

**University of Salford Key Facts about Fees
Academic Year 2019 - 2020**

Tuition fees

1. If you pay tuition fees at the rate for **home students***, your tuition fees will increase for your second and subsequent years of study at a rate equal to the percentage by which inflation (measured using the Retail Prices Index excluding mortgage interest payments) has increased over the preceding year of study. However, if you take longer than scheduled to complete your programme (e.g. because you have to retake a year) you must pay the applicable tuition fees (with provision for increases) for each further year of study. (*The **home rate** applies to students from England, Wales, Scotland, Northern Ireland, countries who are members of the European Union, the Channel Islands and the Isle of Man.)
2. Unless you pay tuition fees at the rate for **home students**, your tuition fees may increase by up to 5% per annum.
3. Tuition fees are not discounted if you start your programme late.
4. Tuition fees are not waived or reduced for any period during which you are suspended pending a disciplinary hearing.
5. If study abroad is integral to your programme, but you end up spending 10 or more weeks with us instead of being abroad as planned, you must pay us the full tuition fees for that academic year.
6. Tuition fees are not charged for placement years, but all other applicable fees and charges remain payable.
7. If you believe your fees have been charged or calculated incorrectly, in the first instance you should contact the Fees and Awards team by email at sa-tuitionfees@salford.ac.uk (clearly marking the email 'FEE APPEAL') and set out full details. If you are dissatisfied with the outcome, you can ask the Fees and Awards team to review its decision or formally make a complaint using our Student Complaints Procedure, further information can be accessed via the following link <https://www.salford.ac.uk/askus/academic-support/complaints>.
8. If you are Student Loan funded and are transferring to Salford from another institution, we will pro-rate the tuition fee for the year of transfer, taking into account any tuition fees that have been charged by your previous institution.

Non-payment of tuition fees and other charges

9. Penalties for unpaid tuition fees and other charges include *inability to register or re-register**, *withholding of correspondence including official transcripts**, *withholding of final award certificate**, *withdrawal or suspension of our library and computing facilities**, *expulsion from your programme** and *refusal to allow attendance at graduation ceremonies (those penalties marked with an asterisk (*) only apply where you have unpaid tuition fees)*.
10. We take debt recovery action for unpaid fees. Your account may be referred to a debt collection agency and this may result in legal action being taken against you.

How much you pay/are refunded if you interrupt or are suspended or expelled from your studies or your contract is cancelled.

11. If you interrupt or are suspended or expelled or your contract is cancelled, the following tables, which must be read alongside the list of exceptions and notes underneath them, indicate how refunds of tuition fees that you have paid are calculated for each year of study.

Timing of cancellation, interruption or sanctions of suspension or expulsion	Percentage of tuition fees we will refund to you
Before the programme starts or within the first 2 weeks starting on the date the programme starts	100%

After those first 2 weeks but before the end of week 20 of the programme	100% but less any deduction (see below)*
After week 20 of the programme	0%

*The following formula will be used to calculate the amount of deduction from your refund if the programme started 2 or more weeks prior to cancellation, interruption, suspension or expulsion:

$$\frac{A \times C}{B}$$

Where:
A = 100% of tuition fees you have paid
B = 30 (being the total number of study weeks over the year)
C = the actual number of weeks (or part weeks) that you have studied with us at the time of cancellation, interruption or suspension or expulsion up to a maximum of 20 weeks.

List of exceptions

A	If we cancel your programme, you will receive a full refund of the tuition fees you have paid, including any deposit.
B	If you cancel your contract using your statutory right to do so (as set out in our Standard Terms and Conditions for Students), you will receive a full refund of the tuition fees you have paid less any non-refundable deposit you have paid. The circumstances in which deposits are non-refundable are set out below.
C	If your programme is one credit bearing module and you cancel, interrupt or are suspended or expelled from that programme on or after the date on which the programme starts, no refund will be paid.
D	If your contract is cancelled or you interrupt or are suspended or expelled from any programme of one semester in duration or any undergraduate or postgraduate Study Abroad programme within the first 2 weeks from the start of such programme, you will receive a full refund of the tuition fees you have paid. However, if your contract is cancelled or you interrupt or are suspended or expelled after the end of those 2 weeks, no refund will be paid.
E	If you are studying a postgraduate research programme, no refund will be paid if your contract is cancelled or you interrupt or are suspended or expelled after the eighth month of study in each year. If your contract is cancelled or interrupted or you are suspended or expelled before the end of the eighth month, the refund will be calculated by dividing the full tuition fees by 12 and then multiplying them by the number of complete months of study which are left as at the date of cancellation, interruption, suspension or expulsion.
F	If you have an undergraduate student loan and your contract is cancelled or you interrupt or are suspended or expelled from your programme, your tuition fees will be recalculated in accordance with the Student Loans Company driven liability dates as follows: 1 Cancellation/interruption/suspension/expulsion after week 2 of teaching you will be charged 25% of full tuition fees.

	2 Cancellation/interruption/suspension/expulsion after week 12 of teaching you will be charged 50% of full tuition fees. 3 Cancellation/interruption/suspension/expulsion after week 23 of teaching you will be charged 100% of full tuition fees.
G	If you are a postgraduate research student who interrupts prior to writing up your thesis, no refund of tuition fees is payable for the period of the interruption.
H	Tuition fees are not recalculated if you interrupt any module(s).
I	If your contract is cancelled or you interrupt your studies and you are part self-funded and part funded by the Guernsey Department of Education, States of Jersey or Isle of Man Department of Education and Children, the student/parent contribution to fees will be refunded first. Depending on the timing of cancellation or interruption this may affect your entitlement to a refund, and where you are entitled to one, the amount you receive.
J	If your contract is cancelled or you interrupt or are suspended or expelled from any block delivery or short programme (55 credits or fewer) before or at any time during any year of study, your full tuition fees for that year of study must be paid.
K	No refund will be paid if your contract is cancelled or you interrupt or are suspended or expelled from any pre-sessional English programmes.

Notes:

- Non-refundable deposits, scholarships, bursaries, fee discounts and academic related debts (if applicable) will be deducted from refunds.
- Refunds will be made in British Pounds Sterling to the person who originally made the payment and by the same method of payment.
- We must have received formal notice of cancellation or interruption for refunds to be paid.

Scholarships, bursaries and awards

12. Scholarships, bursaries and awards will cease to be paid if your contract is cancelled or you interrupt or are suspended or expelled from your programme. If, at the time of cancellation, interruption, suspension or expulsion, you have already received more by way of scholarship or bursary than you are entitled to, you must return the overpayment.

If you are a sponsored student and your tuition fees are paid in part/full by any external organisation (e.g. embassy, employer or Government organisation), please note that you are not entitled to any scholarships or discounts on tuition fees.

Repeating/retaking modules

13. If you fail a module at the first attempt, you may be reassessed in that module without any additional charge.
However, if you fail the reassessment, you will be required to pay the proportion of the tuition fee for the module you retake which is applicable at the time of the retake. This applies to all students, including those studying distance learning programmes.
14. None of the fee discounts, bursaries or scholarships are available for repeats or retakes.
15. If you have a student loan, you are advised to check that you qualify for funding for a retake as funding is dependent on your particular circumstances and may not be available.

Student Loans

Where you have a student loan from the Student Loans Company (SLC), the following applies:

16. You will have a separate contract with SLC which it is your responsibility to fulfil.
17. If you wish to switch programmes, this will need to be agreed both by us and the SLC.
18. You must register before the end of the registration period and your contract with SLC must be in place for you to do so. If not, you must arrange to complete a direct debit or recurring credit card payment authority so that we are paid until your contract is in place.
19. If you are transferring from another institution and have a student loan, you must provide us with a copy of your Student Finance Entitlement Letter.
20. Any shortfall between your tuition fees/other charges and your student loan must be paid by you in the same way as any self-funding student.
21. You cannot switch mode of study e.g. full time to part time, after the first liability date (your student loan has 3 liability periods during the academic year. The first liability date is after week 2 of teaching on your programme).

Sponsored students

22. If you are sponsored by any external organisation (e.g. embassy or other Government organisation), your sponsor must pay each invoice for your tuition fees within 28 days starting on the date of issue of such invoice. The option of paying by instalments is not available to sponsors. Unless you are a degree apprenticeship student, you must pay all outstanding amounts which your sponsor fails to pay or stops paying.

Sources of further information and help

23. If you want further information, please see the following:

Questions about tuition fees	Please email our Fees & Awards Team: sa-tuitionfees@salford.ac.uk
Tuition fees for new students	Visit: https://www.salford.ac.uk/
Tuition fees for existing students	Please email our Fees & Awards Team: sa-tuitionfees@salford.ac.uk
Student loans from the Student Loans Company	Visit http://www.slc.co.uk or http://www.salford.ac.uk/study/undergraduate/apply#section3
Information about tuition fee loans	www.studentfinancedirect.co.uk/ https://www.salford.ac.uk/askus
Information from the NHS Business Services Authority about bursaries	Visit http://www.nhsbsa.nhs.uk/Students.aspx

Information about online payments by debit/credit card, direct debit or recurring credit or debit card payment	Visit https://www.salford.ac.uk/askus/our-services/money-matters/tuition-fees
To make an online payment by debit/credit card, direct debit or recurring credit or debit card payment	Visit: http://payments.salford.ac.uk/epayments/ https://shop.salford.ac.uk/
Information about bursaries (home/EU undergraduate)	http://www.salford.ac.uk/study/undergraduate/apply
Information about bursaries (home/EU postgraduate)	https://www.salford.ac.uk/study/postgraduate/fees-and-funding
Information about bursaries for international students	http://www.salford.ac.uk/international

Glossary of Terms

Cancellation/cancellation of contract	The end of your legally binding agreement with the University regarding your programme and your permanent removal from your programme.
Interruption of Study	An interruption of study is where, with our prior agreement, you take a formal break from study for a specific period of time with the intention to resume study at a future date. Please note that the Student Loans Company will refer to a break in study as a suspension of study.
Suspension of Study	A period of time during which we temporarily pause your studies pending the outcome of a disciplinary hearing related to an allegation of serious misconduct. Suspension is a neutral act, but restrictions may apply, e.g. access to the campus may not be permitted and IT facilities may be withdrawn.
Expulsion	This is a disciplinary sanction which, where applied, results in a student being permanently removed from his/her course at the University and the cancellation of the contract between the student and the University. A student who has been expelled from the University would not be permitted to study at the University for a period of at least 10 years.