the Student Loans Company, or as part of an education contract such as with Health Education England (HEE).
- 1.2 This policy should be read in conjunction with the University of Suffolk Credit Control Policy. Agreement to the terms of the Tuition Fee Policy also implies acceptance of the terms of the Credit Control Policy [here](#). Alternatively, this policy can be provided by contacting the finance team on finance@uos.ac.uk.
- 1.3 Within this policy, and in all other official University of Suffolk documentation, the term ‘fees’ is deemed to include all standard and supplementary tuition fees and any other fees that are due at the time of enrolment.

- 1.4 For some courses, additional fees may be chargeable for optional trips and/or residential courses. Any additional compulsory course costs have been detailed in the course's Definitive Course Record, which is available on the University of Suffolk website [here](#). Alternatively, Definitive Records can be requested by contacting registry@uos.ac.uk
- 1.5 If modules need to be retaken in order to continue on a course, fees will be charged at the rate in force for the applicable University of Suffolk fee dependent on the relevant fee regime.
- 1.6 Students seeking RPL (Recognition of Prior Learning) will be charged 50% of the module fee applicable to the accreditation being sought up to a maximum charge of £600 per application. Students may be required to attend classes and hand in work pending the outcome of their RPL application. In this case, the student will be charged the full tuition fee for the module upon enrolment and then refunded if the application is successful.
- 1.7 Fees for all courses are payable annually at the start of each academic year. The academic year is normally defined as the twelve-month period beginning 1 September or 1 February each year.
- 1.8 University of Suffolk will publish its scale of charges for courses, programmes and modules on its website prior to the start of an academic year.

2. Home Students and International Students

- 2.1 The Education (Fees and Awards) (England) Regulations 2007 govern the definition of 'home' (UK/EU) and 'overseas' (hereafter referred to as 'international') students for the purpose of fees. These regulations enable individual institutions to classify the fee status of students. The onus is upon individual students to satisfy the institution that they meet the criteria to be classified as home status for the purpose of fees. The University will make the final decision on whether a student is home UK, home EU, or an international student, based on the facts that the student provides. Only certain categories of students will be charged the 'home' fee.
- 2.2 Home UK Students: In order to qualify as a home UK student, the student must meet all of the following criteria:
 - They must be 'settled' in the UK and Islands (Channel Islands and the Isle of Man) on the **first day of the first academic year** of the course.

- They must also have been 'ordinarily resident' in the UK for the full three year period before the first day of the first academic year of the course. For the University, the first day of an academic year of the course is 1 September for courses starting after 31 August and before 31 December and 1 January for courses starting after 31 December and before 1 April.
- The purpose for their residence in the UK and Islands must **not** have been wholly or mainly for the purpose of receiving full time education during any part of this three year period.

2.3 The following categories of students may also qualify for the 'home' fee:

- Refugees (recognised by the UK government) and their spouses/civil partners and children; and
- Persons who applied for asylum and as a result have been granted Exceptional Leave or Humanitarian Protection, and their families.

2.4 Home EU students: In order to qualify as a home EU student, the student must meet all of the following criteria:

- On the first day of an academic year of the course the student must be a national of an EU country, or the relevant family member of such a national.
- The student must have been ordinarily resident in the European Economic Area (EEA) and/or Switzerland and/or the overseas territories for the three years before the first day of the first academic year of the course.
- The main purpose for the student's residence in the EEA/Switzerland or overseas territories must not have been to receive full time education during any part of that three year period.

2.5 The following may also qualify for the 'home' EU fee:

- EEA and Swiss workers, their spouses, civil partners and children in the UK who have been resident in the EEA or Switzerland for three years.
- A child of a Turkish worker.

2.6 Continuing old fee regime students from the Channel Islands and the Isle of Man who are in receipt of an award from their Island authority for higher education are treated differently, and charged at the prevailing agreed rate for Island students.

- 2.7 New fee regime and self-funding students from the Channel Islands or the Isle of Man will be assessed as either 'home' or 'international' students using the criteria outlined above.
- 2.8 Students who do not fulfil these requirements will be classed as international students and will not be eligible to receive any form of UK public funding for their course of study. See section 6 below.
- 2.9 The above is only a very brief summary. For more detailed information, refer to the UK Council for International Student Affairs (UKCISA) website at www.ukcisa.org.uk.

B. TUITION FEES

3. Higher Education Funding Council for England (HEFCE)¹ Funded Courses

- 3.1 Students studying on HEFCE-funded courses at the University of Suffolk fall under two fee regimes: old and new. Old fee regime students are full and part time students that commenced their course **prior** to 1 September 2012 and are continuing without a change in mode of attendance or break in their studies. New fee regime students are full and part time students who commenced their course **after** 1 September 2012. New regime students also includes those who commenced their studies prior to 1 September 2012 but have had a break in studies or changed mode of attendance after 1 September 2012.
- 3.2 Students commencing from 1 September 2017 on courses previously funded by Health Education England (HEE) will be deemed new fee regime students from the 2017/18 academic year.
- 3.3 Home and home EU students will be required to pay the fees applicable to their programme of study. Fee levels are determined based on fee status and mode of attendance in force for each period of registration and the fee regime in force at their initial registration on a programme of study.
- 3.4 Fees will normally be published by the University no later than 1 April annually.
- 3.5 Students studying over 80 credits in an academic year will be invoiced full-time fees.
- 3.6 Part time students will be eligible to apply for a tuition fee loan from their relevant funding body² if studying at least 25% of the full time equivalent (up to a maximum level of £6,935 in 2017/18).
- 3.7 Students studying one year of study over two academic years, will be invoiced 50% of the total full-time tuition fees in each academic year.
- 3.8 Students undertaking post graduate research will be invoiced fees in accordance with the fees of their awarding body, the University of Essex or the University of East Anglia.

¹ HEFCE is expected to be merged into the new Office for Students (OfS) after the date of this publication. Any reference to HEFCE can be assumed to be replaced with OfS from the date this change takes place.

² Relevant funding bodies are Student Finance England, Student Finance Wales, Student Finance Northern Ireland and the Student Awards Agency for Scotland

- 3.9 Lower income old fee regime part time students studying at least 50% of a full time course may be eligible for financial support from their relevant funding body.

4. Health Education England (HEE) Funded Courses

- 4.1 Students on courses covered by contracts with HEE will not generally be required to pay any fees in respect of their tuition.
- 4.2 However, there are some exceptions to this:
- International students will pay the standard international fee, plus an annual placement fee if applicable.
 - Students sponsored by non-NHS organisations will pay a fee equivalent to the benchmark price set by HEE plus an annual placement fee if applicable. Self-funding students will pay the standard University of Suffolk fees.
 - Students required to repeat a year of study, where HEE does not agree to meet their fees, will pay the applicable University of Suffolk undergraduate fee dependent on the relevant fee regime.
- 4.3 Students commencing from 1 September 2017 on courses previously funded by Health Education England (HEE) will be deemed new fee regime students from the 2017/18 academic year.

5. Students Taking a Year Abroad and Sandwich Placements

- 5.1 New regime students taking a year abroad under the Erasmus scheme, or as a study abroad (rather than a sandwich) year outside of the Erasmus scheme will be charged up to 15% of the standard tuition fee payable in that year of study.
- 5.2 New regime students on a sandwich placement year will be charged up to 20% of the standard tuition fee payable in that year of study.
- 5.3 Tuition fee loans will be available for eligible students from their relevant funding body to cover these costs.

6. International Students

- 6.1 All international students (as defined in section 2.8 above), including any students studying at the University from abroad, will pay the relevant tuition fees as published by the University of Suffolk.

- 6.2 Individuals requiring a Tier 4 visa to study in the UK will need to prove when applying that they have sufficient funds to cover tuition fee costs for the first year of their course, as well as 9 months' living expenses.
- 6.3 International applicants are required to pay a £3,000 deposit in order to secure a place on their chosen programme of study and to receive a Confirmation of Acceptance of Studies (CAS) for their visa application. A CAS will not be issued until the deposit has been received.
- 6.4 International applicant deposits are refundable, less a £100 administration fee, in certain circumstances (see section 6.5) and will be subtracted from the total amount of tuition fees owed. The remaining balance will be invoiced upon enrolment at the University and must be paid within 30 days of receipt of invoice.
- 6.5 Deposits will be reimbursed in full, less a £100 administration fee, if evidence of a visa rejection is received and verified from the relevant UK visa office. Refunds will not be given if the reason for the visa rejection is due to the failure to follow UK Visas and Immigration (UKVI) guidance or submission of fraudulent documents.
- 6.6 Due to money laundering regulations, refunds can only be made to the account from which the payment was made originally.
- 6.7 Details relating to withdrawals and refunds for international students can be found in section 13.

7. University of Suffolk and Partner College Employees

- 7.1 All University of Suffolk employees wishing to undertake a course of study must present an authorised staff development form to the University's Finance and Planning department prior to enrolment. There is normally no tuition fee charge for University of Suffolk employees studying University of Suffolk programmes. For full details please refer to the **Support for Staff Academic Study and Continuing Professional Development Policy** available on the staff HR pages on MySuffolk.
- 7.2 There is no tuition fee charge for recognised accredited HE employees of Partner Colleges studying University of Suffolk programmes. In order to gain this waiver, such staff must arrange confirmation of their status from the Partnerships department (partnerships@uos.ac.uk). Such employees will only be eligible for a 100% fee waiver from the date that they commence becoming an HE-accredited employee, if this is part way through an academic year the fee waiver will be applied on a pro-rata basis. Waivers will only be applicable whilst employed by a University of Suffolk Partner College.

- 7.3 All other employees of a Partner College receive a discount of 25% from the standard University tuition fee rate when studying University of Suffolk programmes which will only be applicable whilst employed by a Partner College. Confirmation of their employment must be made by a senior member of staff at the Partner College to the University's Finance and Planning department via the online Staff Discounts form before the start of each academic year. Employees falling into this category who are eligible for financial support should allow for this discount when applying for student finance.³
- 7.4 In all cases, any additional course related fees such as residentials or trips are the responsibility of the student and are not subject to any discounts.
- 7.5 Staff members who voluntarily leave the employment of the University of Suffolk before or within two years of completing a programme of study will normally be required to repay all or part of the fees waived. Details of employee liability points can be found in the **Support for Staff Academic Study and Continuing Professional Development Policy** available on the staff HR pages on MySuffolk.

C. PAYMENT OF TUITION FEES

8. General Terms

- 8.1 The student will be provisionally notified of fees due during online enrolment. In certain circumstances, zero fees may show as owing during the enrolment process. This can happen, for example, when course fees are agreed separately with employers or in the case of postgraduate research degrees. Whenever zero fees are displayed, the fee is reviewed post-enrolment and where fees are chargeable a subsequent invoice will be raised. The University reserves the right to amend fees charged should any errors or omissions be discovered.
- 8.2 Shortly after the commencement of the course, all students and/or their sponsors will be invoiced for fees and any additional costs. All invoices are payable within 30 days.
- 8.3 Students will be invoiced at the beginning of the academic year for all enrolled modules, irrespective of the semester in which the module will be studied. Please see sections 12 and 13 for the tuition fee liability points.

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- 8.4 All tuition fees are payable to the University of Suffolk, regardless of the location of study.
- 8.5 The student and/or their sponsor are responsible for the prompt payment of all fees due.
- 8.6 Defaults on payment are treated seriously and may lead to withdrawal of services, exclusion from the University, or to the transcript of marks and/or certificate of final award being withheld. Further detail is included in the University of Suffolk Credit Control Policy [here](#).
- 8.7 The University reserves the right to refer unpaid accounts to external agencies to pursue payment.
- 8.8 Fees may be paid by the following methods:
- By bank transfer to the University of Suffolk bank account (as indicated on the invoice)
 - Online via credit/debit card – Visa, MasterCard, Visa Purchasing, Maestro, Delta accepted
To pay online please go to: <https://onlinepayments.ucs.ac.uk>
 - Direct Debit (*see 9 below*)
 - By post, using a cheque drawn in GBP (£ Sterling) on a British bank, made payable to “University of Suffolk”

9. Direct Debits (Home and Home EU Students Only)

- 9.1 Self-funding students may opt to pay their tuition fees by direct debit. A University of Suffolk direct debit mandate should be printed off during online enrolment. Signed, completed forms should be submitted in person to the Infozone / Partner College HE Office or by post to the University of Suffolk Finance and Planning department immediately after enrolment.
- 9.2 Payment of fees by this method will be in 9 equal monthly instalments, scheduled to ensure that the fees are fully paid by the end of June for September starters, and by the end of November for February starters.
- 9.3 Part time students studying in one semester only will have their payment period shortened as appropriate to ensure fees are fully paid by the end of the study period.
- 9.4 Payments are collected on the last working day of each month.

10. Fees paid by Sponsor / Employer

- 10.1 Students who are sponsored to attend a course will be required to provide a completed Invoice Authorisation Form (IAF), signed by an appropriate person within their organisation, prior to commencing their course. The form should be printed off during online enrolment, completed and submitted in person to the Infozone / Partner College HE Office or by post to the University of Suffolk Finance and Planning department.
- 10.2 If fees are only part-paid by an employer or sponsor, the balance of fees will be invoiced to the student shortly after the commencement of the course.
- 10.3 Students remain personally responsible for the payment of any additional fees in respect of trips, residentials and materials.
- 10.4 Should employers or sponsors fail to pay invoices for tuition fees, students will be held personally liable for the value of any outstanding fees.

11. Undergraduate Fees paid by Student Loans Company (SLC)

- 11.1 Undergraduate students who expect all or part of their fees to be paid by the SLC must apply for funding prior to each year of study.
- 11.2 The University will be notified by the SLC of students that have been approved for a tuition fee loan. The SLC will pay fees directly to the University in instalments in line with confirmed attendance dates throughout the academic year.
- 11.3 It is the student's responsibility to ensure that SLC funding is in place prior to the start of the course in each academic year. Until funding is secured, University of Suffolk tuition fees will be the personal responsibility of the student who will be chased for payment in accordance with the University of Suffolk Credit Control Policy [here](#).
- 11.4 Students who are suspended or under appeal may have their funding from the SLC and University suspended.

D. REFUND OF TUITION FEES

12. Withdrawal and Refunds – Home/EU Students.

12.1 If a course is closed during the 2017/18 academic year, or provision is withdrawn by the University for reasons other than as in section 12.7 below, and a suitable alternative course is not available, then a full refund of all fees paid for the year in which the course is closed will be made.

12.2 Refunds resulting from closure of a course or withdrawal of provision by the University will normally be made automatically to students within 28 working days of the withdrawal of such provision.

12.3 In all other circumstances, students who withdraw from their course within the **first 2 weeks** of the start date of the academic programme will not be liable for any fees due and will receive a full refund of any contribution to fees paid direct to the University. It is the responsibility of the student to submit an online withdrawal request form to the University **prior** to the end of the second week of course commencement. Failure to do so will result in withdrawal fees being charged in accordance with the liability points below.

12.4 Students who withdraw or intercalate after the end of the second week, will be charged tuition fees as follows:

Full time students

September Start Courses

Liability point	Charge
After two weeks of the course start date	25% of total tuition fee payable
After 7 January 2018	50% of total tuition fee payable
After 1 April 2018	100% of total tuition fee payable

February Start Courses

Liability point	Charge
After two weeks of the course start date	25% of total tuition fee payable
After 1 April 2018	50% of total tuition fee payable
After 26 August 2018	100% of total tuition fee payable

April Start Courses

Liability point	Charge
After two weeks of the course start date	25% of total tuition fee payable
After 26 August 2018	50% of total tuition fee payable
After 6 January 2019	100% of total tuition fee payable

Part time students

September Start Courses

Module Occurrence	Liability point		
	After two weeks of the course start date	After 7 January 2018	After 1 April 2018
Semester 1 (Sep-Oct start dates)	25% of module fee	50% of module fee	100% of module fee
Year Long	25% of module fee	50% of module fee	100% of module fee
Semester 2 (Jan-Feb start dates)	No fee	50% of module fee	100% of module fee

February Start Courses

Module Occurrence	Liability point		
	After two weeks of the course start date	After 1 April 2018	After 26 August 2018
Semester 1 (Jan-Feb start dates)	25% of module fee	50% of module fee	100% of module fee
Year Long	25% of module fee	50% of module fee	100% of module fee
Semester 2 (Sep-Oct start dates)	No fee	50% of module fee	100% of module fee

April Start Courses

Module Occurrence	Liability point		
	After two weeks of the course start date	After 26 August 2018	After 6 January 2019
Semester 1 (Mar-Apr start dates)	25% of module fee	50% of module fee	100% of module fee
Year Long	25% of module fee	50% of module fee	100% of module fee
Semester 2 (Nov-Dec start dates)	No fee	50% of module fee	100% of module fee

12.5 All students must notify the University of their confirmed withdrawal from their course via the online withdrawal request on O.A.S.I.S. The date this is submitted will be used to calculate fee liability or determining whether a refund is due.

12.6 Students withdrawing or intercalating after the end of the second week, but before an application has been submitted to their relevant funding body for a tuition fee loan may not be eligible to receive any funding from the SLC and may therefore be personally liable for any fees due.

12.7 The University will not be liable for the refund of fees to students (or their sponsors) or any other financial penalty should classes be cancelled due to war, fire, strike, lock-out, industrial action, tempest, accident, civil disturbance, or any other cause whatsoever beyond its control.

13. Withdrawal and Refunds – International Students

13.1 If a course is closed during the 2017/18 academic year, or provision is withdrawn by the University for reasons other than as in section 13.7 below, and a suitable alternative course is not available, then a full refund of all fees paid for the year in which the course is closed will be made.

- 13.2 Refunds resulting from closure of a course or withdrawal of provision by the University will normally be made automatically to students within 28 working days of the withdrawal of such provision.
- 13.3 In all other circumstances, international students who withdraw from their course within the first 2 weeks of the course start date may be refunded their full tuition fees less their £3,000 deposit. Refunds in these circumstances will be considered on a case by case basis, and the University reserves the right to withhold any refund until the student can satisfy the institution that he or she has not breached any terms of their visa sponsorship, if applicable. In all cases, if a Tier 4 student withdraws from their studies, the University is required to inform the UK Visas and Immigration office (UKVI) who will expect a student to leave the country within 60 days. At the end of the 60 day period, UKVI may curtail a student's visa without notice.
- 13.4 Please be aware that it is the responsibility of the student to submit an online withdrawal request form to the University prior to the end of the second week of course commencement. Failure to do so will result in withdrawal fees being charged in accordance with the liability points below.
- 13.5 Students who withdraw or intercalate after the end of the second week, will be charged tuition fees as follows:

September Start Courses

Liability point	Charge
After two weeks of the course start date	75% of total tuition fee payable
After 7 January 2018	100% of total tuition fee payable

February Start Courses

Liability point	Charge
After two weeks of the course start date	75% of total tuition fee payable
After 1 April 2018	100% of total tuition fee payable

April Start Courses

Liability point	Charge
After two weeks of the course start date	75% of total tuition fee payable
After 26 August 2018	100% of total tuition fee payable

13.6 All students must notify the University of their confirmed withdrawal from their course via the online withdrawal request form on O.A.S.I.S, as this date will be used to calculate fee liability or determining whether a refund is due.

13.7 The University will not be liable for the refund of fees to students (or their sponsors) or any other financial penalty should classes be cancelled due to war, fire, strike, lock-out, industrial action, tempest, accident, civil disturbance, or any other cause whatsoever beyond its control.

14. Transfers between courses within the University

14.1 Within the first term or semester, students transferring between courses may transfer the fees that they have already paid from one course to another, subject to the following provisions:

- If the fee for the new course exceeds the amount paid for the original course then the difference is payable by the student.
- If the fee for the new course is less than the amount paid for the original course then the amount of any refund due is dependent upon liability dates as outlined in section 12 above.

E. HIGHER APPRENTICESHIPS

15. Higher Apprenticeships

15.1 For students studying higher apprenticeships, the cost of training will be agreed between the apprentice's employer and the University of Suffolk.

15.2 Where students withdraw or intercalate the employer will be charged tuition fees according to the individually agreed liability points detailed in the agreement between the University of Suffolk and the apprenticeship employer.

15.3 Employers are ultimately liable for fees that are agreed with the University in excess of the Skills Funding Agency (SFA) fee caps

15.4 . These fees are not eligible to be paid out of the levy and will be invoiced directly to the employer.

15.5 For further information please refer to the [Skills Funding Agency \(SFA\) apprenticeship guidance](#).

F. EXECUTIVE MBA

16. Maastricht-Suffolk Executive MBA Students

16.1 Charges for students studying on the Maastricht-Suffolk Executive MBA are regulated by the Maastricht School of Management (MSM) Education and Examination Regulations (EER) – Collaborative Global MBA. The below clauses (16.2 – 16.21) are included as a summary of the key charges. In the case of any discrepancy between these clauses and the EER, the EER regulations shall prevail. A full copy of the EER Collaborative Global MBA is available to be downloaded [here](#).

16.2 It is the student's responsibility to secure the relevant short term study visas to allow study on this course.

16.3 Due to money laundering regulations, refunds can only be made to the account from which the payment was made originally.

16.4 Standard tuition fees for the Executive MBA programme will be published annually on the University of Suffolk website.

16.5 Tuition fees do not cover travel expenses, insurance or personal expenses.

16.6 All tuition fees are payable to the University of Suffolk within 30 days of invoice date or in accordance with a pre-approved payment plan.

16.7 All tuition fees must be paid in euros by bank transfer to the University of Suffolk euro bank account. Any payment to the main University of Suffolk account in sterling will be returned to the student for remission in euros. The euro bank account details will be included on the invoice.

16.8 The student and/or his or her sponsor are responsible for the prompt payment of all fees due, as per agreed payment arrangements.

16.9 Students who are sponsored to attend the course will be required to provide a completed Invoice Authorisation Form (IAF), signed by a senior manager within their organisation, prior to commencing their

course. Please email finance@uos.ac.uk to request the relevant form to be completed and returned.

- 16.10 Should employers or sponsors fail to pay invoices for tuition fees, students will be held personally liable for the value of any outstanding fees.
- 16.11 Failure to make payment within the payment arrangements may result in students being suspended from the program. Students will not be permitted to receive their transcript or attend graduation. These sanctions will be lifted once payment has been settled.
- 16.12 Students must notify the University of Suffolk of their confirmed withdrawal from the course via the online withdrawal request on O.A.S.I.S. The date this is submitted, in conjunction with attendance, will be used to calculate fee liability.
- 16.13 There are various administration charges applicable, for example for students extending, deferring or withdrawing from their course. Full charges are detailed in Appendix III of the EER Collaborative Global MBA which can be downloaded [here](#).
- 16.14 Students may be eligible for the Alumni Postgraduate Loyalty Scheme. Please refer to the criteria in section 25. Students are not eligible for any other University of Suffolk bursaries or scholarships.

G. BURSARIES AND SCHOLARSHIPS

The following section details the bursaries and scholarships available to University of Suffolk students commencing studies in 2017/18 as at the date of issuing this policy. Further information and/or additional schemes may become available after this date. Please check the Fees and Finance section of MySuffolk for the most up to date information. Please note that students studying under franchise or validation arrangements are not eligible for University of Suffolk bursaries or scholarships.

All bursary and fee waiver schemes

17. Please note the following information which applies to all bursary and fee waiver schemes:

- 17.1 Students applying for student finance must have their funding approved by the closing date of the scheme in order to be assessed.

- 17.2 Self-funding students who have outstanding debts with the University at the point of payment may have their bursary or fee waiver withheld, up to the amount of debt outstanding.
- 17.3 Applications received after the closing date will not be accepted.
- 17.4 Submitting an application for any University of Suffolk Bursary or Fee Waiver does not guarantee approval of an award.
- 17.5 In the case of International Scholarships, students can only be in receipt of one type of bursary or scholarship awarded by the University of Suffolk.

Students commencing studies in 2017/18

18. Bursary 2017 Entry:

- 18.1 Students must meet all of the following criteria in order to be assessed for a Bursary 17 Entry award:
- Be a new student to the University of Suffolk in 2017/18. Students who have previously studied at the University will not be eligible.
 - Be in the first year of their course
 - Be studying full time towards a Foundation/Bachelor or Integrated Master's degree
 - Be paying tuition fees of £8,220 (Foundation degree) or £9,250 (Bachelor's/Integrated Master's degree)
 - Be assessed by the SLC as having household income of £25,000 or less as at the bursary closing date.
 - Be living in the UK (EU/Overseas students are not eligible for this bursary)
 - Have made a means tested Student Finance application with the University as the chosen institution and have given consent to the sharing of financial details, as at the bursary closing date. Failure to do this will result in the University being unable to verify students' household income, therefore making applications ineligible.
- 18.2 To be assessed, students must complete the application form available on the Applicant Area / O.A.S.I.S by the closing date published on MySuffolk. Student Finance applications must be approved by the bursary closing date in order to be assessed.
- 18.3 Bursary 17 Entry applications will be assessed based on household income information verified by the SLC.

- 18.4 Bursary 17 Entry awards are paid across the first 3 years of study. Students must receive an award in 2017/18 to be eligible to be automatically assessed in subsequent years. Award amounts will be £500 per year in the first three years of study.
- 18.5 Students must progress onto the next year of study to be assessed for the Bursary 17 Entry in subsequent years. If a student intercalates any pending award will be stopped and can be paid on the students return to study providing they return on the same level.
- 18.6 Withdrawn students will have their bursaries terminated effective from the withdrawal date and will not be entitled to any further payment.
- 18.7 Where applications exceed the maximum number of awards, applications will be subject to additional academic criteria.

19. Care Leavers Bursary 2017/18:

- 19.1 Students must meet all of the following criteria in order to be assessed for a University of Suffolk Care Leavers Bursary 2017/18 award:
- Be a new student to University of Suffolk in 2017/18. Students who have previously studied at the University will not be eligible.
 - Be studying full time towards a Foundation/Bachelor or Integrated Master's degree
 - Be paying tuition fees of £8,220 (Foundation degree) or £9,250 (Bachelor's/Integrated Master's degree)
 - Be in the first year of their course
 - Have lived in Local Authority Care and been assessed as a Care Leaver by the SLC
 - Be living in the UK (EU/Overseas students are not eligible for this bursary)
- 19.2 To be assessed, students must complete the paper application form, available on MySuffolk or for collection from the Infozone/Partner College. This must be completed and returned by the closing date stated on MySuffolk.
- 19.3 The University of Suffolk Care Leavers Bursary is paid across the first 3 years of study. Award amounts will be £500 per year in the first three years of study. Students must receive an award in 2017/18 to be eligible for automatic assessment in subsequent years. Awards will be re-assessed in each academic year based on the criteria in section 19.1
- 19.4 Students must progress onto the next year of study to be assessed for the University of Suffolk Care Leavers Bursary in subsequent years. If a

student intercalates any pending award will be stopped and can be paid on the students return to studies, providing they return on the same level.

19.5 Withdrawn students will have their bursaries terminated effective from the withdrawal date and will not be entitled to any further payments.

20. Scholarships for EU students 2017/18

20.1 The EU scholarship is £1,500 in total for students from certain countries within the EU. Students must meet all of the following criteria in order to be assessed for an EU scholarship.

- Be a new student to the University of Suffolk in 2017/18, starting in the first year of your course. Students who have previously studied at the University will not be eligible.
- Be new to higher education and not transferring from another UK institution
- Be studying full-time on an undergraduate degree, paying tuition fees of £8,220 (Foundation degree) or £9,250 (Bachelor/Integrated masters degree).
- Be in receipt of a Tuition Fee Loan from the SLC
- Be a national of, and ordinarily resident in one of the following – Bulgaria, Croatia, Cyprus, Greece or Romania
- Be in continued attendance on the course on which you enrolled at the date of payment

Students who commenced study prior to 1 September 2017

21. Students who have previously received a bursary or scholarship from the University will be automatically re-assessed in each eligible year of study as per the relevant version of the Tuition Fee Policy.

In order to continue to be eligible for a continuing bursary or scholarship students must meet the criteria outlines in the relevant version of the Tuition Fee Policy.

21.1 Students must progress onto the next year of study to be assessed for a continuing bursary or scholarship in subsequent years. If a student intercalates any pending award will be stopped and can be paid on the students return to study providing they return on the same level.

21.2 Withdrawn students will have their bursaries or scholarships terminated effective from the withdrawal date and will not be entitled to any further payments.

International fee payers

International students who commenced study in 2017/18

22. International Early Payment Scholarship 2017/18 (Non-EU and new students only)

22.1 To be eligible, students must comply with all of the eligibility criteria outlined below:

- Have been offered, and have accepted a place on a University of Suffolk course by 29 September 2017 (September start students) or 28 February 2018 (February start students).
- Have enrolled on a full time undergraduate or postgraduate degree course at the University and are considered a new fee regime student (see section 3.1).
- Have paid full time international fees at the rate applicable to new students by 29 September 2017 (September start students) or 28 February 2018 (February start students).
- Students must satisfy the normal academic requirements of their first year of study to be eligible for the scholarship in the next year of study. This also applies for progression from year two to three. Students are not eligible for an award if they are required to repeat a year of study or to re-sit out of residence. The scholarship will be re-instated for subsequent years of study up to the standard number of years to complete the course.

22.2 To be assessed students must complete the application form available on MySuffolk or from the Infozone.

22.3 Students must apply for the International scholarship on an annual basis, in recognition that an individual's circumstances may change year-on-year.

22.4 A scholarship of £500 will only be awarded once tuition fees have been paid in full. Alternatively the scholarship can be deducted from the final fees balance.

22.5 Students can only be in receipt of one type of bursary or scholarship awarded by the University.

23. African, Indonesian and Thai Scholarships 2017/18

23.1 Students must meet all of the following criteria in order to be assessed for a £1,000 African, Indonesian or Thai Scholarship in their first year of study:

- You must submit an application to study at the University of Suffolk for September 2017 or February 2018 entry to study an undergraduate or postgraduate-taught degree
- You must meet the entry requirements for the course, be made an offer of a place and successfully enrolled at the University
- You must be a national of, or be permanently domiciled in, Africa, Indonesia or Thailand
- You must be self-funding and classified as international for fee purposes

23.2 To be assessed students must complete the application form available on MySuffolk or from the Infozone.

23.3 Students can only be in receipt of one type of bursary or scholarship awarded by the University.

International students who commenced study in prior to 2017/18

24. International students who commenced studies prior to September 2017 should contact the Finance and Planning Department via bursary@uos.ac.uk with any queries regarding bursaries or bursary criteria.

Postgraduate fee payers

25. Alumni Postgraduate Loyalty Scheme:

25.1 To be eligible, students must comply with all of the eligibility criteria outlined below:

- Be a University of Suffolk alumni and member of the Alumni Association
- Have been offered and accepted a place on an eligible Master's degree or postgraduate research degree. The list of eligible degree programmes is published on the University of Suffolk website [here](#).
- Have cleared any previous outstanding debt with the University
- Be paying tuition fees at the full rate as advertised on the University website.
- Be in continued attendance for the duration of the Master's degree or postgraduate research degree
- Not be in receipt of any other bursary or scholarship
- Have accepted a place on a postgraduate course before 3 July (September start student) or 1 January (February start student)

25.2 Students must complete the online application form available on MySuffolk. This must be completed by the closing date stated on MySuffolk.

25.3 Any additional course related fees such as residentials or trips are the responsibility of the student and are charged in full.

25.4 Students who were eligible under the terms of the Alumni Postgraduate Loyalty Scheme in 2016/17 and are continuing with their postgraduate studies can apply for the scheme again in 2017/18.