

# University Centre Colchester (UCC)

## Fee Policy 2024-2025

| Policy Details                |                                 |                       |                        |
|-------------------------------|---------------------------------|-----------------------|------------------------|
| <b>Policy Owner</b>           | Head of UCC Academic Services   |                       |                        |
| <b>CE Sponsor</b>             | Principal and Chief Executive   |                       |                        |
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## Document Controls:

**Document Name:** - University Centre Colchester Fee Policy 2024-25

|              | Name        | Title                         | Last Revised | Next Review                                |
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| <b>Owner</b> | Chris Mills | Head of UCC Academic Services | 06.06.2024   | March 2025<br>(For 2025/26 academic year). |

| Revised by            | Date       | Changes  | Version |
|-----------------------|------------|--|---------|
| UCC Academic Services | 08.03.2024 | <p>2023-24 UCC Fee Policy has been updated to reflect new academic year and new 2024/25 tuition fees as previously approved by Governing Body and Office for Students.</p> <p>Important terms and conditions section added to front of policy.</p> <p>Paragraphs 2.2.1, and 3.10 – 3.13 in 2023/24 policy, which provided specific information related to discontinued Creative and Performance Arts programmes, have been removed.</p> <p>Administration fee referenced in paragraph 6.6 has been reduced from £75 to £50 to bring into alignment with FE Fees Policy.</p> <p>Minimum amount eligible for instalment options (paragraph 5.2) has been reduced from £1,050 to £200 to bring in-line with FE Fees Policy.</p> | 1.0     |
| UCC Academic Services | 06.06.2024 | <p>Reference to Dean of Higher Education removed from paragraph 6.8, replaced with Principal and Chief Executive.</p> <p>CE Sponsor of policy changed from Dean of Higher Education to Principal and Chief Executive</p>   | 2.0     |

## Equality Impact Assessment Tool

|          |   | Yes/No | Comments |
|----------|---|--------|----------|
| <b>1</b> | <b>Does the policy/guidance affect one group less or more favourably than another on the basis of:</b>      |        |          |
|          | Race or ethnicity   | No     |          |
|          | Disability  | No     |          |
|          | Gender  | No     |          |
|          | Religion or belief  | No     |          |
|          | Sexual orientation  | No     |          |
|          | Age   | No     |          |
|          | Marriage and Civil Partnership  | No     |          |
|          | Maternity and Pregnancy   | No     |          |
|          | Gender Reassignment   | No     |          |
| <b>2</b> | <b>Is there any evidence that some groups are affected differently?</b>                                     | No     |          |
| <b>3</b> | <b>If you have identified potential discrimination, are any exceptions valid, legal and/or justifiable?</b> | N/A    |          |
| <b>4</b> | <b>Is the impact of the policy/guidance likely to be negative?</b>  | No     |          |
| <b>5</b> | <b>If so, can the impact be avoided?</b>  | N/A    |          |
| <b>6</b> | <b>What alternatives are there to achieving the policy/guidance without the impact?</b>                     | N/A    |          |
| <b>7</b> | <b>Can we reduce the impact by taking different action?</b>   | N/A    |          |

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## Important Terms and Conditions

All of the terms and conditions in this document are relevant to your studies with University Centre Colchester. However, we would like to highlight below some specific important and/or updated terms and conditions for your information. These are:

- 1) UCC students become liable for their tuition fees once they have been registered and attendance on the programme is confirmed.
- 2) Any student who intends to pay via third party sponsorship or a student loan will be required to provide evidence of appropriate **approved** funding at registration, or have an approved payment plan agreed by the Colchester Institute finance department by the 4<sup>th</sup> October 2024.

Failure to provide this information will result in the student being **withdrawn** from the course.

Payment plans will require a 25% tuition fee payment by the 31st December 2024, payable through subsequently approved funding or other means. In the event that **either**:

- (a) no payment plan has been agreed between Colchester Institute and the student by 31st December 2024; **or**
- (b) the student defaults on an agreed payment plan

the student shall be automatically suspended from their studies with effect from 1 January 2025 in the case of (a) above and from the date of default in the case of (b) above. In such event, the student shall remain liable for any sums due to Colchester Institute.

- 3) In the event of a student withdrawing or intermitting during the academic year University Centre Colchester will determine the outstanding tuition fee liability in line with the liability periods shown below and the guidance provided in section 6.

| Date of Withdrawal                                      | Liability Period | Fee Due |
|---|------------------|---------|
| Before 6 <sup>th</sup> January 2025                     | 1                | 25%     |
| Between 7 <sup>th</sup> January 2025 and 1st April 2025 | 2                | 50%     |
| After 1 <sup>st</sup> April 2025                        | 3                | 100%    |

- 4) Students may cancel their registration with Colchester Institute and receive a refund for the academic year concerned if they notify Colchester Institute in writing of their desire to cancel their registration within one of the following periods either:
  - Within 14 days after the day on which Colchester Institute confirms to the student that the student has registered (whether for the first academic year or any subsequent academic year) (this applies to both in person and off campus registration);  
or
  - Within 14 days after the day of the student's first required attendance at Colchester Institute (normally the date of the first timetabled course activity on Freshers' day).

Students must notify Colchester Institute of their desire to cancel their registration in one of the following ways:

- Emailing Colchester Institute on [uccacademicservices@colchester.ac.uk](mailto:uccacademicservices@colchester.ac.uk) (the email must be received within one of the above periods stated; **or**
- Writing to Colchester Institute at UCC Academic Services, Colchester Institute, Sheepen Road, Colchester, CO3 3LL (the letter must be received within one of the periods stated above).

- 5) If you do not pay your tuition fees in accordance with this policy you may be withdrawn from your programme of study and/or UCC may take legal action to recover unpaid tuition fees. All fees must be paid in full before the completion of your award and/or qualification. Transcripts and certificates will not be issued if there are any outstanding debts, and you would not be able to attend graduation.
- 6) Students who have not paid fees, or other charges related to their studies, by the required date may be charged a late payment fee, or rate of interest, to be determined by Colchester Institute. Where fees continue to be due Colchester Institute may inform debt collection agencies in order to recover money owed and additional costs may be incurred.

## 1. Introduction

- 1.1 This policy relates to all students on all undergraduate and postgraduate programmes at University Centre Colchester (UCC) and incorporates those providing payment via a Student Loan, employer or other sponsorship agreement, personal payment (self-payer) or any other means.
- 1.2 This document provides information on payment of and liability for tuition fees. Throughout this policy references to fees relate to the current academic year unless stated otherwise. Please refer to Appendix A for fee details.
- 1.3 University Centre Colchester (UCC) refers to provision of Higher Education courses at Colchester Institute. All contracts, fees and liabilities are to the wider organisation of Colchester Institute.
- 1.4 Students studying on University Centre Colchester (UCC) provision delivered by partnership providers are also subject to this policy.

## 2. Higher Education Home Fees

- 2.1 All students are required to confirm method of funding at registration and have provided evidence of funding by 4<sup>th</sup> October 2024.
  - Students who are sponsored by an employer must provide a completed employer authorisation form and initial payment (as per section 5.3) by the 4<sup>th</sup> October 2024.
  - Students intending to pay with an approved loan through Student Finance England must provide evidence of an approved loan by the 4<sup>th</sup> October 2024.
  - Self-funding students must either pay their fees in full, or sign up to an instalment plan by the 4<sup>th</sup> October 2024.
- 2.2 UCC fees for 2024-2025 are published on the UCC website ([www.colchester.ac.uk/ucc](http://www.colchester.ac.uk/ucc)) and attached in Appendix A.
- 2.2.1 Any student progressing from an undergraduate programme, to either the PGCE or a Masters level course, will be classified as a 'new student' and be eligible for the new student fees for 2024/25.
- 2.3 Fees can be paid by credit card (excluding American Express), debit card, or by instalments (see item 5.2). Cash will not be accepted. **All fees must be paid in full before completion of the award or qualification.**
- 2.4 UCC students become liable for their tuition fees once they have been registered and attendance on the programme is confirmed. In the event of a student withdrawing or intermitting during liability periods 1 and 2 (as defined in section 6.5), University Centre Colchester will determine the outstanding tuition fee liability in line with the guidance provided in section 6.
- 2.5 **Students without confirmed funding**  
Any student who intends to apply for a student loan or has applied but the loan is not yet approved, will be required to provide evidence of appropriate funding, as per paragraph 2.1, or an approved payment plan agreed by the Colchester Institute finance department by the

4<sup>th</sup> October 2024.

Failure to provide this information by the 4<sup>th</sup> October 2024 will result in the student being withdrawn from the course.

2.6 Payment plans will require a 25% tuition fee payment by the 31st December 2024, payable through subsequently approved funding or other means. In the event that **either**:

(c) no payment plan has been agreed between Colchester Institute and the student by 31st December 2024; **or**

(d) the student defaults on an agreed payment plan

the student shall be automatically suspended from their studies with effect from 1 January 2025 in the case of (a) above and from the date of default in the case of (b) above. In such event, the student shall remain liable for fees incurred during liability periods attended. Please see section 9 for further information.

### 2.7 **Equivalent or Lower Qualifications (ELQ)**

If you are applying for an undergraduate course in 2024-25, but already possess a qualification at the same level or above, you should be aware that in most cases you will be unable to access a tuition fee loan or financial support from the Student Finance England. Please visit [www.gov.uk/student-finance/who-qualifies](http://www.gov.uk/student-finance/who-qualifies) for more information on eligibility criteria.

### 2.8 **Colchester Institute Employees**

All core and hourly paid Colchester Institute employees are eligible for a reduction in tuition fees up to 35%. Where the course is designated as a full cost course, a reduction in tuition fees up to 10% may be available. To be eligible for the reduction in fees, staff must be in employment with Colchester Institute on the first day of the course. There will be a qualifying period of 6 months employment with probation satisfactorily passed for this discount to be applied, unless the course is essential to support the role. All staff discounts are subject to annual review and are for the academic year in question and not the lifetime of the qualification. Discounts will not be available for Colchester Institute staff undertaking an apprenticeship or where staff development funding is being supplied by Colchester Institute (see section 2.9).

2.9 Colchester Institute staff looking to obtain financial support from staff development must gain formal authorisation for support prior to Registration. In these circumstances an agreement to repay course fees if leaving employment within a certain time period will be required. Staff will be required to provide evidence of authorisation at Registration.

### 2.10 **University Centre Colchester ID Cards**

To obtain access to the College, all students will be required to produce their ID cards. ID cards are issued at Registration. Replacement cards can be obtained from Registry.

## 3. **Additional Fees**

3.1 Some courses may carry additional charges for specific vocational materials, clothing visits or discipline-specific pre-professional promotional activities. The latter are optional elements and are part of UCC's enrichment activities. Typically additional charges can range from £10 for materials to £250 for a visit (visits are optional). For more details about course specific fees please contact UCC Admissions on: (01206) 712432 or email [uccadmissions@colchester.ac.uk](mailto:uccadmissions@colchester.ac.uk) or see your programme handbook.



### 3.2 School Social Sciences

Students studying on the BA (Hons) Counselling and Diploma of Higher Education in Person Centred Counselling course will be required to undertake a specified level of personal therapy both prior and during the course which they will be liable to pay for themselves. The cost of personal therapy varies from practitioner to practitioner, however it is anticipated that personal therapy is estimated to cost in the region of £750. Counselling students who intend to practise will be required to have membership of BACP and professional indemnity insurance. These costs are variable; students should contact the course team for further guidance.

### 3.3 Counselling Hours and Client Supervision

Students studying on the BA (Hons) Counselling and Diploma of Higher Education in Person Centred Counselling course are required to undertake 100 hours of client hours<sup>1</sup> during their studies to apply for British Association Counselling Practitioners (BACP) membership. Students who are unable to complete their client hours during the completion of the academic modules and wish to continue to utilise the Colchester Institute Counselling Service (CICS) for completing their hours and associated supervisions beyond the length of their programme will be required to pay additional fees to access these services. UCC Academic Services will provide details to those students identified as requiring additional hours at the end of the academic year.

3.4 The fees due are dependent on the volume of hours to be completed, are due for each additional academic year required and are non-refundable. The fees for 2024-25 are shown in the table below:

| Client Hours Required | Fee     |
|-----------------------|---------|
| 1 – 24 Hours          | £230.00 |
| 25 – 49 Hours         | £460.00 |
| 50 - 74 Hours         | £690.00 |
| 75+ Hours             | £920.00 |

3.5 Students commencing on Health and Education related programmes are required to undertake an enhanced Disclosure and Barring Service (DBS) check prior to commencing on their studies. DBS checks are currently charged at £46.40 but are subject to change during the academic year.

3.6 Where a Disclosure and Barring Service (DBS) disclosure is required the relevant fee charged by the DBS will be passed on to the applicant/student. If an applicant does not subsequently obtain a place on their chosen course, the DBS fee is not refundable. This charge will become due when the DBS form is submitted to the Disclosure and Barring Service.

3.7 DBS payments are required to be paid prior to the applicant/student enrolling on the course of study.

3.8 DBS fee payments should be paid directly to our DBS partner e-Safeguarding.

### 3.9 Art and Design Programmes

The School of Art provides access to a wide range of specialist equipment relevant to courses. However, many students prefer to have their own laptop, and students will need to provide some basic things, such as their own drawing equipment.

3.10 There will be costs in terms of educational visits, field trips, external exhibitions of your work and the purchase of materials required whilst completing the programme. These vary from year

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<sup>1</sup> The understanding of client hours needs to be in line with the approved delivery method set out in the programme validation documents of the course

to year. Please contact the Head of School for further details.

- 3.11 The majority of materials used in timetabled workshop sessions will still be provided free of charge. However, when students develop ideas/outcomes during independent study time, or when they are relatively expensive, or when a student needs to use particularly large amounts of a material, they may need to buy or make a payment for them.
- 3.12 The various workshop facilities keep a list of stock items and their respective costs, but please note that these lists are subject to change and the School may need to add other items as appropriate.
- 3.13 Additional charges become payable throughout the length of the course and a facility to pay online for visits and other costs is available via our online store, [www.onlinestore.colchester.ac.uk](http://www.onlinestore.colchester.ac.uk)

#### **4. International Fees**

- 4.1 University Centre Colchester is committed to a transparent and equitable approach to charging fees. International students are therefore charged the same fees as Home students. Student should be aware however that there may be a requirement for fees to be paid in advance and/or a declaration of available funds required in line with UK VISA policy. For more information please refer to the International Fee Payment Policy 2024-25 available at [www.colchester.ac.uk/ucc](http://www.colchester.ac.uk/ucc). Please contact University Centre Colchester Admissions on (01206) 712432 to confirm your fee status.
- 4.2 Despite the transparent and equitable approach to International Fees outlined in section 4.1 University Centre Colchester continues to have a requirement to identify and report on students being charged Home or International Fees. Students must respond and engage in any request to provide evidence so such a Fee Assessment can take place. Failure to do so may result in an offer of a place being withdrawn or an enrolled student being withdrawn from their programme of study.

#### **5. Fee Payment**

- 5.1 Payments must be for the exact amount due. Cheques will not be accepted.
- 5.2 **Instalments (Home and EEA)**

##### **Self-funding students**

Any home or EEA student of the College who pays his/her own fees is entitled to do so on a monthly payment plan basis by signing an agreement with Colchester Institute. Full details are available on request from Registry or the Finance Department. Payment by instalments is only available provided all of the following conditions are met:

- Payment by instalments will only be available for courses with a fee of at least £200.
- The student must be aged 18 years or over on the 31<sup>st</sup> August in the current academic year.
- The student must agree a legally binding document with Colchester Institute to arrange a monthly payment plan for the balance in accordance with a clearly stipulated timetable, ensuring all fees are paid in full within 10 months of the start date of the course (except where the course commences after 01 January 2025 where a maximum

of 6 months will apply). Once agreed instalment payments will be taken automatically through a recurring card payment system.

- If the student fails to sign up to an instalment plan within 4 weeks of their first attendance, all fees will become due for payment within 14 days following the expiry of that 4 week period.
- The student's continued access to the course is dependent on the payment of each instalment by the due date.
- Failure by a student to fulfil any of the terms and conditions of an instalment agreement will result in the student becoming immediately liable for the full outstanding balance which may affect the entitlement to pay any future fees by instalments.
- If a student withdraws from a course and does not meet the refund criteria detailed in section 6 of this policy, they will continue to be liable for the period of time they attended and must continue to meet the terms of the instalment agreement.
- This facility will also be available to employers or sponsors of students enrolled on courses. Please contact Registry on (01206) 239460 for further information.

### 5.3 **Students sponsored by an employer**

Employer funded or sponsored students (not Student Loans Company) must produce a Colchester Institute Employer Authorisation Form, available from Registry, completed and signed by the person authorised to pay fees. This form details the Terms and Conditions for fee payment and must be provided along with a 25% payment by 4<sup>th</sup> October 2024. Initial payments can be made at [Employer Deposit - UCC students | Colchester Institute Online Store](#)

5.4 If a student chooses to leave the employment of their sponsor the course fee liability is transferred to the student, but may be taken over by a future employer.

5.5 Employers placing students on apprenticeship programmes should refer to the Employer Contribution Fees and Charges Policy. For further information relating to employer contributions and the Apprenticeship levy please visit: [www.colchester.ac.uk/Apprenticeships](http://www.colchester.ac.uk/Apprenticeships)

### 5.6 **Students with student loans**

If fees have been paid and a student loan is later applied for and approved, Colchester Institute will require a completed refund request form from the student in order to process any refund.

5.7 Refunds will not be processed until Colchester Institute has received and cleared required fees from the Student Loans Company. Where a student expects to get full tuition fee support and this initial payment is likely to cause hardship, they should apply to Student Services where a short term emergency loan may be possible.

### 5.8 **All students**

No student with an outstanding debt can progress to the next stage of their programme of study, receive an award transcript or certificate, be considered for further qualifications or be given a reference from Colchester Institute. If fees become overdue, the Finance department will manage recovery of the debt.

5.9 Please note that students will **NOT BE ABLE** to attend Graduation Ceremony if they are in debt to Colchester Institute.

5.10 Normally no award shall be granted to a person for whom Colchester Institute disciplinary proceedings are outstanding.

### 5.11 **Students Accessing Postgraduate Loans in 2024/25**

Students who intend to pay for a postgraduate programme of study by utilising the new Postgraduate Loans System will be deemed as a self-payer and be required to make arrangements for a payment plan with Colchester Institute as referred in sectioned 5.2.

5.12 Once registered all postgraduate loan paying students will be subject to the same terms and conditions linked to self-paying students listed in this document.

## 6. **Cancellation Rights, Fee Discount and Fee Refund Policy**

6.1 Students may cancel their registration with Colchester Institute in accordance with this clause.

6.1.1 Students may cancel their registration with Colchester Institute and receive a refund for the academic year concerned if they notify Colchester Institute in accordance with clause 6.1.2 of their desire to cancel their registration within one of the following periods **either**:

- Within 14 days after the day on which Colchester Institute confirms to the student that the student has registered (whether for the first academic year or any subsequent academic year) (this applies to both in person and off campus registration); **or**
- Within 14 days after the day of the student's first required attendance at Colchester Institute (normally the date of the first timetabled course activity in Freshers' week).

6.1.2 Students must notify Colchester Institute of their desire to cancel their registration in one of the following ways:

- Emailing Colchester Institute on [uccacademicservices@colchester.ac.uk](mailto:uccacademicservices@colchester.ac.uk) (the email must be received within one of the periods stated in clause 6.1.1); **or**
- Writing to Colchester Institute at UCC Academic Services, Colchester Institute, Sheepen Road, Colchester, CO3 3LL (the letter must be received within one of the periods stated in clause 6.1.1).

**If notification is not given by the student within the period set out in clause 6.1.1 in accordance with one of the methods set down in this clause 6.1.2, the student will not be entitled to cancel their registration or receive a refund for the academic year concerned (unless agreed to by Colchester Institute in accordance with clauses 6.2 and 6.3).**

6.1.3 Where a student cancels their registration in accordance with this clause 6.1, Colchester Institute will refund payments received in respect of the student for that academic year. All refunds can only be returned to the original payee.

6.2 Clauses 6.2 to 6.8 apply, where following the expiry of the periods set out in clause 6.1.1, a student who does not cancel their registration in accordance with clause 6.1 wishes to withdraw or intermit from their programme of study before completion. In all cases application for refund of fees will only be considered if Colchester Institute has received a written notification of withdrawal or intermission sent in accordance with one of the methods set out at clause 6.1.2. Students wishing to formally withdraw or intermit should complete official withdrawal or intermission forms available from Academic Services. All refunds can only be returned to the original payee.

6.3 When calculating the date of withdrawal or intermission a student's ongoing engagement with

the learning opportunities provided by the course will be considered. This will include their last positive register mark, tutorial appointment, accessing of virtual learning environment and/or submission of work. Further details can be found in the UCC Withdrawal and Intermision policy.

- 6.4 Any refund request received after the timeline set out in paragraph 6.3 will be processed as per paragraph 6.5. Such refunds will be subject to the administrative costs listed in paragraph 6.6.
- 6.5 In the event of a student withdrawing or intermitting after positive engagement has been made for liability period 1, 2 or 3 no refund or reduction will be made by Colchester Institute for that period. A breakdown of liability periods for students commencing in September 2024 can be found below:

| <b>Date of Withdrawal</b>                               | <b>Liability Period</b> | <b>Fee Due</b> |
|---|-------------------------|----------------|
| Before 6 <sup>th</sup> January 2025                     | 1                       | 25%            |
| Between 7 <sup>th</sup> January 2025 and 1st April 2025 | 2                       | 50%            |
| After 1 <sup>st</sup> April 2025                        | 3                       | 100%           |

- 6.6 All refunds or discounts are subject to a £50 administration fee.
- 6.7 Any refund will take account of any bursary payments already made and may result in no refund being to the student.
- 6.8 If a student wishes to request a reduction in fee liability they should write to the Principal and Chief Executive within two weeks of the date printed on their withdrawal confirmation letter sent by Registry. All applications for refunds are considered on a case-by-case basis, but must be accompanied by relevant official documentary evidence to be considered. This may include, but is not exclusive to, bank statements, pay slips and social security eligibility.

## **7. Temporary Withdrawal (Intermitting Students)**

- 7.1 Students are required to remain registered with Colchester Institute throughout the period of intermission.
- 7.2 Intermitting students are entitled to request a tuition fee reduction in line with section 6. When students return to active study they will be required to reactivate their fee payments and will be subject to the course fees of the academic year in which they return.
- 7.3 Intermision normally lasts for one calendar year. Students can return to study earlier but may be subject to increased tuition fees if an earlier return results in repeating parts of their programme of study.
- 7.4 Students who temporarily withdraw/intermit due to illness will be required to obtain, and supply Academic Services with, a fitness to return to study certificate from their General Practitioner prior to being able to register on their chosen programme of study. Any fitness to return to study certificate will be considered in line with the UCC Fitness to Study policy.

## **8. Transfers**

- 8.1 Self-paying students or those who are in receipt of a tuition fee loan but transfer to University Centre Colchester from another provider during the academic year will be liable for full tuition

fees for the course they transfer onto. If a student's tuition fee loan does not cover the full fee they will be liable to cover any shortfall. Any student who transfers to University Centre Colchester should contact the Academic Services department for further information.

## **9. Liability for Payment**

- 9.1 All students are liable to pay tuition fees. Students are responsible at all times for any fees or amounts outstanding to Colchester Institute.
- 9.2 All students, including employer sponsored and Student Loans Company (SLC) funded students, remain liable at all times for the timely payment of fees. Application for a student loan does not remove a student's liability. Payment of a student loan does not remove liability. If a student fails to return the Student Loans Company online declaration the Students Loan Company will not make a payment to the College and the student will be required to arrange an instalment plan (see section 2 for further information).
- 9.3 Students suspended or withdrawn from their programme due to non-payment of fees will continue to be liable for fees incurred during liability periods attended.
- 9.4 Where a student is sponsored by their employer, the fees will be the responsibility of their sponsor. If Colchester Institute is unable to collect tuition fees, in line with the processes outlined in this policy, the student may have their place cancelled and be withdrawn from their programme of study. In the event that the employer fails to make any payment owing to Colchester Institute, the student will be liable for the payment of all course fees in respect of any course on which they are enrolled, irrespective of whether or not they complete the course or remain in the employment of the employer for the duration of the course.
- 9.5 No prospective or continuing student will be permitted to attend lectures or classes, use the Library, computing or any other facilities of the College until he/she has registered and paid or made satisfactory arrangements to pay their tuition fees and any other fees due.
- 9.6 Students who have not paid fees, or other charges related to their studies, by the required date may be charged a late payment fee, or rate of interest, to be determined by Colchester Institute. Where fees continue to be due Colchester Institute may inform debt collection agencies in order to recover money owed and additional costs may be incurred.
- 9.7 Tuition fees charged by Colchester Institute are for the programme of study attended whether delivered virtually or otherwise. Colchester Institute will not discount or refund tuition fees as a consequence of circumstances beyond our control, including but not exclusive to fire, flood or other force majeure, adverse weather conditions, failure of public utilities or transport systems/networks, restrictions imposed by the government, terrorist attack or threat of, epidemic or pandemic disease including COVID-19, temporary staff absences or changes including those due to industrial action. However, the institution is committed to taking all reasonable steps to ensure that its students receive an appropriate amount of tuition or alternative academic provision.
- 9.8 Any student found to be in continued attendance on a course (one or more timetabled sessions) but has not been formally registered will become liable for tuition fees in line with section 2 of this document. No further attendance will be allowed until formal registration has taken place and a payment plan is in place.

## **10. Fee Discounts and Bursaries**

### **10.1 Postgraduate Discount**

For 2024-25 University Centre Colchester is offering discounts for **new** students on its postgraduate courses.

The discount will apply to all those holding a full bachelor's degree (gained at either University Centre Colchester or any other UK degree awarding provider).

Eligible courses for the postgraduate discount in 2024-25 are:

- PGCE
- MA Education

The discount will be applied at the point of registration and be removed from the new student fee. For 2024-25 a 10% discount will be applied to the annual tuition fee for either one year of full-time study, or two years of part-time study. The reduction is available to graduates who have achieved the following classifications:

- First Class undergraduate degree
- 2:1 undergraduate degree
- 2:2 undergraduate degree

The discount is not awarded in combination with other University Centre Colchester discounts. If a student is eligible for more than one University Centre Colchester discount, the discount with the greater value will be applied.

NB: A copy of degree certificate will be required to obtain the postgraduate discount and University Centre Colchester reserves the right to remove, and reclaim, the discount in the event of any fraudulent claim becoming apparent.

### **10.2 Colchester Institute Employee Discount**

For more information on the Colchester Institute Employee Discount please see section 2.8

## **11. Accreditation of Prior Learning (APL)**

- 11.1 The acceptance of applicants with credit to University Centre Colchester programmes will not normally reduce the fees payable. Applicants who wish to apply for Accreditation of Prior Learning should contact UCC Academic Services directly on (01206) 712231.

## **12. Examination/Award Body Registration Fees**

- 12.1 Where applicable all students on UCC courses will generally not be expected to pay examination/registration fees. Therefore all essential examination/awarding body fees are included in the fees payable at registration.
- 12.2 Registrations with other accredited organisations are not included in the above and may result in an additional fee being charged. Please contact UCC Academic Services prior to accepting a place on the programme.

### 13. Additional/Replacement Transcripts

- 13.1 All University Centre Colchester students enrolled on University of East Anglia programmes will receive an academic transcript free of charge at the end of their final year of study. Academic transcripts will be issued following the appropriate examination board. It is essential that students who have not received their transcript within twenty weeks of their examination board taking place contact Academic Services. All transcript requests after the twenty week deadline will be treated as replacements and students will be charged £10 per transcript.
- Additional/replacement copies of academic transcripts may be requested and paid for by visiting <http://onlinestore.colchester.ac.uk/> It is recommended that you type “transcript” in the search box to take you directly to the transcript order and payment screen.
  - Payment will be requested in advance of any additional/replacement transcript issue.
  - University Centre Colchester will provide additional/replacement transcripts within 10 working days of all payments received.
  - University Centre Colchester can only supply transcripts for programmes completed since 2013/4 with validating partners the University of Essex and the University of East Anglia.
- 13.2 Students requesting earlier transcripts should contact their awarding body directly. Please Note: University Centre Colchester has no facilities to print or supply transcripts from other awarding bodies i.e. Anglia Ruskin University.
- 13.3 **PLEASE NOTE:** It is University Centre Colchester’s policy to retain student transcript information for a period of 10 years.

### 14 Further Information

- For support with finances please contact Student Services on (01206) 712078 or email [student.finance@colchester.ac.uk](mailto:student.finance@colchester.ac.uk);
- For information on registration, withdrawals, fee payments, or Student Finance England, please contact Registry on (01206) 239460;
- For information regarding transfers in from other institutions and other non-standard applications, please contact UCC Academic Services on (01206) 712432;
- For general information and advice on course availability for full and part time courses please contact UCC Admissions on (01206) 712432;
- For information on international fee and admission criteria please contact the International Admissions Officers on (01206) 712158.
- For the latest information on tuition fees please refer to our website [www.colchester.ac.uk/ucc](http://www.colchester.ac.uk/ucc);
- Student loans are administered by the Student Loans Company (SLC) and applications are required before the start of each academic year for in which you are a student. Helpline: 0845 300 5090 [www.direct.gov.uk/studentfinance](http://www.direct.gov.uk/studentfinance);



- For loan queries once you have commenced your programme please contact the Student Finance England Helpline: 0300 100 0607.

The University Centre Colchester Fee Policy 2024-2025 is correct at time of publication. Colchester Institute reserves the right to make changes.

## Appendix A - 2024-2025 University Centre Colchester Course Fees

### Full Time Undergraduate Courses

| Year of Commencement                | Tuition Fees (Per Annum) |
|-------------------------------------|--------------------------|
| Honours Degree (3 years)            | £8,750                   |
| Diploma HE (2 years)                | £8,750                   |
| Certificate HE (1 year)             | £8,750                   |
|                                     |                          |
| HNC (1 year) or HND top up (1 year) | £6,750                   |

### Part Time Undergraduate Courses

| Year of Commencement                   | Tuition Fees (Per Annum) |
|--|--------------------------|
| Honours Degree (4 years)               | £6,565                   |
|  |                          |
| Honours Degree (6 years)               | £4,375                   |
| Certificate Higher Education (2 years) | £4,375                   |
| PGCE and Cert Ed (2 year)              | £4,375                   |
|  |                          |
| HNC (2 years) or HND top up (2 years)  | £3,375                   |
|  |                          |
| 20 Credit Module                       | £1,460                   |
|  |                          |
| 40 Credit Module                       | £2,920                   |

### Postgraduate Courses

| Year of Commencement | Tuition Fees (Per Annum) |
|----------------------|--------------------------|
| Masters (Part Time)  | £3,625                   |
| 30 Credit Module P/T | £1,205                   |

#### Notes:

- 1) Where programme fees are shown with a (-) it is because no students are anticipated be in this category. It does not equate to a zero (£0) fee and any queries should be referred to UCC Academic Services at [uccacademicservices@colchester.ac.uk](mailto:uccacademicservices@colchester.ac.uk)
- 2) Part-time students will be charged a pro-rata rate based on the full-time course fee. Where intensity of study changes the fee amount may rise or fall accordingly.
- 3) Students allowed to repeat a year of study or module without attendance by an examination board will be charged 10% of the listed tuition fees. This fee reduction relates directly to those affected by an examination board decision and is not related to a student's personal circumstances.