

**University of Salford Key Facts about Fees  
Academic Year 2018 - 2019**

**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 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](mailto: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. Unpaid fees and charges may be referred to external agencies for collection and ultimately may be collected through the courts.

**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 your contract is cancelled, the tables below set out the tuition fees you must pay or (if applicable) the refund we will pay to you/your sponsor:
  - a. Exceptions apply – see list below.
  - b. Non-refundable deposits, scholarships, bursaries and fee discounts (if applicable) will be deducted from refunds.
  - c. Refunds will be made in British Pounds Sterling to the person who originally made the payment and by the same method of payment.
  - d. We must have received notice of cancellation or interruption for refunds to be paid.

### First year of study

<b>Timing of cancellation, interruption, suspension or expulsion</b>	<b>Tuition fees payable</b>	<b>Amount of refund</b>
Before the programme starts or within the first 2 weeks starting on the date the programme starts	None	All tuition fees you have paid
After those first 2 weeks but before the end of week 20 of the programme	A proportion of tuition fees calculated as set out below*	Full tuition fees for the academic year (including additional credits) paid by you <u>less</u> the proportion of tuition fees calculated as set out below*
After week 20 of the programme	Full tuition fees for the academic year including additional credits	None

### Each subsequent year of study

<b>Timing of cancellation, interruption, suspension or expulsion</b>	<b>Tuition fees payable</b>	<b>Amount of refund</b>
Before the programme starts	None	All tuition fees you have paid
On or after the date the programme starts but before the end of week 20 of the programme	A proportion of tuition fees calculated as set out below*	Full tuition fees for the academic year (including additional credits) paid by you <u>less</u> the proportion of tuition fees calculated as set out below*
After week 20 of the programme	Full tuition fees for the academic year (including additional credits)	None

*\*The proportion of tuition fees is calculated as follows. The full tuition fees for the academic year (including additional credits) are divided by 30 (being the total number of study weeks over the academic year) and then multiplied by 20 or, if the total number of weeks or part weeks you have actually completed as at the date of cancellation, interruption, suspension or expulsion is fewer than 20, the number of such weeks or part weeks you have actually completed.*

### List of exceptions

A	If we cancel your programme, we will give you 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.
C	If your contract is cancelled or you interrupt or are suspended or expelled from any programme consisting of a single credit-bearing module before it starts, no tuition fees are payable and you will receive a full refund of the tuition fees you have paid. However, if you cancel, interrupt or are suspended or expelled on or after the date on which the programme starts, the full tuition fees must 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, no tuition fees are payable and 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, the full tuition fees must be paid.
E	If you are studying a postgraduate research programme, full tuition fees must be paid if your contract is cancelled or you interrupt or are suspended or expelled after the eighth month of the academic year. If your contract is cancelled before the end of the eighth month, you will pay a proportion of the tuition fees calculated by dividing the full tuition fees by 12 and then multiplying them by the number of months or part months you have actually completed as at the date of cancellation, interruption, suspension or
F	No refund will be paid if your contract is cancelled or you interrupt or are suspended or expelled from any pre-sessional English programmes.
G	If you have a 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.
H	If you are a postgraduate student who interrupts prior to writing up your dissertation, no refund of tuition fees is payable for the period of the interruption.
I	Tuition fees are not recalculated if you interrupt any unit(s) or credit(s) of studies.
J	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 always be used 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.
K	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.

### 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.

### 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 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. 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: <a href="mailto:sa-tuitionfees@salford.ac.uk">sa-tuitionfees@salford.ac.uk</a>
Tuition fees for new students	Visit: <a href="https://www.salford.ac.uk/">https://www.salford.ac.uk/</a>
Tuition fees for existing students	Please email our Fees & Awards Team: <a href="mailto:sa-tuitionfees@salford.ac.uk">sa-tuitionfees@salford.ac.uk</a>
Student loans from the Student Loans Company	Visit <a href="http://www.slc.co.uk">http://www.slc.co.uk</a> or <a href="http://www.salford.ac.uk/study/undergraduate/apply#secti">http://www.salford.ac.uk/study/undergraduate/apply#secti</a>
Information about tuition fee loans	<a href="http://www.studentfinancedirect.co.uk/">www.studentfinancedirect.co.uk/</a> <a href="https://www.salford.ac.uk/askus">https://www.salford.ac.uk/askus</a>
Information from the NHS Business Services Authority about bursaries	Visit <a href="http://www.nhsbsa.nhs.uk/Students.aspx">http://www.nhsbsa.nhs.uk/Students.aspx</a>
Information about online payments by debit/credit card, direct debit or recurring credit or debit card payment	Visit <a href="https://www.salford.ac.uk/askus/our-services/money-matters/tuition-fees">https://www.salford.ac.uk/askus/our-services/money-matters/tuition-fees</a>

To make an online payment by debit/credit card, direct debit or recurring credit or debit card payment	Visit: <a href="http://payments.salford.ac.uk/epayments/">http://payments.salford.ac.uk/epayments/</a> <a href="http://shop.salford.ac.uk/">http://shop.salford.ac.uk/</a>
Information about bursaries (home/EU undergraduate)	<a href="http://www.salford.ac.uk/study/undergraduate/apply">http://www.salford.ac.uk/study/undergraduate/apply</a>
Information about bursaries (home/EU postgraduate)	<a href="https://www.salford.ac.uk/study/postgraduate/fees-and-funding">https://www.salford.ac.uk/study/postgraduate/fees-and-funding</a>
Information about bursaries for international students	<a href="http://www.salford.ac.uk/international">http://www.salford.ac.uk/international</a>

### 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.
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.