

University of Salford Key Facts about Fees Academic Year 2022 - 2023

Tuition fee increases

1. We review tuition fees annually before the start of each academic year and may increase them for the second and each subsequent year of your programme by the applicable rate of inflation under the Retail Prices Index* at the time of our review. (*RPI excludes mortgage interest payments)
2. If you take longer than scheduled to complete your programme (e.g. because you retake a year), you will be charged the tuition fees that are applicable for each year of study after the scheduled completion date.

Calculation of tuition fees

3. Your offer letter will confirm if you are eligible for tuition fees at the home rate, but we may change your status if we think there are grounds for completing a further fee assessment. We assess fee status according to guidance of the *UK Council for International Student Affairs*. If assessments by Student Loan Company or under other regulations or guidance differ, our assessment will prevail. To retain home status, you must continue to satisfy all applicable eligibility requirements.
4. Unless we assess you as eligible for tuition fees at the home rate, you will be charged tuition fees at the overseas rate.
5. Tuition fees are not discounted if you start your programme late.
6. Tuition fees are not waived or reduced for any period during which you are suspended pending a disciplinary hearing.
7. If study abroad is integral to your programme, but you end up spending 10 or more weeks with us in any academic year instead of being abroad as planned, you must pay us the full tuition fees for that academic year.
8. Tuition fees are not charged for placement years, but all other applicable fees and charges remain payable.
9. 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 Students Complaints Procedure (further information can be accessed via the following link: <https://www.salford.ac.uk/askus/academic-support/complaints>)
10. If you are funded by a Student Loan and are transferring to us from another institution, we will charge a proportion of the tuition fees for the year of transfer, taking into account any tuition fees that have been charged to your previous institution.

Non-payment of tuition fees and other charges

11. 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).

12. 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.
13. You (your sponsor) must pay us your fees in full even if you have a complaint against us. If your complaint is upheld under our complaints procedure, we will, on the conclusion of the process, pay you any refund or compensation that is awarded.

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

14. 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 you have paid that we will refund
Before the programme starts or within the first 2 weeks starting on the date the programme starts	100% less any non-refundable deposit (see below)
After week 2 and before week 12	75 % but less any deduction (see below)
After week 12 and before week 23	50% but less any deduction (see below)
After week 23	0%

List of exceptions

A	If we cancel your programme, then any refund will be in line with our Refunds & Compensation Policy.
B	If you cancel your contract using your statutory right to do so (as set out in our Standard Terms and Conditions for Students) (14-day cooling off period), you will receive a full refund of the tuition fees you have paid less any non-refundable deposit you have paid (see 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.
D1	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.
D2	<p>If you are studying a postgraduate taught programme, 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: $A \times C$</p> <p>B</p> <p>Where:</p> <p>A = 100% of tuition fees you have paid</p> <p>B = 30 (being the total number of study weeks over the year)</p> <p>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.</p>
E	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.
F	Tuition fees are not recalculated if you interrupt any module(s).
G	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.

H	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.
I	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:

- If applicable, we will deduct from refunds any non-refundable deposit (see below), scholarships, bursaries, fee discounts and academic related debts.
- 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.

Deposits paid by international students

15. Deposits may only be refunded if you meet the criteria specified below:

Deposits are non-refundable if either of the following statements applies:

- i. We find that, during the application process, fraudulent documents (financial or academic) were used or information on previous visa refusals was withheld.
- ii. Your deposit is for your first year of study and you have already used our Confirmation of Acceptance for Studies to apply for a visa.

If neither of the above statements applies, deposit refunds will be made in any of the following circumstances:

- i. You do not meet one or more of the academic conditions set out in the offer letter.
- ii. Your visa application has been refused or rejected by UK Visas & Immigration for any reason other than a fraudulent application*. In this case a copy of the visa refusal notice must be provided. (This only applies to deposits that are paid for the first year of study).
- iii. The University is no longer able to provide the academic programme for which you accepted the offer of a place and you do not want to take up a place on any alternative programme offered.

* We believe that during the application process either fraudulent documents (financial or and/or academic) have been used, or information on previous visa refusals has been withheld.

If neither of the above statements applies, deposit refunds may also be considered (at our complete discretion) in any of the following exceptional circumstances:

- i. International emergencies (defined by your own Government, the World Health Organisation or the UK Foreign and Commonwealth Office or similar) which may prevent you from travelling in time for the last date of arrival for your programme;

- ii. National circumstances in the UK such as pandemics (including Coronavirus COVID 19), security crises or similar, which make enrolment impossible or highly inadvisable as defined by the UK Government and/or Public Health England or similar bodies;
- iii. Personal emergencies such as your serious illness or a death in your immediate family.

Notes:

A full refund will be given in all the above situations if we receive appropriate evidence (documentary proof may be required for iii) and you paid the deposit using a lawful payment method.

Refunds will be made in British Pounds Sterling to the person who originally made the payment and by the same method of payment.

If you are cancelling your contract using your statutory right to do so, any non-refundable deposit will be deducted from the refund.

Scholarships, bursaries and awards

- 15. 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, 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.
- 16. 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

- 17. If you fail a module at the first attempt, you may be reassessed in that module without any additional charge.
- 18. However, if you fail the reassessment, you will be required to pay the proportion of the tuition fees 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.
- 19. None of the fee discounts, bursaries or scholarships are available for repeats or retakes.
- 20. 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:

- 21. You will have a separate contract with SLC which it is your responsibility to fulfil.
- 22. If you wish to switch programmes, this will need to be agreed both by us and the SLC.
- 23. 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 card payment authority so that we are paid until your contract is in place.

24. 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.
25. 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.
26. 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

27. 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 or recurring credit or debit card payment	Visit https://www.salford.ac.uk/askus/ourservices/money-matters/tuition-fees
To make an online payment by debit/credit card or recurring credit or debit card payment	Visit: https://wpmstudentpayments.salford.ac.uk/ 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/their programme 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 never be permitted to study at the University again.