

# HE Tuition Fee Policy and Procedure 2025/2026

It is the policy and intention of Myerscough College and University Centre to determine fee levels, waivers and refunds that encourage access to courses whilst ensuring financial viability. This policy follows the guidelines set by the Office for students and UCLan for the charging of fees.

This Tuition Fee Policy has been produced for the benefit of potential applicants, current students and College staff and applies to students enrolled in the 2025/26 academic year.

In those areas where the College has discretion to determine fee levels, fees will be set with due regard for financial viability and market forces. Conscious of its mission however, the College makes provision through the operation of its Tuition Fees Policy to encourage access to its courses amongst all sections of the population with ability to benefit.

The College ensures transparent compliance with all applicable statutory requirements and external funding agencies including Competition and Markets Authority (CMA), the Office for Students (OfS), the Student Loans Company (SLC).

The College will notify applicants and students as early as possible of the total fees due for their courses, including any additional costs, along with the arrangements for payment. Where, for reasons outside the control of the College, there is, exceptionally, a need to increase fees previously notified to applicants and students, or to impose additional costs, the College will apply the principles below to minimise the impact on students.

Equally, the College believes that students and/or their sponsors are responsible for prompt payment. Defaults on payment are treated seriously and will lead to the application of sanctions which could inhibit a student's ability to continue in their studies.

Students who have previously studied at higher education level, regardless of how far back this dates, should be aware that future entitlement to Student Finance is affected by previous study. Previous study includes time spent on a full time higher education course or any specifically designated publicly funded HE course, whether or not in the UK. Students that do not qualify for a tuition fee loan will be required to self-fund. The regulations are complicated and students should seek advice from the College as soon as possible.

This policy details the various fees charged to students across College, including the processes for waivers and refunds.

This policy applies to all Higher Education students excluding Degree Apprenticeship students. If you are studying a degree apprenticeship any charges that apply will be charged under the terms of the apprenticeship contract between the College and your employer, fees will be the responsibility of your employer.

## Procedure

Full-time Higher Education students pay a tuition fee per annum to Myerscough College. For part time students, the tuition fee is based on a rate per module.

Myerscough College offers limited bursary schemes for any students paying the higher tuition fees. Please refer to Myerscough College and UCLAN websites for details.

Tuition fees are published by the College in advance of the academic cycle and are subject to annual review.

1. For each course of study the College will set, publish and charge tuition fees for the course year, including sandwich placement years. The level of tuition fees for the course will be set and published before the start of the application process, subject to any fee increases made in accordance with this Policy. Where it is not possible to confirm the total costs of a modular course, the College will provide as much information as possible for example the likely number of modules and the cost of individual modules that are available

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In determining fee levels, the College will consider nationally-published guidelines where these exist. For Home status students, fees for undergraduate full-time programmes are set in accordance with the levels permitted by the Government. Fees for the Channel Island and Isle of Man students are matched to those of Home students.

The College may increase fees for enrolled students and offer holders in accordance with the terms set out in the offer letter, or in line with any increase in fee limits set by the Government.

Where it is intended to increase fees, the University will notify current students and offer holders by 30 June in the current academic year of the increased tuition fees payable from the beginning of the next academic year.

2. All costs that relate to items that are essential to complete the course of study will be included in the tuition fees. For some courses, there may be essential costs for some items but these will be kept to a minimum. There may also be costs that relate to items that are not essential to complete the course of study and hence are optional for students and not included in the tuition fee. A list of the essential costs and the optional costs for each course of study will be published on the course factsheet. This will include confirmation or an estimate of each type of optional cost wherever possible.
3. Accreditation of Prior Learning

Myerscough College follows the University (UCLan) processes for accreditation of prior learning. There is no charge for Accreditation of Prior Certified Learning (APCL)

The College will charge for Accreditation of Prior Experiential Learning where this is used as a contributory element to a programme of study. The fee is based on 25% of a full-time undergraduate module fee.

- Full-time students, there is no charge for assessing APEL over and above the standard course tuition fee
- Part-time students, payable on submission of the portfolio, the fee is £385 and is non-refundable



- Advanced entry students on to a full-time undergraduate programme may be charged £385 for any full year (six modules) awards of APEL
  - Postgraduate students, whether single, double or triple module, the fee is £385 per module. Postgraduate APEL does not reduce the tuition fee charge for the programme or academic year.
4. Tuition Fees include:
- Scheduled course tuition, academic, technical and administrative support, use of course equipment and facilities
  - Course-related induction activities
  - Course assessment and awards
  - Access to the College's library and online resources, including on-campus wi-fi, networked and remote access to the College's virtual learning environment
  - Use of the College's estate and resources for scheduled activities and learning support
  - Dissertation, project and/or thesis printing and binding where the submission of printed and bound documents is a requirement for assessment of the module.
  - Use of the College's technical equipment and materials, identified by the course teaching team as essential for the completion of the course
  - Students repeating module/s, placement or programmes of study will be charged at the relevant rate according to their programme and year of study.
5. The College operates a common fee structure for all its courses, unless published as an exception as approved by the College Governing Body. No additional discounts may be offered without the approval of the College Governing Body. Any proposed increase in fees beyond the published amounts will require the approval of the College Governing Body and be in line with any access agreement in place with the Office for Fair Access.
6. The College will ensure that the Tuition Fees Policy is operated fairly and consistently across the institution.
7. The College will ensure the prompt collection of tuition fees.
8. The College operates a scholarship and a bursary scheme which are approved from time to time by the College's Board and for which separate arrangements and procedures apply.
9. The College may reduce the tuition fee for a student subject to receiving such documentary evidence, as it requires. Tuition fee reductions and discounts in operation for the 2025/2026 academic year are listed in Appendix 1.
10. Students who have previously studied at higher education level should be aware that future entitlement to Student Finance is affected by previous study. Previous study includes time spent on a full-time higher education course or any specifically designated publicly funded HE course, undertaken at any time and whether or not in the UK. Students that do not qualify for a tuition fee loan will be required to self-fund. We recommend students seek advice from both the College and Student Finance as soon as possible when planning their studies. When a student completes the enrolment process and registers or re-registers for their course, they become personally liable for the payment of tuition fees (except where the College holds a separate contract with an employing authority/government agency or other officially recognised body for

the payment of fees). This includes arrangements where students obtain sponsorship or funding, should the sponsor default or where funding is refused under the rules operated by Student Finance, see also points 17 and 19.

11. They remain liable for those fees for the whole of the registration period unless they formally withdraw from the course. The College applies a policy of non-completion charges where a student withdraws from their studies. Details of such charges are provided in Appendix 2. Where a student is granted an approved interruption to study, their fee liability will be reduced as set out in Appendix 2.
12. Should a student's tuition fee liability change during the academic year due to a requested change in mode of study, or additional registration of modules, it is the student's ultimate responsibility to ensure that financial provision is made to cover any additional tuition fee liability.
13. Where exceptional circumstances force a student to withdraw from a course, which were unknown to the student at the point of enrolment, that student may request a review of the tuition fee charged, and the College may request such documentary or any other evidence, as it shall reasonably require to be able to consider such a request. Former students may appeal within a reasonable time period, normally 3 calendar months from leaving the College.
14. The College will develop and operate flexible procedures for the payment of fees to the benefit of students and the College. If an instalment arrangement is agreed an administration fee up to a maximum of £20 will be charged for both full-time and part-time students. Contact the Finance Office for further details. Arrangements will vary according to type of fee.
15. The College has special requirements for the payment of fees and deposits by international students as set out Appendix 3.
16. The College adopts a supportive approach to its students with regards to the collection of tuition fees. The College will take steps to obtain the payment of tuition fees and course costs and in doing so will provide assistance to students where reasonable to help them meet their financial obligations. (For the avoidance of doubt, this does not include financial assistance unless otherwise specifically agreed). Where necessary and proportionate, the College reserves the right to apply one or more of the following sanctions to any student who defaults on payment of tuition fees:
  - withdrawal of College library and computing facilities;
  - termination of enrolment and withdrawal from the course;
  - instructing the University to withhold certified transcript;
  - refusal to re-enrol;
  - instructing the University to withhold final award certificate;
  - denial of attendance at awards ceremonies;
  - withholding of Confirmation of Acceptance to Study (CAS) from UK Visas and Immigration (for international students);
  - include relevant details in any reference provided to a third party
17. In deciding what steps to take in respect of the payment of tuition fees and course costs, the College will consider all the circumstances of each affected student's case but will consider withdrawal of all access to learning
18. In addition to those steps referred to in point 17 above, the College reserves the right to pursue and/or seek recovery of any outstanding tuition fees through the courts. The College also

reserves the right to refer students' unpaid accounts to external debt collection agencies.

19. If a sponsor or third party fails to pay some or all of the tuition fee on behalf of a student, the student will become personally liable for payment of the outstanding amount on the date which it was due from their sponsor or the third party.
20. The College reserves the right to amend the Tuition Fees Policy at any time and to the extent, which it may from time to time decide.

 <b>University of Central Lancashire</b> UCLan		 <b>Myerscough</b> Associate School			
<b>2025-26 Myerscough Associate School Higher Education Tuition Fees</b>					
Year of entry to programme	Mode of study	Award	Home / EU / International	Myerscough Tuition Fees 2025-26	Per yr/module
<b>New Students 2024-25 entry</b>					
2025-26 entry	Full Time	Postgraduate Taught awards	UK students	£7,100	per year
2025-26 entry	Full Time	Postgraduate Research awards	UK students	As UCLan	per year
2025-26 entry	Full Time	Honours Degrees	UK students	HE Tuition Fee Cap - currently £9,535	per year
2025-26 entry	Full Time	Foundation Degrees	UK students	HE Tuition Fee Cap - currently £9,535	per year
2025-26 entry	Part Time (on-campus)	Postgraduate Taught awards	UK students	£785	per module
2025-26 entry	Part Time (on-line or blended learning)	Postgraduate Taught awards	UK students	£785	per module
2025-26 entry	Part Time	Postgraduate Research awards	UK students	As UCLan	per year
2025-26 entry	Part Time (on-campus)	All undergraduate awards	UK students	£1,125	per module
2025-26 entry	Part Time (on-line or blended learning)	All undergraduate awards	UK students	£1,125	per module
2025-26 entry	Part Time (on campus)	Initial Teacher Training Courses	UK students	£975	Per module
2025-26 entry	Full Time	Undergraduate	International students (EU & Non-EU)	As UCLan	per year
2025-26 entry	Full Time	Postgraduate	International students (EU & Non-EU)	As UCLan	per year
2025-26 entry	Part Time (on-campus)	All awards	International students (EU & Non-EU)	£1,250	per module
2025-26 entry	Part Time (on-line or blended learning)	All awards	International students (EU & Non-EU)	£1,250	per module

Continuing students 2024 25 & earlier					
2024 25 & earlier	Full Time	Postgraduate Taught awards	UK students	£7,100	per year
2024 25 & earlier	Full Time	Postgraduate Research awards	UK students	As UCLan	per year
2024 25 & earlier	Full Time	Honours Degrees	UK students	£9,250	per year
2024 25 & earlier	Full Time	Foundation Degrees	UK students	£9,250	per year
2024 25 & earlier	Part Time (on-campus)	Postgraduate Taught awards	UK students	£785	per module
2024 25 & earlier	Part Time (on-line or blended learning)	Postgraduate Taught awards	UK students	£785	per module
2024 25 & earlier	Part Time	Postgraduate Research awards	UK students	As UCLan	per year
2024 25 & earlier	Part Time (on-campus)	All undergraduate awards	UK students	£1,125	per module
2024 25 & earlier	Part Time (on-line or blended learning)	All undergraduate awards	UK students	£1,125	per module
2024 25 & earlier	Part Time (on campus)	Initial Teacher Training Courses	UK students	£975	Per module
2024 25 & earlier	Full Time	Undergraduate	International students (EU & Non-EU)	As UCLan	per year
2024 25 & earlier	Full Time	Postgraduate	International students (EU & Non-EU)	As UCLan	per year
2024 25 & earlier	Part Time (on-campus)	All awards	International students (EU & Non-EU)	£1,250	per module
2024 25 & earlier	Part Time (on-line or blended learning)	All awards	International students (EU & Non-EU)	£1,250	per module

### International Students Tuition Fee Payment Policy

The deposit must be paid prior to the issue of an unconditional offer letter and CAS from UK Visas and Immigration.

The balance is due prior to the commencement of the course.

All International on-line students must pay a 50% deposit prior to commencing the course.

The balancing 50 % must be paid prior to the start of the second semester.

### Documents Associated with this Policy:

- UCLAN Tuition Fees Policy
- UCLan APL: <https://www.uclan.ac.uk/study/accreditation-of-prior-learning>
- QAA UK Quality Code for Higher Education
- Withdrawal, Break in Learning and Transfer of FE, Apprentices and HE Students Policy and Procedure
- Student Protection Plan
- Recognition of Prior Learning Policy and Procedure

### Appendices:

- Appendix 1 – Tuition Fee Reductions and Discounts
- Appendix 2 – Tuition Fee Liability for Withdrawal and Interruption of Studies
- Appendix 3 – Tuition Fee Deposit Policy for International Applicants 2025-26
- Appendix 4 – Degree Apprenticeships EPA costs.



## Tuition Fee Reductions and Discounts

- 50% reduction of tuition fees is made for part-time students in receipt of a state retirement pension.
- 50% reduction of tuition fees is made to staff of the College, who are registered on a course which forms part of their personal and professional development plan and which is approved by their line manager and CPD. Members of staff may also apply for funding towards fees through the College's CPD procedure.
- a 50% reduction of Higher Education tuition fees is made to staff of the University of Central Lancashire who are registered on a course which forms part of their personal and professional development plan and which is approved by their line manager.
- Members of academic staff who are required to complete Certificate in Education/PGCE may apply for funding towards fees through the College's CPD procedure (full cost of PET and 50% of remaining 5 modules, pro rata for part time hours).
- a 50% reduction of tuition fees is made to retired College members of staff who are also members of the Alumni Association.
- 20% discount is available to Home/EU residency UCLan award holders studying a postgraduate taught course or a postgraduate research degree (full or part time).

Note 1: Only one of the reductions specified above may be granted to a student in any given academic year.

Note 2: Students in receipt of any form of funding or support for full or part of their tuition fee are not normally entitled to discounted fees. For the purposes of clarity, this includes students who are in receipt of fee funding from a third party sponsor e.g. employer.

Note 3: The College reserves the right to amend the amount of any reduction and/or the qualifying criteria at any time.

Note 4: With the exception of degree apprenticeship students, a part-time undergraduate student is defined as anyone undertaking up to and including 4.5 modules (90 credits) in a standard academic year for that course. Postgraduate students will be deemed to be part-time if the course the individual is following is running in part-time mode.

Note 5: Reductions apply to tuition fees only. Any other fees including residential fees must be met in full

Note 6: For Cert Ed / PGCE students discounts will not apply

Note 7: Students who are registered on apprenticeship programmes are not eligible for discounts.

## Tuition Fee Liability for Withdrawal and Authorised Interruption of Studies

When a student completes the enrolment process, they become liable for payment of tuition fees.

Students who decide to permanently withdraw from their course or who are granted an authorised interruption of studies must follow the formal process to withdraw or interrupt from studies in order to curtail their continued accrual of fee liability for the relevant registration period. Failure to do so will mean that the student continues to accrue fee liability.

The College operates the following policy with respect to non-completion charges when a student does not complete the academic session and withdraws permanently from the course or is granted an authorised interruption to studies:

### i) Undergraduate and Postgraduate Taught Students

Categories: all undergraduate students and postgraduate taught students, excluding degree apprenticeship students:

Those students who withdraw or have an interruption to their studies will be charged a tuition fee based on their attendance on the course in accordance with the following scale:

Withdrawal / Interruption within 14 days of the programme start date – no tuition fees due

Withdrawal/Interruption in term 1: 25% of the total annual tuition fee is charged

Withdrawal/Interruption in term 2: 50% of the total annual tuition fee is charged

Withdrawal/Interruption in term 3: 100% of the total annual tuition fee is charged

Term 1 finishes at the end of the Christmas break

Term 2 finishes at the end of the Easter break

Where a student is granted an authorised interruption of studies, their fee liability will be reduced pro-rata. On resumption of studies, the tuition fee liability will re-commence.

### ii) International Students

For withdrawal in Semester 1 50% fees payable,

For withdrawal in Semester 2 100% fees payable.

**All students remain liable for fees during any authorised interruption to study. Retrospective approvals of interruptions to study are not permitted. Should a student seek approval of a retrospective interruption to study, liability for the payment of fees accrued will be determined by the Vice Principal & Deputy CEO.**



## Tuition Fee Deposit Policy for International Applicants 2025/26

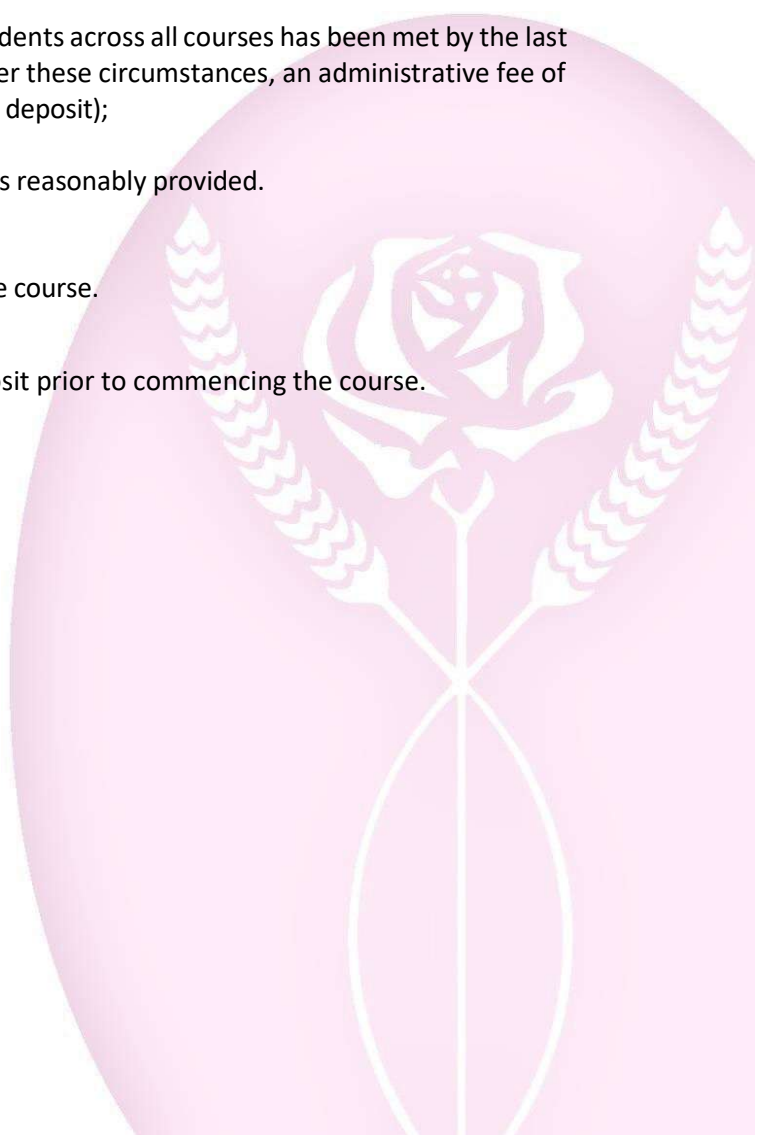
The following policy applies to international applicants for entry to programmes in 2025/26. The following policy excludes sponsorship students where a formal sponsorship letter from an employer or embassy has been submitted to the College.

All new international students must pay a deposit of 50% of fees before an unconditional offer letter and UK Visa and Immigration Confirmation of Acceptance for Studies (CAS) from UK Visas and Immigration will be issued. The requirement for the payment of a deposit will be detailed on all conditional offer letters. Subject to statutory cancellation rights, the deposit will only be repayable in one or more of the following circumstances:

- i) the College's entry requirements are not met;
- ii) a visa is refused which causes the application to be withdrawn (evidence will need to be provided);
- iii) the College target number for international students across all courses has been met by the last date of enrolment for the academic year. Under these circumstances, an administrative fee of £ 250 will be retained by the College out of the deposit);
- iv) in exceptional circumstances, where evidence is reasonably provided.

The balance is due prior to the commencement of the course.

All International on-line students must pay 50% deposit prior to commencing the course.



**Myerscough College EPAO Organisational ID: EPA1013**

**Schedule 1 – End-Point Assessment fees**

Apprenticeship Standard:	Professional Arboriculturists (Integrated Degree)
Reference number:	ST0922
Level:	6
Review Date:	February 2025
End-point Assessment:	Consists of two components <ul style="list-style-type: none"><li>- Method 1 – Tree Strategy, report and presentation with Questions.</li><li>- Method 2 – Professional Discussion underpinned by a portfolio.</li></ul>
Fee:	£2700 (Breakdown): <ul style="list-style-type: none"><li>- Method 1 - £850</li><li>- Method 2 - £700</li><li>- Registration costs - £425</li><li>- Quality Assurance - £350</li><li>- Governance and Administration = £375</li></ul>

**Apprentices are provided one (1) free re-sit per component within the above fee. The following fees will then apply.**

Re-sit/Re-take Fees:	£850 – Tree strategy, report and presentation with questions. £700 – Professional Discussion underpinned by a portfolio.
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**Notes on Fees:**

- EPA first attempt and first resit included as part of the apprenticeship so there will be no additional charge to the employer.
- Resit/Retakes fees are paid by the employer.
- Failed assessment methods must be re-sat or re-taken within a 6-month period from the EPA outcome notification, otherwise the apprentice returns to gateway, and the entire EPA will need to be re-sat or re-taken in full.
- On each return to Gateway the full fee will be charged to the employer.

Document History			
<b>Author:</b>	Executive Director of Finance	<b>Ref and Document Version:</b>	HE Tuition Fee Policy and Procedure 2025/2026
<b>Approval:</b>	Corporation	<b>Approval Date:</b>	March 2025
<b>Review Date:</b>	March 2026		
<b>Publication:</b>	Staff Intranet College Website		
Quality Assurance			
This Policy and Procedure maps to the following external quality assurance frameworks			
Framework		Framework Section Reference(s)	
<b>Education Inspection Framework</b>			
<b>MATRIX</b>			
<b>QAA</b>		QAA UK Quality Code for Higher Education	
<b>OFS</b>		Conditions of registration	
<b>QIA</b>			
<b>ESFA</b>			
Key Changes to Document			
FT undergraduate Tuition fee amended to Tuition Fee Cap International on-line student fees End-point assessment fees			

#### **All Myerscough College Policies are subject to screening for Equality Impact Assessment**

Equality Impact Assessments are carried out to see whether the policy has, or is likely to have, a negative impact on grounds of: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, marriage or civil partnership, sex or sexual orientation.

Myerscough College not only fulfils its legal position in relation to current and future equality legislation, but additionally goes beyond compliance in providing and promoting "Opportunities for all to succeed", free from any aspect of discrimination, harassment or victimisation.

All staff have a duty of care to look after the interests of and support their colleagues. *This policy takes account of* our commitment to eliminating discrimination, identifying and removing barriers and providing equal opportunities for our learners, staff and visitors to ensure that no one feels excluded or disadvantaged.

#### **Safeguarding, Child Protection, Prevent and Missing from Education**

All staff have a responsibility to support and promote the College's commitment to providing a safe environment for students, staff and visitors. Additionally, all staff have a responsibility to report any safeguarding or Prevent issues to the Designated Senior Lead for Safeguarding and Prevent.