

FEES AND PAYMENT REGULATIONS WARSASH HOME Island, EEA AND EU STUDENTS 2016-17

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1. The tuition fee and all other fees quoted are the level of fees to be charged in relation to the delivery of your course for 2016-2017. The University reserves the right to vary tuition fees in line with national inflation rates and subject to Government Policy on Higher Education. For other fees changes will be kept to a minimum, subject to changes in the cost of the provision to the University. Fees payable to external bodies are not set by the University and as such are beyond our control, resulting in any changes being passed to the student. Students will be notified of any planned changes as soon as possible. As the tuition fee is based on the information available at the time of offer, if it is subsequently found that an incorrect fee has been quoted, the University reserves the right to increase or decrease the fee accordingly. All discounts, scholarships and fee reductions are applicable for the first year and subject to review and change thereafter.
2. The guidance in this booklet is for Home, EU, EEA and Channel Island students and is for the academic year 2016-17 with effect from **1 August 2016**. For guidance relating to students studying at Southampton Solent University and Overseas students studying at Warsash Maritime Academy please refer to the relevant fees booklet.
3. The guidance in this booklet is only applicable to Accredited Courses and is not applicable to professional Development (non-credit bearing) courses. For further fees guidance on these courses please refer to the Standard Terms and Conditions for the Supply of Business Services which can be downloaded from <http://www.warsashacademy.co.uk/companyinstructions/resources/short-course-terms-conditions.pdf>
4. No fee may be reduced except on the express authority of the Director of Finance and Resources, unless the student is eligible for one of the fee reduction schemes described in this booklet. No fee may be reduced under more than one scheme.
5. Students are personally responsible for all their fees. These include course fees, accommodation fees and any other charges.
6. All students are initially registered for the full duration of their academic course/programme. Students remain liable for their tuition fees on this basis, unless they have formally withdrawn i.e.: notified the Academy Student and Business Operations Office in writing, or have been withdrawn by the School on academic or other grounds. Please refer to paragraphs 58-61 for further details regarding withdrawals.
7. A part-time student is one who studies fewer than **100** credits per academic year. Study of **100** credits or more in a single academic year is classified as full-time study and incurs the full-time fee as specified in the tables. Guidance on fees to be charged for students requiring re-assessment is given in paragraphs 63-72.
8. Students on a **full year or set period** industrial placement such as Sea Phase are not required to pay a tuition fee.

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Additional Costs

9. Students are required to pay for additional costs including such items as the cost of personal membership to professional bodies and additional materials beyond the supplied standard provision, for example consumables for art and design courses. Additional costs also include optional field trips and enhancement activities for personal development which do not form part of compulsory assessment. Please note this is not an exhaustive list. For information on additional fees for your individual course please visit the course pages at: <http://www.solent.ac.uk/courses/courses.aspx>

Payment of Fees and Charges

10. While advance payments will be accepted by the University, this does not guarantee a place on a University course.
11. All tuition fees are due annually, in full, at or prior to the commencement of a period of study. The fees levied include all tuition, registration, workshop and examination fees where appropriate.
12. To be assured of a place on the course, all self-sponsored students wishing to reserve a place on accredited course(s) will, at the time of booking, be required to make a deposit payment for each course(s) as detailed below, or to make full payment if the course fee is a lesser amount:

Postgraduate courses	UK/EU/EEA/Island students	£2,000
Honours Degree top-up courses	UK/EU/EEA/Island students	£1,000
All other Accredited courses	UK/EU/EEA/Island students	£300

Course Enquiries

13. For all fee enquiries details can be found at <http://www.warsashacademy.co.uk/courses/courselisting.aspx>. Any further queries can be referred to the Admissions and Recruitment Team. Email: wma.admissions@solent.ac.uk.

Bespoke Courses and Consultancy Enquiries

14. Southampton Solent University offers bespoke courses and consultancy to meet the needs of industry and commerce. Enquiries should be made to Warsash Maritime Academy by e-mail to wma@solent.ac.uk. Consultancy services will be supplied through Southampton Solent University Limited, a wholly owned subsidiary of the University and will be subject to VAT where appropriate.

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Payment Terms

15. For advice and information on student funding, debt and visas please visit <http://www.solent.ac.uk/welfare/finance>, or alternatively, contact Students 1st on Tel: +44 (0)23 8201 3427, or e-mail: students.1st@solent.ac.uk
16. Students remain liable in the case where they are in receipt of a student loan, and where a sponsor or other third party is paying the fees. Students remain responsible for all course fees if their sponsor defaults on the payment, for whatever reason.
17. Fees payment and payment plan enquiries should be referred to the Income team on 023 8201 3970, Fax- 023 8023 3475 or e-mail income.team@solent.ac.uk. Alternatively, enquiries may be made in person at the Income Team Counter, 1st floor of the Michael Andrews Building.

Payment Methods

18. Students from outside the UK can make payment by international bank transfer or debit/credit card through Pay to Study reducing bank charges and exchange rate for students. More information can be found by visiting <http://www.solent.ac.uk/studentlife/fees/pay-to-study.aspx>.
19. Payment of fees may also be made by payment card when booking a course or enrolling online at: <http://portal.solent.ac.uk>. Payment for outstanding fees may be made online by visiting www.solent.ac.uk/pay The University accepts Delta, Maestro, MasterCard and Visa cards.
20. Payment may also be made by payment card or cash at the Income Team Office (A101).
21. Arrangements may be made to pay outstanding fees by direct debit or standing order. Please contact the Income Team for further details. Please see paragraph 84 for contact details.
22. The University does not accept cheque payments or bankers drafts.

Student Loan Applicants

23. Once confirmation is received from the awarding body that the tuition fees are to be paid, the University will contact the Student Loan Company. The student will remain personally liable for the fees until such a point as payment is made by the Student Loan Company, and in the event where the student is reassessed and money is recovered from the University in relation to a student's fees.
24. Students who have applied for a student loan and have any questions relating to UK government student loans should contact Student Finance England at <https://www.gov.uk/contact-student-finance-england> or the University's student funding team, student.funding@solent.ac.uk; +44 (0)23 8201 3427; Students 1st, RM050.

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Company/Organisational Sponsors

25. Students remain liable in the case where a sponsor or other third party is paying the fees.
26. Fees will only be invoiced to a sponsor where the student produces valid proof of sponsorship with instructions from the sponsor.
27. Proof of sponsorship needs to be provided at the beginning of each academic year for which the student is receiving sponsorship. Proof of sponsorship may constitute a letter from the sponsor, a purchase order or a fully completed Company/Organisational Sponsorship Form (COSF). For a copy of the form refer to: <http://www.solent.ac.uk/studying/fees/sponsorship/company-and-organisationalponsors.aspx>
28. If no acceptable proof of sponsorship is submitted, students will be personally liable for fees.
29. Where a sponsor has been invoiced, payment of fees is normally due within 30 days of the invoice date.
30. In addition, failure of a sponsor to pay the fees in a timely manner may lead to University sanctions being applied to the student account. In addition the sponsor invoice will be credited and the fees placed back onto the student's account. This will also affect future sponsorship applications received by the University from the sponsor concerned.
31. The University reserves the right to review and either accept or reject all offers of sponsorship at its discretion. Where the University deems it appropriate, payment may be required up front as a condition of accepting an offer of sponsorship.
32. Please see the Company/Organisational Debtor Policy for further details on <http://portal.solent.ac.uk/support/finance/student-fees-and-finance/late-payments.aspx> or <http://www.solent.ac.uk/student-life/fees/late-payments.aspx>

Registration Fees

33. All registration fees must be paid before a student embarks on a programme of study, unless otherwise agreed with a member of the Income Team prior to the start of the course.
34. All students commencing a HNC/HND in 2016-17 will be required to pay the Edexcel registration fee in addition to the course fee. Where a student progresses from an HNC to an HND, a further 50% of the current BTEC Edexcel registration fee may be required. The University reserves the right to charge for the recognition of prior experiential and certificated learning.

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35. Any external registration and/or examination fees (e.g. MCA, Edexcel, SQA etc.) shown within fee guides are for information purposes only, and may be subject to change by the external body concerned.

Recognition of Prior Learning (RPL)

36. The University reserves the right to charge for the accreditation of prior experiential and certificated learning.

Recovery of All Student Debt

37. Account statements will be prepared during the academic year on a schedule authorised by the Director of Finance, detailing balances due from students and confirming final payment dates. The balance on your account will normally be adjusted to take into consideration of any grant or loan notifications received by the University from the Student Loans Company (SLC) and other sponsors.
38. Should students have difficulties in paying in accordance with the University standard due dates, a payment plan may be negotiated. Students with an agreed payment plan must adhere to the agreed payment dates, otherwise sanctions will be applied and the University standard terms as agreed on registration will be enforced. For further information please see paragraphs 39-44. The statement will normally serve as the first reminder for payment. Further information can be found for students at: <http://www.solent.ac.uk/student-life/fees/fees-financial-support.aspx>
39. A student is an overdue debtor to Southampton Solent University if he/she:
- i. Fails to pay any fees and charges by the specified due dates or fails to meet agreed payment plans.
 - ii. Fails to return, or pay for the replacement cost of any library book, software, equipment or kit issued on loan.
40. Sanctions are imposed on students who fail to pay tuition fees and other related fees by the due date and on those students who have defaulted on agreed payment plans. Students will be informed in writing of the intention to impose sanctions. Any subsequent failure to pay may result in the student being withdrawn from their course. Students withdrawn for non-payment of tuition fees will remain liable for a proportional payment of tuition fees in line with the University's withdrawal policy (see paragraphs 58-61).
41. Students embarking on a placement such as Sea Phase **must** ensure they have paid any debt from the previous phase before commencing their placement; otherwise the sanctions set out in paragraph 42 will apply.

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42. The application of sanctions may result in the following restrictions:
- i. A late payment charge of £50 may be levied to cover the cost of administration where an agreed payment plan is broken, or a student is referred to a collection agency.
 - ii. The withdrawal of access to all University IT network and hardware;
 - iii. The removal of permission to borrow books from the Library;
 - iv. The termination of enrolment during the academic year. Students in debt will be unable to progress onto further stages of the course or transfer to another course;
 - v. Students in debt will be unable to progress onto further stages of the course or transfer to another course;
 - vi. Students in debt will be unable to register on a new course;
 - vii. The withdrawal of the invitation and permission to attend the graduation ceremony;
 - viii. Award certificates being withheld.
43. Students will not be prevented from progressing on their course, lose IT access or permission to borrow books, be withdrawn from their course and certificates will not be withheld for non-tuition fee debt or tuition fee debt where the University deems the sanction to be disproportionate to the amount owed. The remaining sanctions (late payment charge, inability to transfer to, or register on, a new course and inability to attend the graduation ceremony) will be enforced.
44. The University reserves the right to take action to recover any outstanding debts, as per its' Student Debt Management Policy. A copy of the Management of Student Fees and Charges Policy is available for new students at: <http://portal.solent.ac.uk/hellouni/what-to-do/student-finance.aspx> or for continuing students at <http://portal.solent.ac.uk/support/finance/student-fees/student-fees.aspx>. The policy includes the use of debt collection agencies, County Court action and the recharging of any fees incurred in this process to the students' account. Further information about the University's Student Debt Management Policy may be obtained by contacting the Income Manager, Tel: 023 8031 9969; Fax: 023 8023 3475; e-mail: income.team@solent.ac.uk or in person at the Income Team Counter on the first floor of the Michael Andrews Building East Park Terrace, Southampton.

Academic Progression of Students with Tuition Fee Debt

45. Students with tuition fee debt will be permitted to re-sit examinations or re-submit coursework before the commencement of the next academic session. However, enrolment onto the next academic session or transfer onto a new course **will not be permitted** until the debt has been cleared.

General Fee Reductions

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46. Students who qualify for a fee reduction will be eligible under the terms for only one of the discount schemes outlined in paragraphs 47-52 below.
47. Southampton Solent University staff members following a course at the University, under the normal staff development route, are not charged tuition or other fees, providing it has been approved by their Director. Staff must provide evidence in the form of an approved Training Application form at registration so that the fee can be recovered from the appropriate department. For Training Application forms and further information visit the [Staff Fee Reductions Section](http://portal.solent.ac.uk/support/finance/student-fees/fee-reductions.aspx) on <http://portal.solent.ac.uk/support/finance/student-fees/fee-reductions.aspx>
48. Where a course is not part of an approved staff development programme, members of staff may be eligible for a tuition fee reduction (on application to the Director of School providing the course), up to a maximum of 50%, but will remain liable for all other fees.
49. Members of University Staff may apply to the Director of Finance and Resources for a 20% reduction for dependent children. Dependent children of University staff are children who are under the age of 25 at the time of their first application and living at their parents' home who are starting a programme of undergraduate study. Applicants should complete a Staff Dependent Discount Application form at <http://portal.solent.ac.uk/support/finance/finance-service/forms-for-download.aspx> and return it to the Director of Finance and Resources. If successful, the discount may be applicable for the duration of their course but a new application needs to be made for each year the student registers with the University.
50. Self-funded graduates of any Southampton Solent University First or Master's level degree course who return to study may be eligible for an alumni discount if they continue their studies on a University postgraduate course. Students will be eligible for the discount if they are graduates of a bachelor level course returning to study on a postgraduate FEE AND PAYMENT REGULATIONS Home, EU and Island students - 2016-17 8 Compliance, 02/06/2016 programme, or if they are postgraduate students returning on a postgraduate research course. The discount is available for students who return on both full-time and part-time courses and will be based on the classification of the most recent course completed.
 - i. Students who receive a 1st class degree, or a Master's degree with Distinction will receive a 50% reduction on their tuition fees.
 - ii. Students who receive a 2nd class degree (2.1 or 2.2) or a Master's degree with Merit will receive a 20% discount on their tuition fees.
51. There are no restrictions on the graduation year, so as long as students are a Solent alumni with a completed award they will be eligible. The discount will be applied annually at the start of each academic year.
52. Staff members at one of Southampton Solent University's link colleges (contact External Relations for details, or centres, wishing to enrol on a part-time course at the University may be eligible for a 50% reduction of the tuition fee only, but will remain liable for the payment of any external registration or other fees payable. A management letter of introduction, confirming the applicant is a staff member at the link college or centre, will be required prior to or at enrolment and for each year of study thereafter.

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Research Assisted Fee Scheme and Scholarships

53. For further information about scholarships offered by Southampton Solent University such as the Lisa Wilson Scholarship please refer to: <http://www.solent.ac.uk/student-life/scholarships/scholarships.aspx>

For the calculation of discounts and scholarships where a student suspends or withdraws from a course please refer to paragraph 84.

Corporate Discounts

54. Corporate discounts may be negotiated by sponsoring organisations, but are subject to approval only by the Director of Finance. Corporate discounts are not available to self-funded students.

Transferring Students

55. Where a student is in receipt of a student loan from the SLC and transfers from Southampton Solent University to another higher education institution (HEI), Southampton Solent University will retain a proportion of the total loan based on the number of weeks the student is in attendance at Southampton Solent University. The remaining loan will be remitted to the institution to which the student is transferring.
56. Where the student transfers to another HEI and fees are to be paid by a method other than a student loan from the SLC, Southampton Solent University will treat this as a withdrawal, and fees owing will be calculated in accordance with the withdrawals and suspensions policy. Please see paragraphs 58-61.
57. Where a student transfers to Southampton Solent University from another institution, Southampton Solent University will receive a proportion of the total fee based on the number of weeks of attendance remaining. Any reductions for academic credits attained will be calculated in accordance with the RPL procedure and any relevant fees adjusted accordingly. This is subject to the agreement of the institution from which the student is transferring.

Withdrawals and Suspension

58. Students wishing to withdraw from a course should first discuss the matter with their Course Leader/Programme Manager. Students can also contact a student funding advisor through the Student Hub to discuss the funding implications of withdrawing.
59. A student withdrawing from a course must inform the Student Hub in writing as soon as soon as the decision to withdraw has been made. Students who do not comply with this requirement will remain liable for the full fee.
60. Students withdrawing from a course of study remain liable for the full fee, except as provided below:
- i. Students who, for whatever reason, are unable to attend the course, or withdraw from it within the first 21 calendar days from the course commencement, will be eligible

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for a refund of any fees paid, less the deposit payment, providing that written confirmation of withdrawal has been received by the Academy Student & Business Operations Office team. This written confirmation should be provided within 21 days of the course commencement. The deposit payment may be transferred to the same course of study running at a later date, which is within 24 months of the commencement date for the original course booking. Students who do not comply with this requirement will forfeit any fees paid.

ii. Students who enrol on a Guided Studies or Distance Learning programme(s) will not be eligible for any refund once the study material(s) has been despatched to the student.

iii. Should a tuition fee loan be awarded they will be calculated in accordance with the above. For further information please refer to the Student Loan Company at <http://www.slc.co.uk>.

iv. A suspension is regarded as a temporary break in study, the intention being to return to study the next academic year. Tuition fees charged at the time of suspension are calculated in line with the withdrawal charges (paragraph 60). Resumption back onto the same programme of study will result in tuition fees being calculated on a pro-rata basis. Return to an alternative course (subject to approval) would result in the total tuition fee for that year of study.

v. All discounts and scholarships, except where specified, will be calculated at the time the discount is applied and will be based on the full annual fees for the course. Except for the early payment discount, discounts and scholarships will be reduced pro rata in line with any fee waiver applied upon suspension or withdrawal from study.

61. Where a registration fee is payable to professional examining bodies and BTEC Edexcel this will not normally be refunded.

Re-assessment

62. All re-assessment charges apply equally to full-time and part-time students.

Resit Fees and Trailing Assessment Fees : Charges for All Students

63. All students taking a first resit, whether for Academic or MCA purposes, will not be charged a reassessment fee.

64. Standard reassessment charges (See paragraph 66) only apply if re-submission or re-assessment can be accommodated within the normal course timetable. Outside this framework, an appropriate fee for each piece of work will apply.

65. All students taking further attempts, having been allowed to progress to the next level of their course with trailing assessments will not be charged tuition fees for the units to be re-assessed. However, a re-assessment charge will be made as set out below:

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66. Re-assessment charges, applicable for re-examinations, re-submitted essays, projects or similar work, are as follows:
67. Candidates requiring internal re-assessment for MCA Signals examination will be charged **£110per examination.**
68. Candidates who are required to undertake a resit in Navigational Aids and Equipment Simulator Training will be charged the following fees:

NARST (M)	£385
NAEST (O)	£385

Candidates requiring internal re-assessment for other NARAS(O) elements will be charged as follows:

- | | | |
|------|-----------------|------------|
| i. | NARAS Theory | £62 |
| ii. | NARAS Plotting | 62 |
| iii. | NARAS Practical | £62 |
69. Resit Fees will be charged and are payable prior to the reassessment taking place. This fee will be payable even if the student chooses not to retake the assessment, unless the student advises the Assessment and Certification Team their intention not to resit, at least 2 weeks prior to the week commencing of resit taking place. Students may not sit a reassessment unless the fee has been paid.
70. Any external registration and/or examination fees (e.g. MCA, Edexcel, SQA etc.) shown within fee guides are for information purposes only, and may be subject to change by the external body concerned.

Re-assessment Following Non-Progression - Repeat Assessments

71. Where a student is repeating a level/stage then the full tuition fee due will be charged.
72. Final-year students wishing to be re-assessed for specific units (normally in the following academic year) are required to pay the fees set out in paragraph 66 above.

Island Fees

73. Tuition fees for students from the Channel Islands or Isle of Man are charged at the overseas rate though this may vary at the discretion of the university. Please see the fees section for further information.
74. Channel Islands and Isle of Man students undertaking studies of less than 100 credits per academic year are subject to the University's Overseas part-time fees. Study of 100 credits or more in a single academic year is classified as full-time study and incurs the

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full-time fee. Guidance on fees to be charged for students requiring re-assessment is given in paragraphs 63-70.

75. Tuition fees for Further Education students from the Channel Islands or Isle of Man will be as recommended by the appropriate national bod.

EEA Students

76. For the purpose of calculating fees, a European Economic Area (EEA) student is someone whose nationality is from a country within the EEA, i.e. Iceland, Lichtenstein and Norway and must not be confused with member countries of the EU. Switzerland is not part of the EU or EEA, yet Swiss nationals are considered under the same fees policy as EEA students. Subject to some exceptions (EEA migrant workers) EEA fees and fees for Swiss nationals are the same as the overseas rate shown in the fees table. Further information is available on the UK Council for International Student Affairs (UKCISA) Website <http://www.ukcisa.org.uk/>. Alternatively for further advice you can consult the University's International Adviser via Students 1st on 023 8201 3427.

Duplicate Certificates and transcripts

77. A charge of £35 will be made for the provision of unit data for accreditation.
78. The following charges will be made for replacement of certificates and transcripts:
- i. A £50 fee is payable for a replacement certificate, including European Diploma Supplement. These are obtainable from the Academic Services (AS).
 - ii. A £10 fee will be charged for the replacement of a Transcript.
79. The University reserves the right to levy a charge of £15 where a certificate needs to be amended and reissued through circumstances outside the University's control.

Data Protection Subject Access Requests

80. A statutory fee of £10 is payable for this service. For further details contact the Information Management and Compliance Officer on 023 8031 9229 or e-mail freedom.information@solent.ac.uk

Campus Cards

81. Each student **must** obtain a Campus Card, which is initially issued free. A replacement card costs £5 and is available by contacting the Student Hub.

Council Tax Certificates

82. A Council Tax certificate is issued free to all eligible full-time students. A charge of £15 may be made for a replacement Council Tax Certificate. Some local Councils, such as

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Southampton City Council, may be automatically informed regarding students residing in the Southampton area. Such students should not normally need a Council tax certificate. Please contact the Student Hub for information, see paragraph 84.

External Examining Bodies

83. The University reserves the right to charge an External Examining fee for examination candidates who are not students of the University.

Course and Fee Enquiries

84. All enquiries should be referred to the appropriate School or Service, as listed below:

- i. **Warsash Maritime Academy**
Newtown Road
Warsash
Southampton
SO31 9ZL
Tel: +44 (0) 238201 4015
E-mail: wma.admissions@solent.ac.uk
- ii. **Warsash Accommodation Office**
Estates and Facilities
New town Road
Warsash
Southampton
SO31 9ZL
Tel: +44 (0) 238201 4245
E-mail: warsash.accommodation@solent.ac.uk
Fax: +44 (0)1489 573988
- iii. **Income Team**
Finance Service, A101
Southampton Solent University
East Park Terrace
Southampton
SO14 0RX
Tel: +44 (0) 23 8031 9970
E-mail: student.accounts@solent.ac.uk
Fax: +44 (0) 23 8023 3475
- iv.
- v. **Student Funding Advice**
Students 1st, RM050, Student Support
Southampton Solent University
East Park Terrace
Southampton
SO14 0RU
Tel: +44 (0) 2382 013427
E-mail: students.1st@solent.ac.uk
- vi. **Student Finance England**
General Enquiries
Tel: 0845 300 50 90
Website: www.studentfinance.direct.gov.uk

Warsash Student Hub
Newtown Road
Warsash, Southampton SO31 9ZL

Tel: +44(0) 238201 5200
Email: students@solent.ac.uk

Additional Fee

Any additional fee payable, e.g. field trip fee.

Course Code

The University's reference code for courses.

Course Title

The name of the course/programme of study.

EU/EEA Countries

Please refer to Page 16.

Fees

Fees are defined as all monies payable to the University.

Fulltime study

A course comprised of 100 CATS or more, that requires attendance of at least 24 weeks in the academic year with an average of 21 hours per week study.

UK/EU Fees

This is the annual fee payable by students **ordinarily resident** in the UK and EU throughout the three-year period preceding the start of the course.

Island Fees

The Department for Education and Skills publishes the tuition fees for full-time undergraduate students from the Channel Islands or Isle of Man. Southampton Solent University is a "Research Institution with Capability Funding".

Part-time Students

A course that does not meet the criteria for fulltime study detailed above.

Period of Study

Refers to the length of study, either a period or a term, depending on the type of academic year structure the course follows.

Registration Fee

Fee payable for registration with relevant validating body, e.g. Edexcel registration fee.

Sub-degree

A sub-degree is a qualification below the level of undergraduate first degree. Academic credits gained at sub-degree level can be used towards obtaining a first degree qualification.

A sub-degree includes, but is not exclusive to, the following qualifications; foundation degrees, Higher National Diploma (HND), Higher National Certificate (HNC), Diploma of Higher Education (DipHE) and Certificate of Higher Education (CertHE).

Tuition fees and other related fees

- Course fees
- Library fines
- Re-sit fees
- Equipment hire
- PSRB endorsements
- BTEC Registration Fee
- Professional Body Endorsement fee
- Other professional fees
- Re-Assessment fee (Trailing unit fee/resit fee)
- Registration fee
- Graduation fee (online transaction)

UKCISA

The UK Council for International Student Affairs provides advice and information to international students studying in the UK and to staff who work with them. All UK universities and most colleges of further and higher education with international students are members of UKCISA. Information and advice to students is free. For further information visit <http://www.ukcisa.org.uk>

Unit Fee

A unit is a specific area of study within a course for which a precise number of academic credits are awarded. A unit fee is payable for a 20 credit point unit or part of the course where this is separately offered. The fee payable for 15 credit point or 10 credit point units, or parts of the course, are calculated pro rata to the 20 credit unit fee.

Accredited Courses

Covers academic and professional programmes in support of UK Maritime & Coastguard Agency Certificates of Competency.

Professional Development Courses

Covers professional (non-credit bearing) short courses to maritime personnel at all levels and continuing professional development programmes for senior mariners.

The European Union (EU) comprises the following 27 countries:

- Austria
- Belgium
- Bulgaria
- Croatia
- Cyprus
- Czech Republic
- Denmark
- Estonia
- Finland
- France
- Germany
- Greece
- Hungary
- Ireland
- Italy
- Latvia
- Lithuania
- Luxembourg
- Malta
- Netherlands
- Poland
- Portugal
- Romania
- Slovakia
- Slovenia
- Spain
- Sweden
- United Kingdom.

The **European Economic Area (EEA)** consists of the 27 member states of the European Union as well as Iceland, Liechtenstein and Norway.

Note: Switzerland is not part of the formally recognised EEA but its nationals are similarly eligible under various international treaties signed by the UK and Swiss governments.