

## Student Finance Framework: Grounds for a Review/Appeal

### Tuition Fee Calculation

The calculation of a student's tuition fee is based on the following five criteria, further details of which are provided in section 2 of the Student Finance Framework document. Additional background information has been provided in italics, below.

#### 1. Programme of Study (Career)

For fee calculation purposes, a student can either be Undergraduate, Postgraduate Taught or Postgraduate Research.

*Details in relation to the programme of study, will be held on the student record within the Student Information System, Qsis.*

#### 2. Academic Load Status

A student can have the status of either full-time, part-time, or thesis only, in any given academic year. The determination of this load, for fee purposes, for Undergraduate and Postgraduate Taught students, will be based on the number of CATS points the student is studying in a particular academic year.

*Details in relation to academic load will be held on the student record within Qsis.*

#### 3. Fee Rate

Details of these rates are outlined in the Tuition Fee and Related Charges Schedule, which is approved on an annual basis, by the University's Planning and Finance Committee, under delegated authority from Senate. The fee rate will be based on the course undertaken by the student.

*Further information, in relation to the University's Tuition Fees, is available on [www.qub.ac.uk/TuitionFees](http://www.qub.ac.uk/TuitionFees)*

#### 4. Residency

From 2012-13, the following main categories of residency will apply:

- NI (Northern Ireland)
- Non-UK EU (European Union, excluding the UK, but including the Republic of Ireland)
- GB (England, Scotland or Wales)
- Isles (Channel Islands and the Isle of Man)
- International

The assessment of residency for fee purposes, for students entering in September 2012, will be determined as follows:

## 4.1 NI/GB/EU Students

For NI/GB/EU students (ie non International and non Isles), the initial decision on whether they will be assigned as GB or NI/EU for fees purposes will be made on the basis of the information provided on their UCAS application form.

### 4.1.1 NI Students

*The initial decision to assign a student to the NI Fee\*, will normally be considered against the following criteria:*

- *An applicant's Area of Permanent Residence, Home Address and Correspondence Address (if different) are all in NI; and*
- *There should be evidence that the applicant has been ordinarily resident in NI, and not solely for the purpose of undertaking a course, prior to the start of the first day of the first academic year of the programme. This may be evidenced by a period of second level education, or employment, in NI.*

\*Further information is available from the DEL Website:

<http://www.legislation.gov.uk/>

### 4.1.2 EU Students

*To assign a student to the EU fee, the following criteria will normally be applied by the University:*

- *An applicant is an EU (other than UK) national; and*
- *An applicant's Area of Permanent Residence, Home Address and Correspondence Address (if different) are all in the EU but not in England, Scotland or Wales; and*
- *There should be evidence that the applicant has been ordinarily resident in the EU (but not in England, Scotland or Wales), and not solely for the purpose of undertaking a course, prior to the start of the first day of the first academic year of the programme. This may be evidenced by a period of second level education, or employment, in the EU (but not in England, Scotland or Wales).*

### 4.1.3 GB Students

*NI/GB/EU students, who do not fulfil the above criteria for either NI or EU, will be assigned as GB for fees purposes.*

### 4.1.4 Ordinary Residency

*The determination of 'ordinary residency' may be open to challenge. In such circumstances, evidence confirming ordinary residency will be necessary. For example, this may require the applicant/student to demonstrate that they have maintained a relevant connection with their place of ordinary residency and/or they have been required to work, elsewhere, on a temporary basis.*

*Documentary evidence will be required to support these assertions, and this may include the following:*

- *Travel documentation confirming regular visits to the place of ordinary residency.*
- *Continued and regular use of an 'establishment', either home or accommodation, in the place of ordinary residency eg utility bills.*
- *Temporary contract of employment outside of the area of ordinary residency.*

*Copies of all relevant documentation should be provided to support the appeal.*

#### 4.1.5 'Home and EU' Students

NI, GB and EU Students, with an Admit Term of 2011-12, or before, will have a residency status of 'Home and EU'. An explanation of Admit Term is provided in paragraph 5, below.

#### 4.2 Isles

Students with a home address and/or area of permanent residence of the Channel Islands or the Isle of Man.

#### 4.3 International

Students who do not fulfil the criteria in the DEL Student Fees Regulations to be considered as a 'Home (ie NI and GB) and EU' or Isles student. Guidance on these can be found on the UKCISA (UK Council for International Student Affairs) website [www.ukcisa.org.uk](http://www.ukcisa.org.uk)

#### 5. Admit Term

The level of fees will be determined based on the first year that a student commenced his/her studies at the University, ie the Admit Term.

*Details in relation to the Admit Term will be held on the student record within Qsis.*