FEE AND PAYMENT REGULATIONS Home, EU and Island students - 2016-17

Title	Page(s)
Academic Progression of Students with Tuition Fee Debt	7
Additional Costs	2
Campus Cards	15
Company/Organisational Sponsors	4
Composition of the European Union	19
Continuing Education (Tuition only-Associate Students)	14
Corporate Discounts	9
Council Tax Certificates	15
Course and Fee Enquiries	15
Data Protection Subject Access Requests	15
Duplicate Certificates	14
Early Payment Discount	7
External Examining Bodies	15
EEA/Swiss Students	12
Full-cost Courses and Consultancy Enquiries	3
General Fee Reductions	7
Glossary of Terms	17-18
Incoming Exchange Students	12
Island Fees	17
Language Units	14
Outgoing Exchange students	13
Payment Terms	3
Payment Methods	4
Postgraduate Research Students	13
Postgraduate Taught Students	14
Re-assessment	11
Recognition of Prior Learning (RPL)	5
Recovery of all Student Debt	5
Repeating a level/stage	12
Resit Fees and Trailing Assessment Fees	11
Registration Fees	5
Scholarships	8
Student Loan Applicants	4
Transferring Students	9
Visiting Students/Study Abroad	13
Withdrawals and Suspensions	10

FEE AND PAYMENT REGULATIONS Home, EU and Island students - 2016-17

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 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 for the academic year 2016-17 with effect from **1 August 2016**. For guidance relating to Warsash Maritime Academy and Overseas students, please refer to the specific relevant fee and payment regulations booklet.

3. Unless otherwise indicated, all fees are for the 2016-17 academic year and relate to the University's normal programme of award-bearing courses.

   i. The New Regime fee for full-time Home and EU undergraduate students commencing their studies from 2014-15 onwards is £9,000.
   ii. The fee for New Regime continuing full-time Home and EU undergraduate students who commenced their course of study in 2012-13 or 2013-14 is £8,660.
   iii. The variable full-time undergraduate fee for students who commenced their studies before 2012-13 but after 2006-07 is £3,465.
   iv. The New Regime sub-degree fee for full-time Home and EU students who commenced their studies from 2013-14 onwards is £7,650.
   v. The variable full-time sub-degree fee (for students who commenced their studies before 2012-13 but after 2006-07) is £3,465.

4. No fee may be reduced except on the express authority of the Director of Finance, 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.

Additional Costs

6. 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

7. All students are enrolled for the full duration of their academic course/programme and remain liable for their tuition fees on this basis, unless they have formally withdrawn ie: notified Academic Services in writing, or have been withdrawn on academic or other grounds. Please refer to paragraphs 68-71 for further details regarding withdrawals.

8. A part-time student is one who studies fewer than **100** credits per academic year. Study of
100 credits or more in a course 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 reassessment is given in paragraphs 72-75.

9. Students on a **full year** industrial placement (standard sandwich year-out NOT the Erasmus+ Programme) are required to pay the annual tuition fee of £1,350.

10. Students who undertake a study or work (sandwich) year abroad under the Erasmus+ Programme, are required to pay the annual tuition fee of £1,350.

11. Home and EU students who study as international exchange students for a full academic year at a North American University (including Canada) with which SSU has a bi-lateral agreement will pay 50% of their annual tuition fees to Southampton Solent University. For further details contact international.exchanges@solent.ac.uk

12. Students who study abroad for one teaching period are required to pay the full annual tuition fee.

13. An incentive scheme for students paying in full rather than by instalments is set out in paragraph 50. The University prefers students to pay their tuition fees in full at, or prior to, the commencement of their period of study.

Full-cost Courses and Consultancy Enquiries

14. Southampton Solent University offers full-cost courses and consultancy to meet the needs of industry and commerce. Enquiries should be made to Southampton Solent University by e-mail to ask@solent.ac.uk. Consultancy services will be supplied through Southampton Solent University Limited, a wholly owned subsidiary of the University.

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. While advance payments will be accepted by the University, this does not guarantee a place on a University course.

17. 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.

18. All tuition fees are due annually, in full, at or prior to the commencement of a period of study.

19. For students on courses less than one year's duration, payment must be paid in full prior to registration on their course.

20. For students on courses of at least one year's duration, arrangements may be made for payment of the annual tuition fee in instalments, either through standard instalment plans offered during on-line registration or by contacting the Income team on +44 (0)23 8201 3970, Fax +44 (0)23 8023 3475 or e-mail income.team@solent.ac.uk. Alternatively, enquiries may be made in person at the Income Team Counter on the first floor of the Michael Andrews Building.

21. Students must have a payment plan for any unpaid course fees with a defined method of payment in place with the University prior to registration on their course.

22. Failure to pay tuition fees in accordance with the student's chosen payment option will result in the full amount of their annual fee becoming due immediately.

Payment Methods

23. 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.

24. Payment of fees may also be made by payment card when booking a short 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.

25. Payment may also be made by payment card or cash at the Income Team Office (A101).

26. 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 106 for contact details.

27. The University does not accept cheque payments or bankers drafts.

Student Loan Applicants

28. 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.

29. 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.

Company/Organisational Sponsors

30. Students remain liable in the case where a sponsor or other third party is paying the fees.

31. Fees will only be invoiced to a sponsor where the student produces valid proof of sponsorship with instructions from the sponsor.

32. **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-organisationalsponsors.aspx

33. If no acceptable proof of sponsorship is submitted, students will be personally liable for fees.

34. Where a sponsor has been invoiced, payment of fees is normally due within 30 days of the invoice date.

35. 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.

36. 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.

37. 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

38. 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.

39. 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.

Recognition of Prior Learning (RPL)

40. The University reserves the right to charge for the recognition of prior experiential and certificated learning.

Recovery of All Student Debt

41. 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.

42. 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 44-47. 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

43. 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.

44. 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 68-71).

45. Students embarking on a Placement (whether for work or study) **must** ensure they have paid any debt from the previous year, as well as paying any fees due for the current year before commencing their placement, otherwise the sanctions set out in paragraph 46 may apply.

46. 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 (including MyCourse).
    iii. The removal of permission to borrow books from the Library. iv. The termination of enrolment during the academic year.
    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 and award certificates being withheld.

47. 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.

48. 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 students at http://portal.solent.ac.uk/support/finance/studentfees-and-finance/late-payments.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 student's account. Further information about the University's Student Debt Management

Policy may be obtained by contacting the Income Manager, Tel: +44 (0)23 8201 3969; Fax: +44 (0)23 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 (A101).

Academic Progression of Students with Tuition Fee Debt

49. 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 in full.

Early Payment Discount

50. The University runs an **incentive scheme** for **early payment** of tuition fees.

    i. Self-funded students who are personally contributing a minimum of £500 towards tuition fees for an academic course lasting at least one academic year, and pay in full before 23 September 2016, will qualify for a 5% discount on their 2016-2017 tuition fees.

    ii. Self-funded students on a course falling outside the standard academic year (normally starting in January), who are personally contributing a minimum of £500 towards tuition fees, and pay in full three days before the course start date, will qualify for a 5% discount on their 2016-2017 tuition fees. For example, if your course starts Monday 16 January 2017, payment will need to be received by Friday 13 January 2017 to qualify for the discount.

    iii. Further information may be obtained from the Income Team (Finance Service) on Tel: +44 (0)23 8201 3970 or new students can visit: http://www.solent.ac.uk/studying/fees/tuition-fees/discounted-fees/earlypayment-discount.aspx

General Fee Reductions

51. Where students meet the criteria, they may receive an early payment discount in addition to the general fee reductions listed above.

52. Southampton Solent University staff members following a course at the University as part of normal staff development 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 on http://portal.solent.ac.uk/support/workinghere/employee-benefits/career-development/career-development.aspx

53. 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.

54. Members of University Staff may apply to the Director of Finance for a 20% reduction for dependent children, (children who are under the age of 25 at the time of their first application and living at their parents'/guardians' home) who are starting a programme of undergraduate study. Applicants should complete a Staff Dependent Discount Application form found on the following link http://portal.solent.ac.uk/support/finance/financeservice/forms-for-download/forms-for-download.aspx and return it to the Director of Finance. 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.

55. Self-funded graduates of any Southampton Solent University First or Masters 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 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 Masters 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 Masters degree with Merit will receive a 20% discount on their tuition fees.

56. 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.

57. Staff members at one of Southampton Solent University's link colleges (contact External Relations for details, paragraph 106) 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. The letter should be scanned and e-mailed to income.team@solent.ac.uk prior to enrolment.

Scholarships

58. Southampton Solent University is pleased to offer a limited number of scholarships of between £500 and £1000 for applicants from the EEA and EU wishing to study a full-time course at Southampton Solent University who exceed the entry criteria for their course. The scholarship is a financial deduction taken off the invoice for the student's tuition fees. To qualify students must be living outside the UK (or international student currently studying in the UK) with an 'Unconditional Firm' offer on a full-time course for 2016 entry. Applicants need to be self-funded (not sponsored by their Government or employer. The Scholarship does not apply to Study Abroad students).

59. Merit Scholarships will be awarded to applicants who are holding an 'Unconditional Firm' offer with the University, and who exceed the entry criteria for their course. Applicants do not need to apply for the scholarship as the University will advise the applicants if they are eligible for one. They are awarded on a first-come first-served basis.

60. Scholarships are awarded on a 'first-come, first-served' basis and cannot be used in conjunction with any other scholarships. Scholarships are awarded in the following way:

Level	Amount	Quantity	Eligible Countries
Undergraduate and postgraduate	£500	20	EU and EEA
Undergraduate and postgraduate	£1,000	10	EU and EEA

61. For further information about scholarships offered by Southampton Solent University such as the Lisa Wilson Scholarship and the Sport Solent Scholarships, please refer to: http://www.solent.ac.uk/student-life/scholarships/scholarships.aspx

62. Southampton Solent University also offer a number of other scholarships to students, including the High Performance Academy Scholarship for student athletes with exceptional talent and potential. For further information go to: http://www.solent.ac.uk/studying/fees/financial-support/scholarships/scholarships.aspx

63. For the calculation of discounts and scholarships where a student suspends or withdraws from a course please refer to paragraphs 68-71.

Corporate Discounts

64. 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 selffunded students.

Transferring Students

65. 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.

66. 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 68-71.

67. 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. Please see paragraph 40. This is subject to the agreement of the institution from which the student is transferring.

Withdrawals and Suspension

68. Students wishing to withdraw from a course should first discuss the matter with their Course Leader or Programme Group Leader. Students can also contact a student funding advisor through the Student Hub to discuss the funding implications of withdrawing.

69. A student withdrawing from a course must inform the Student Hub in writing as soon as the decision to withdraw has been made (see paragraph 106). Students who do not comply with this requirement will remain liable for fees.

70. Students withdrawing from a course of study remain liable for the full fee except as provided below:

    i. All students accepting an offer of a place at the University will be entitled to withdraw from their place within 14 calendar days of accepting a place at the University.

    ii. If the student has already commenced study on the course in the 14 day period following accepting an offer of a place, the University has a right to deduct fees for the period the student studied at the University.

    iii. All students who withdraw before the start of their course or unit may be eligible for a full refund of any tuition fees paid, providing that prior to the commencement of the course, written notification of withdrawal has been received by the University.

    iv. Students attending a course lasting an academic year or more, who withdraw will be charged as detailed below. Application of a withdrawal fee commences from the first week of teaching.

        a. Where a student has commenced studies and withdrawn within 14 calendar days of accepting an offer of a place, the University will not charge tuition fees.

        b. Students withdrawing before the end of the first term will be liable for 25% of the annual tuition fee. This is dependent upon written notification of withdrawal being received by the University prior to the commencement of the second term.

        c. Students withdrawing during the second term will be liable for 50% of the annual tuition fee. This is dependent upon written notification of withdrawal being received by the University prior to the commencement of the third term.

        d. Students withdrawing during the third term will be liable for the full year's fee.

        e. Where a student engaged in a postgraduate research programme withdraws or suspends, the fee will be calculated pro rata on a monthly basis based on the annual fee.

v. Students not registered on a term based course should contact the Student Hub for details (Paragraph 106).

vi. Students attending a course lasting **less than a year** remain liable for the full fee regardless of date of withdrawal.

vii. A suspension is regarded as a temporary break in study, the intention being to return to study the following academic year. Tuition fees charged at the time of suspension are calculated in line with the withdrawal charges (paragraph 70, iv). 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 being charged for that year of study.

viii. Term dates for the academic year 2016-17 are available at http://portal.solent.ac.uk/documents/academic-services/academic-calendar-20162017.pdf?t=1462875422026

ix. 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.

71. Where a registration fee is payable to professional examining/awarding bodies such as Edexcel (BTEC), this will not normally be refunded.

Re-assessment

72. All re-assessment charges apply equally to full-time and part-time students. All candidates for re-assessment of elements of individual units (including Franchise students) must enrol before or at the start of the period within which they wish to be re-assessed.

73. Under exceptional circumstances, and at the discretion of Academic Services, arrangements may be made for re-assessment by written examinations to take place at a British Council Office or other appropriate institution. An additional £105 will be charged for this service.

Resit Fees and Trailing Assessment Fees: Charges for All Students

74. All students taking second attempts will not be charged a reassessment fee.

75. 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:

- £62 per 20 CATs unit, pro-rated for units of different value, regardless of the number of assessment elements being attempted.

Resit fees will be charged prior to the reassessment taking place and will be payable even if the student chooses not to retake the assessment.

Repeating a level/stage

76. Where a student is repeating a level/stage then the full tuition fee due will be charged.

77. 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 76 above.

Island Fees

78. Island fees for New Regime students commencing their studies in 2014-15, 2015-16 or 2016-17 academic years are

- Undergraduate courses: £9,000 for all undergraduate courses
- Sub-degree courses: £7,650 for all sub-degree courses

79. Island fees for New Regime students who commenced their course of study in 2013-14 are:

- Undergraduate courses: £8,660 for all undergraduate courses
- Sub-degree courses: £7,650 for all sub-degree courses

81. Tuition fees for postgraduate students from the Channel Islands or Isle of Man are charged at the overseas rate.
82. 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 full-time fee as specified in paragraphs 78-80 above. Guidance on fees to be charged for students requiring re-assessment is given in paragraphs 74-77.

EEA/Swiss Students

83. 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.

Incoming Exchange Students

84. Applications for acceptance as a non-fee paying incoming exchange student, whether under the Erasmus Programme or from partner institutions elsewhere, are only considered from those students who are enrolled and studying at universities with which Southampton Solent University has a valid, signed inter-institutional agreement in place. An official nomination from the home University must accompany the application. Where an agreement has been reached that a student may extend their studies into a subsequent

period, the student may be required to pay the requisite period fee should such an extension exceed the number of exchanges covered by the inter-institutional agreement. For further information contact the University by e-mail: international.exchanges@solent.ac.uk or by telephone: +44 (0)23 8201 3529.

Outgoing Exchange Students

85. Students of Southampton Solent University who spend a period of time abroad as part of their course, through an International Programme or an approved inter-Institutional Exchange scheme, are required to enrol as students of, and pay the appropriate fees to, Southampton Solent University. All previous tuition fees owed to the University must have been **paid in full** before the year abroad can be confirmed.

86. Outgoing home, EU/EEA and Island students who will be based in an EU country for one academic year will pay 15% of their normal annual tuition fees to Southampton Solent University. Outgoing home, EU/EEA and Island students who will be based outside of the EU for one academic year will pay 50% of their normal annual tuition fees to Southampton Solent University.

Visiting Students/Study Abroad

87. Visiting /Study Abroad students are defined as those students registered at an institution with which the University does not have a signed inter-institutional exchange agreement in place but who wish to study for a period or full year in Southampton. Such students may apply to study for one period or one academic year at Southampton. Students will be charged £3,500 per teaching period for a maximum of 60 credits.

88. Southampton Solent University does not accept Freemovers on a nil fees basis.

Postgraduate Research Students

89. Students may be admitted and enrolled to part-time research programmes in October and January.

90. The normal annual fee will be charged on re-registration at the commencement of the next academic year, and in subsequent academic years.

91. **Full time** research students who have completed their program of research for an MPhil or PhD and are in the final stages of 'writing-up', requiring no further supervision prior to the submission of their thesis, may retain their registration and enrolment for **3 months only** upon payment of the £770 writing-up fee. **Part time** research students who have completed their program of research for an MPhil or PhD and are in the final stages of 'writing-up', requiring no further supervision prior to the submission of their thesis, may retain their registration and enrolment for **6 months only** upon payment of the £770 writing-up fee. This must be agreed in writing by the Head of Graduate Studies and should not exceed the period allowable under the terms of their degree registration.

92. If a student subsequently fails to submit in time and wishes to continue their registration and submit later, they are liable for the full annual fee but will be eligible to receive a refund if they submit before the end of the academic year.

93. Students who pay full fees in their final year and submit their thesis during that year will be eligible for a pro rata refund, calculated from the month following the month of submission.

94. Resubmission fees for PGR students are as follows;

    i. No fee if submitted within 4 months;
    ii. 2/3 standard fee with 50% refund if submitted within 4-7 months;
    iii. 2/3 standard fee if submitted within 8-12 months.

95. The major amendments fee for PGR students is £1,000 for both full and part time study.

96. Please refer to paragraph 70(iv)(e) for details of withdrawal fees for PGR students.

Postgraduate Taught Students

97. Students on taught postgraduate courses that contain a dissertation element may apply to Academic Services (see paragraph 106) for continuing student status. This is normally allowable free of charge where a dissertation extension has been granted beyond the period covered by the initial annual tuition fee for the course or the dissertation element.

Continuing Education (Tuition-only Associate Students)

98. Where a course or unit is also available on a tuition-only basis, the fee is £160 per 20 credit unit. Such courses or units are not usually eligible for academic credits. Applicants are registered as associate students of the University and are not eligible to submit coursework, assignments or sit examinations unless they pay the full unit fee. For further details contact the relevant School/Warsash Maritime Academy (see paragraph 106).

Language Units

99. Language Units, with the exception of those for EFL (English as a Foreign Language), will incur the appropriate tuition and registration fee charges. Please note that units undertaken as part of a re-assessment incur the appropriate fee as per paragraphs 72-75.

Duplicate Certificates

100. A £40 fee is payable for a replacement certificate, including European Diploma Supplement. These are obtainable from Academic Services (AS).

101. 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.

102. A charge of £35 will be made for the provision of Unit data for accreditation.

Data Protection Subject Access Requests

103. A statutory fee of £10 is payable for this service. For further details contact the Information Management and Compliance Officer on +44 (0)23 8201 3229 or e-mail freedom.information@solent.ac.uk

Campus Cards

104. Each student **must** obtain a Campus Card, which is initially issued free. A replacement card costs £5.

Council Tax Certificates

105. 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 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 106.

External Examining Bodies

106. 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

107. All enquiries should be referred to the appropriate School or Service.

Warsash Maritime Academy
Newtown Road, Warsash
Southampton
SO31 9ZL

Tel: +44 (0) 23 8201 3000
E-mail: WMA@solent.ac.uk

Accommodation Office
Southampton Solent University
East Park Terrace
Southampton
SO14 0YN

Tel: +44 (0) 23 8201 5040
E-mail: accommodation@solent.ac.uk

(Accommodation enquiries for the Warsash Maritime Academy should be directed to the Newtown Road address as detailed above).

Academic Services
A101, Andrews Building
Southampton Solent University
East Park Terrace

Southampton
SO14 0RU

Tel: +44 (0)23 8201 3578
E-mail: student.records@solent.ac.uk

Admissions

Tel: +44 (0)23 8201 5066

Southampton Solent University
East Park Terrace
Southampton
SO14 0YN

E-mail: admissions@solent.ac.uk

External Relations
Southampton Solent University
East Park Terrace
Southampton
SO14 0YN

Tel: +44 (0)23 8201 3039
E-mail: ask@solent.ac.uk

Income Team
Finance Service, A101
Southampton Solent University
East Park Terrace
Southampton
SO14 0RX

Tel: +44 (0) 23 8201 3970
E-mail: income.team@solent.ac.uk
Fax: +44 (0) 23 8023 3475

Student Funding Advice
Student Hub, RM050
Southampton Solent University
East Park Terrace
Southampton
SO14 0RU

Tel: +44 (0) 23 8301 3427
E-mail: student.funding@solent.ac.uk

Student Hub
Southampton Solent University
East Park Terrace
Southampton
SO14 0YN

Tel: +44 (0) 23 8201 5200
E-mail: students@solent.ac.uk

GLOSSARY

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.

ERASMUS student
A student studying under the ERASMUS programme. Please visit the below link for further information www.britishcouncil.org/erasmus

EU/EEA Countries
Please refer to page 18.

Fees
Fees are defined as all monies payable to the University.

Free-mover
A student wishing to study at a Higher Education Institution (HEI) in another country where there is no bi-lateral exchange agreement in place.

Full-time 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 study
A course that does not meet the criteria for full-time 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 subdegree 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
- Re-sit fees
- Professional, Statutory and Regulatory Body (PSRB) endorsements
- BTEC (Edexcel) Registration Fee
- Professional Body Endorsement fee
- Other professional fees
- Re-Assessment fee (Trailing unit fee/resit fee)

UKCISA
The UK Council for International Student Affairs provides advice and information to overseas students studying in the UK and to staff who work with them. All UK universities and most colleges of further and higher education with overseas 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.

COMPOSITION OF THE EUROPEAN UNION

The **European Union (EU)** comprises the following 28 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 28 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.