

QUEEN'S UNIVERSITY BELFAST

STUDENT FINANCE FRAMEWORK 2023-24
(Revised November 2022)

C O N T E N T S

Section

1. Introduction
2. Tuition Fees Setting and Approval Mechanism
 - 2.1 Approval Process
 - 2.2 Setting of Fees
3. Calculation of Fee
 - 3.1 Programme of Study (Career)
 - 3.2 Academic Status
 - 3.3 Fee Rates
 - 3.4 Residency
 - 3.5 Admit Term
 - 3.6 Review of Tuition Fee Calculation
4. Tuition Fees, Initial Payments and Related Charges
 - 4.1 Summary of Tuition Fees
 - 4.2 Initial Payment
 - 4.3 Payment of Tuition Fees
 - 4.4 Undergraduate and Postgraduate Taught Students
 - 4.5 Postgraduate Research Students
 - 4.6 EU Other and International Distance Learning Students
5. Withdrawals and Refunds
 - 5.1 Dropped Modules
 - 5.2 Withdrawals
 - 5.3 Refunds
 - 5.4 Module Changes
 - 5.5 Deceased Student Policy
 - 5.6 Exceptional Circumstances
6. Deposits
7. Related Charges
8. Suspensions
 - 8.1 Definition of Suspensions
 - 8.2 Re-registration
9. Fee Appeals Process
 - 9.1 Background
 - 9.2 Appeal in Relation to Calculation of Tuition Fee
 - 9.3 Appeal in Relation to Adjustment of Tuition Fee due to Exceptional Circumstances

1. INTRODUCTION

The purpose of this document is to provide information on the University's terms and conditions, in relation to the calculation and payment of tuition fees and related charges. This document should be read in conjunction with:

- the University's Tuition Fees and Related Charges Schedule for the relevant academic year (this is updated on an annual basis) and is available at www.qub.ac.uk/tuitionfees;
- the University's Terms and Conditions for 2023 Entry which is available at www.qub.ac.uk/Study/TermsandConditions/
- the University's General Regulations (Part III, Regulations for Students, Section 3) which is available at www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/GeneralRegulations/

The University reviews its tuition fees and related charges annually, with details of the fees/charges provided in the Tuition Fees and Related Charges Schedule for the relevant academic year. These are available on www.qub.ac.uk/tuitionfees.

The primary method of communication with students will be by email using their Queen's University email account. It is therefore important that students regularly check their University email account.

The overarching principle, regarding the payment of tuition fees and related charges, is that the student remains liable for the payment. If the Student Loans Company or any sponsor / third party do not subsequently provide funding, the student will be required to pay all charges personally.

The initial determination of a prospective student's fee status is undertaken at the admissions stage, based on a combination of factors including nationality, immigration status and residency. Guidance on this matter can be found on the UKCISA (UK Council for International Affairs) website www.ukcisa.org.uk and at www.qub.ac.uk/Study/Undergraduate/How-to-apply/Feestatus/

2. TUITION FEES SETTING AND APPROVAL MECHANISM

2.1 Approval Process

Tuition Fees are approved by the University's Planning and Finance Committee, under delegated authority from Senate.

2.2 Setting of Fees

2.2.1 Northern Ireland (NI) Domiciled Undergraduate Fees

Tuition fees for NI domiciled Undergraduate students, who attend the University, are charged in accordance with legislation approved by Government.

2.2.2 Republic of Ireland (ROI) Domiciled Undergraduate Fees

Students who are ROI nationals, resident in ROI, who attend the University, will be charged the same fee as NI domiciled students.

2.2.3 England, Scotland or Wales (GB) Domiciled Undergraduate Fees

Undergraduate students from England, Scotland or Wales, who plan to study at the University, will be charged a tuition fee in accordance with legislation approved by Government.

ROI nationals resident in GB, and EU nationals settled in GB under the EU Settlement Scheme will be charged the GB fee.

2.2.4 EU Other Domiciled Undergraduate Fees

Students from the EU (excluding the Republic of Ireland), other EEA and Swiss nationals and their family members are not eligible for 'NI/ROI/GB' fee charges. These students will be charged international fees.

2.2.5 NI/ROI/GB Postgraduate Fees

Postgraduate Taught fees are set, in the main, by the University. Some postgraduate courses, such as the Postgraduate Certificate in Education (PGCE), are linked to the undergraduate fee rate and students studying these courses are eligible for Student Loans Company (SLC) funding.

The Postgraduate Research fee is based on guidance provided by UK Research and Innovation (UKRI)

2.2.6 EU Other / International Fees

All fees for EU Other and international students are set by the University.

3. CALCULATION OF FEE

Details of the tuition fees and related charges are set out in the University's Tuition Fees and Related Charges Schedule for the relevant academic year (available at www.qub.ac.uk/tuitionfees). The calculation of a student's tuition fee is based on the following five criteria:

3.1 Programme of Study (Career)

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

3.2 Academic Status

In any one of these three programmes of study, the student can have the status of either being full-time or part-time.

A student can only have the status of either full-time or part-time in any given academic year, i.e., he/she will be deemed to have a single status for fee purposes. However, it may be possible for the student to change status during the academic year. The fee will be payable according to the status at the beginning of the academic year. However, should the student's status change during the academic year, the fee will be recalculated and charged accordingly.

3.2.1 Undergraduate Students

The determination of the status of a degree level student is based on the number of CATS points being studied. CATS is an acronym for the Credit Accumulation and Transfer Scheme. This is a system which gives credit for each individual course unit that is completed successfully. This counts towards the final award and allows students to change course and transfer the credits to another course. The exception to this relates to Study Abroad students, where a separate approach to the fee calculation is adopted – see (iv) below.

(i) Full-time

A student is normally classified as full-time, if the total CATS points of the course being studied are greater than 90 CATS points, for the academic year. A full-time fee will be charged, based on the fee rate for the course of study.

(ii) Part-time

A student is normally classified as part-time if the total CATS points of the course that is being studied, throughout the academic year, are less than, or equal to 90 CATS points.

Fees will be charged according to CATS points, based on the fee rate for the course of study. The CATS points may be studied in any combination, across the semesters of Autumn, Spring, Summer and/or Full Year.

(iii) Change of status

Should a full-time student drop any modules(s) during the academic year, but remain an active student, their status can change to part-time. This change in status, which will be subject to approval by the School responsible for administering the student's course, will be determined by the total number of CATS points of the course(s) as follows:

Situation 1: Total number of course CATS points > 90, the student remains classified as a full-time student.

Situation 2: Total number of course CATS points \leq 90, the student is reclassified as a part-time student.

Exam only status for modular enrolment in an academic year is only permitted if the module to which the exam relates has been paid for either in the current or prior academic year.

(iv) Study Abroad Students

Study Abroad students are regarded as 'full-time' students, for the duration of their study at the University. A weighting of 90% will be applied to the standard full-time fee, if they spend more than one semester (module) at the University, and to half the full-time fee, if they spend one semester, or less, at the University.

3.2.2 Postgraduate Taught Students

The determination of the status of a Masters level student is based on the number of CATS points being studied (further details of CATS are provided in paragraph 3.2.1 above).

(i) Full-time

A student is normally classified as full-time if the total CATS points of the course that is being studied are greater than 120 CATS points for the academic year.

A full-time fee will be charged, based on the fee rate for the course of study. This includes the fee for the submission of a dissertation, where appropriate.

(ii) Part-time

A student is normally classified as part-time if the total CATS points of the course being studied that he/she is studying are less than or equal to 120 CATS points for the academic year. Fees will be charged according to CATS points, based on the fee rate for the course of study.

(iii) Dissertation fee

If a student's course requires a dissertation to be submitted, and the dissertation is not submitted by the due date of the academic year in which the student is enrolled and there are no exceptional circumstances, the student will be subject to the General Regulations governing the late submission of assessed work.

If the required dissertation is not submitted by the due date of the academic year in which the student is enrolled and the student has been granted an extension by their School, the student should be re-enrolled on a full dissertation module (60 CATS points) charged at the prevailing rate. In the case of exceptional circumstances refer to Sections 5.6 and 9.4.

If the required dissertation is submitted by the due date of the academic year in which the student is enrolled and the dissertation fails, the student may be re-enrolled and charged the appropriate fee as set out in the Tuition Fees and Related Charges Schedule.

If a student enrolled on a dissertation module is prevented from starting their dissertation due to failure in one or more taught modules, the dissertation module will be dropped and the student's liability for that module will be capped at 25% of the fee for the module (60 CATS points). If the student wishes to be enrolled on the dissertation in a subsequent academic year, then the student will be subject to 100% tuition fee liability for that module.

3.2.3 Postgraduate Research Students

The determination of the status of a Postgraduate Research student is normally based on the number of hours of study per week.

(i) Full-time

The annual fee will be based on the fee rate for the course of study. However, to accommodate the more flexible nature of commencing and completing research degrees, the method of fee calculation will differ for research students.

The fee will be calculated on a monthly basis, pro-rated for the academic year in which the student starts. In the month that the student commences their studies, a monthly fee will only be calculated if the student is deemed to be in attendance on, or before, the 5th of that month. In all subsequent months, a monthly fee will be calculated if the student is deemed to be in for 20 calendar days or more.

All PGR students are required to pay the minimum period of studies before thesis submission, or the full normal period of studies before changing to thesis only status, in the line with the General Regulations which can be found at [General Regulations | Academic & Student Affairs | Queen's University Belfast \(qub.ac.uk\)](http://www.qub.ac.uk/General-Regulations-Academic-Student-Affairs)

At registration, students will be charged the appropriate number of monthly fees up to the end of the academic year. If a student commences studies at the start of the academic year, the student will be charged twelve monthly fees. If a student completes their course of study during the academic year, the fee will be recalculated, and a refund may become due.

(ii) Part-time

Part-time research students are assessed on the basis that they are studying less than 21 hours per week, normally over a period of more than 18 weeks, on the course of study. The fee is calculated and charged based on 50% of the full-time fee.

(iii) Thesis Only

Following confirmation by the Progress Review Panel that the student has completed all the necessary research, and after approval by the relevant School Committee, a student may be registered as thesis only (writing up) for one year only (regardless of the previous full-time or part-time status).

Following the period of thesis only, where a student has not submitted their thesis, the student will be returned to their original mode of study, i.e., full-time or part-time. At registration, students will be charged the appropriate number of monthly fees up to the end of the academic year. If a student completes their course of study during the academic year, the fee will be recalculated, and a refund may become due.

On the occasion when a thesis is required to be re-submitted, a resubmission charge will be payable by the student as set out in the Tuition Fees and Related Charges Schedule.

3.2.4 Students Enrolled on more than one Course of Study

Students who are enrolled on more than one course of study will be charged a fee for each course. For example, this can arise when a student is enrolled on more than one part-time course.

3.2.5 Collaborative Research Students

In the absence of an existing alternative collaborative arrangement, the appropriate arrangements involving international students, studying at both their home university and Queen's University Belfast are as follows:

- For the periods when the student is full-time at Queen's University Belfast, the pro-rated full-time international fee is payable.
- For the periods when the student is not at Queen's University Belfast, i.e., the student is studying overseas, the part-time international fee is payable, again pro-rated for the time the student is not at Queen's University Belfast.

3.2.6 Distance Learning Students

Students who are undertaking a designated distance learning programme and who are not in regular attendance at the University will be charged a distance learning fee.

3.2.7 Professional Doctorates

Professional Doctorates comprise taught components which are regulated by the Study Regulations for Postgraduate Taught Programmes, and research components which are regulated by the Study Regulations for Research Degree Programmes which can be found at

Students who enrol on a Professional Doctorate programme may graduate with a taught Master's degree if sufficient credit has been attained from the taught components (including from a research project and dissertation); or a research Master's degree if the examiners consider that the thesis submitted for the research component is only Master's level.

(i) Tuition Fee

The calculation of the fee for Professional Doctorates is based on the number of CATS points that the student is studying, based on the Postgraduate Taught fee.

(ii) Thesis Only

Following confirmation by the Progress Review Panel that the student has completed all the necessary research, and after approval by the relevant School Committee, a professional doctorate student may be registered as thesis only (writing up) for one year only (regardless of the previous full-time or part-time status).

Following the period of thesis only, where a student has not submitted, in normal circumstances, the student will be enrolled as a postgraduate research student and charged monthly, at the prevailing postgraduate rate until submission of their thesis. In the case of exceptional circumstances refer to Section 9.4.

(iii) On the occasion when a thesis is required to be re-submitted, a resubmission charge will be payable by the student.

3.3 Fee Rates

All courses are subject to a fee rate, based on the classification, as outlined below. Students from NI, ROI and GB pay a set fee, regardless of the fee rate. International tuition fees vary depending on the fee rate classification of the course.

Fee Rate 1: Courses which are essentially classroom based.

Fee Rate 2: Courses with a substantial laboratory, workshop component and pre-clinical elements of nursing courses.

Fee Rate 3: Pre-clinical elements of medical courses.

Fee Rate 4: Clinical elements of medical courses.

Full-time students will normally be charged the fee relating to their ultimate course/qualifications, i.e., the fee will be based on the final course they are registered on for the year. Similarly, students who change fee rate during the year will be charged a fee based on the final rate. Part-time students will be charged, based on the course they are registered on at the end of each semester.

3.4 Residency

The following main categories of residency apply:

- NI (Northern Ireland) – applicable for Undergraduates and Postgraduates.
- GB (England, Scotland or Wales) – applicable for Undergraduates and Postgraduates.
- ROI (Republic of Ireland) – applicable for Undergraduates and Postgraduates

- EU Other (European Union, excluding the Republic of Ireland) - applicable for Undergraduates and Postgraduates.
- Isles (Channel Islands and Isle of Man) – applicable to Undergraduates and Postgraduates.
- International – applicable to Undergraduates and Postgraduates.

Guidance on residency can be found on the UKCISA (UK Council for International Affairs) website www.ukcisa.org.uk and on www.qub.ac.uk/Study/Undergraduate/How-to-apply/Feestatus/

3.5 Admit Term

The level of fees charged will be determined, based on the first year that a student commenced their studies at the University (the Admit Term), and will be linked to the Programme of Study. In subsequent years, fees will be subject to an inflationary increase, unless explicitly stated otherwise.

3.6 Review of Tuition Fee Calculation

An applicant or student who is dissatisfied with their fee calculation may submit a request for the fee calculation to be reviewed by the University's Director of Finance. A review may be sought if one or more of the five criteria which determines the tuition fee calculation, is incorrect (see Sections 3.1 – 3.5 above).

An applicant or student must submit a request for review in writing to the Director of Finance within 10 working days of the communication of the fee and should set out evidence to support the grounds for review. The letter should make reference to which criteria, are being challenged. Details of any supporting documentation should also be provided with the letter.

The Director of Finance will consider the request for review and will undertake further enquiries as are deemed necessary and provide a written response, normally within 15 working days of receiving the request for review.

An applicant or student can appeal the process set out above by following the procedure in Section 9.

4. TUITION FEES, PAYMENTS AND RELATED CHARGES

4.1 Summary of Tuition Fees

Each student enrolled on a programme of study at the University shall pay an annual composite fee which covers tuition, access to learning resources including the virtual learning environment, examinations (resit examination charges are applied as required), and a wide range of student support services, which includes, but is not limited to, library facilities, IT services, and professional support services as well as membership of the Students' Union and a premium for personal accident insurance.

For some courses, students may be required to purchase specialist equipment, textbooks, IT equipment, attend field trips or incur costs associated with placement years abroad. Where there are additional costs directly related to a particular course, these will be specifically set out in the Additional Course Costs Section of the CourseFinder webpages available at (<http://www.qub.ac.uk/courses/>) and in the programme information. Students are responsible for payment of all additional costs.

Details of all tuition fees and related charges are provided in the Tuition Fees and Related Charges Schedule for the relevant academic year, available at www.qub.ac.uk/tuitionfees. Tuition fees for the first academic year will also be set out in the offer letter.

If a sponsor / third party fails to pay a student's tuition fees by a specified date, the student will be liable for the outstanding tuition fees.

A student is liable for the full tuition fee at the point of completion of enrolment and registration. Should there be a change in the student's status following completion of enrolment and registration which results in a change in their tuition fee, then the student is liable for the revised tuition fee.

A student will not be considered fully financially registered for a term until payment arrangements have been made. Details of how students can fulfil this requirement are provided in the following sections.

The following sections provide details of the options available to students, regarding the payment of their tuition fee.

4.2 Initial 25% Payment

Amounts due at enrolment and registration must be paid to complete the enrolment and registration process. This includes an initial payment of 25% of the calculated tuition fee. The initial payment is non-refundable unless the applicant or student cancels their contract with the University in accordance with clause 33 of the Terms and Conditions for 2023 Entry (available at www.qub.ac.uk/Study/TermsandConditions/)

4.3 Payment of Tuition Fees

How a student pays their tuition fees will depend on whether they are self-funded, externally funded or internally funded by the University.

Tuition fee payment options will be published annually at www.qub.ac.uk/tuitionfees

4.3.1 Self-Funded Students

A student will be a self-funded student if they are:

- funding their own studies
- receiving financial assistance directly from an external funder (excluding educational loans from a government agency)

Self-funded students who do not sign up to pay by either Direct Debit or a Payment Plan, must pay their tuition fees in full at registration.

4.3.1.2 Payment of Tuition Fees by Direct Debit or by Payment Plan

The University offers payment options which allow students to pay their tuition fees in instalments, these options are by Direct Debit or by an approved Payment Plan.

In the event of a Direct Debit or payment failing, the tuition fee outstanding is payable in full. In such circumstances, the University reserves the right to remove the student from the Direct Debit Scheme or Payment Plan and apply an administration charge.

Students must have a UK bank account to sign up to pay by Direct Debit.

All related charges, if incurred, are due immediately and cannot be paid by either a Direct Debit or Payment Plan. This includes the Thesis Only (Writing Up) Charge and the Exam-Only Charge.

4.3.2 Externally Funded Students

A student will be considered an externally funded student if they are:

- Receiving a tuition fee student loan (SLC or SAAS)
- Funded by an external sponsor which includes receiving financial support from a government or receiving an educational loan

4.3.2.1 Receiving a tuition fee student loan

A student must have applied for and have this funding in place at the beginning of each academic year, where eligible. Where they are not eligible for this funding, they must make alternative payment arrangements.

4.3.2.2 Payment of Tuition Fees by Sponsor

For sponsored students, evidence of sponsorship or scholarship from a government or other official organisation must be provided at registration. In the event the sponsor fails to pay the student's tuition fees in accordance with the payment term the student will be liable for the payment of the tuition fees which must be remitted to the University by direct payment or by an agreed Payment Plan.

Sponsors must pay all tuition fees due by 28th February of the academic year.

4.4 Undergraduate and Postgraduate Taught Students

Details of tuition fee payment options for all NI/ROI/GB, EU Other and International Undergraduate and Postgraduate students, are outlined in the table below:

Table 1: NI/ROI/GB Undergraduate and Postgraduate Taught Fees – Payment Options

Options	Notes	Eligibility
Self-Funded Options		
Pay full fees at registration	25% is non-refundable unless the student cancels the contract with the University in accordance with the Terms and Conditions for 2023 entry.	All Students
Payment Plan	25% payment at enrolment and registration, which is non-refundable unless the student cancels the contract with the University in accordance with the Terms and Conditions for 2023 entry. Further payments will be made in line with approved dates	All Students
Direct Debit	25% payment at enrolment and registration, which is non-refundable unless the student cancels the contract with the University in accordance with the Terms and Conditions for 2023 entry. 3 further payments (November, January, March)	All Students
Externally Funded Options		
SLC loan	Student must apply to the SLC separately. The SLC then pays the loan directly to the University. An application must be made for each year of study.	Eligible NI/ROI/GB students
Sponsor	Evidence of sponsorship or scholarship from a government or other official organisation must be provided at enrolment and registration.	All Students with proof of sponsorship
Internally Funded		
Queen's University	Students will receive confirmation from the University that this funding will be provided. This funding is normally only available to Postgraduate Research Students.	Approved students

The non-refundable percentage of fees will increase at various points during the academic year. Further details can be found in Tables 4 and 5, for full-time and part-time students.

4.5 Postgraduate Research Students

Research students should note that the full fee for the remaining part of the academic year is calculated on registration. This full amount will appear on the student's account even if there is a Leave of Absence planned or a Thesis submission is anticipated. The total fees owed to the University will then be re-calculated once the Leave of Absence has commenced or the thesis submitted.

The indicative payment due dates for Postgraduate Research Students are summarised in the Table below:

Table 2: Postgraduate Research Fees – Indicative Payment Due Dates

	Enrolment Period between 1 October – 31 December	Enrolment period between 1 January – 30 September
Fee due (25% of the original calculated fee for the academic year)	Payable at enrolment and registration	Payable at enrolment and registration
Balance of the original calculated fee for the academic year	Payable either at enrolment and registration, or by Direct Debit or by Payment plan	Payable either at enrolment and registration, or by Direct Debit or by Payment plan

If the first enrolment of a student did not take place at the beginning of an academic year, in subsequent years, the student will be required to enrol at the start of the academic year, and the first payment will be due on 1 October.

For students whose personal fee liability is greater than £325, the following methods of payment are available.

4.6 EU Other, International Distance Learning Students

To accommodate those EU Other, international and distance learning students who cannot avail of the Direct Debit payment option which requires a UK bank account, (which can only be opened if resident in the UK), a Payment plan option is available.

Table 3: EU Other, International Distance Learning Student Fees - Payment Options

Options	Notes
Pay full fees at enrolment and registration	25% is non-refundable unless the student cancels the contract with the University in accordance with the Terms and Conditions for 2023 Entry.
Payment Plan	25% payment at enrolment and registration, which is non-refundable unless the student cancels the contract with the University in accordance with the Terms and Condition for 2023 entry. Further payments will be made in line with approved dates
Sponsor	Evidence of sponsorship or scholarship from a government or other official organisation, must be provided at enrolment and registration.

The non-refundable percentage of fees will increase at various points during the academic year. Further details can be found in Tables 4 and 5, for full-time and part-time students, respectively.

5. WITHDRAWALS AND REFUNDS

The purpose of the following section is to ensure a consistent approach to the application of withdrawals and refunds. The following guiding principles have been applied:

- students should pay a proportion of fees due, for modules which they have enrolled on, and which have been held for them;
- students should not be required to pay a full fee for modules they have not attended, and from which they have withdrawn in advance; and
- students should not receive a refund for modules which they have completed and for which they have received a grade (the outcome of the grade is irrelevant).

5.1 Dropped Modules

No fee refund will apply if a full-time student drops modules and still meets the criteria for a full-time student. This is because the full-time fee will continue to apply.

If a full-time student drops modules and meets the criteria for a part-time student, a fee refund may be applicable.

5.2 Withdrawals

Any student may, on a voluntary or required basis, withdraw either permanently or temporarily from the University or programme of study at any point in the year.

The following sections are relevant in the context of assessing the fee implications of withdrawals and refunds.

5.2.1 Full-time Undergraduate and Postgraduate Taught Students

The date when a student withdraws affects the level of tuition fees which may be refunded, and it may also affect the student loan. Fee adjustments are calculated with reference to the date of withdrawal from the University, not the last date of attendance, and cannot be actioned if the withdrawal procedure has not been followed correctly. Table 4 below, demonstrates how the adjustment is calculated.

Table 4: Fee Liability Dates

Attendance / SLC Liability Point	Normal Effective Period	Fees due to the University
First Liability Date - Completion of Enrolment and Registration (non-refundable unless the student cancels the contract in accordance with the Terms and Conditions for 2023 entry)	Up to 9 January 2024	25%
Second Liability Date	10 January 2024 – 8 April 2024	50%
Final Liability Date	9 April 2024 onwards	100%

5.2.2 Part-time Undergraduate and Part-time Postgraduate Taught Students

Fees for part-time students are calculated by semester. Further details of the withdrawal and module drop policy for part-time students are outlined in Section 5.4.2 below.

5.2.3 Postgraduate Research Students

The tuition fee liability for a Postgraduate Research student withdrawal, or a Temporary Leave of Absence, is based on the official date of withdrawal in the academic year, and a refund will be issued, if appropriate. The tuition fee is calculated for a month if a student is deemed to be in attendance for 20 calendar days or more.

5.3 Refunds

Refund entitlements will be based on the fee liability dates, as outlined in Table 4 above. Refunds will not be available on exam, resit or thesis only charges. For appeals in relation to a student's refund entitlement see Section 9.

5.4 Modules Changes

5.4.1 Full-time Students

The fee for full-time students, who swap or drop modules, and who continue to satisfy the minimum CATS point requirement for full-time students, will not change, i.e., it will remain at the full-time level. Full-time students will be entitled to swap and drop modules, within a two-week period, after enrolment and registration. After this date, only the Directorate of Academic and Student Affairs (DASA) can approve the dropping of modules.

5.4.2 Part-time Students – Withdrawal Policy and Module Drop Policy

Fees for part-time students are assessed by semester (or module). Therefore, separate fees will be applicable, depending on whether a student has enrolled in Autumn, Spring, Summer or Full Year modules, and each type of module will be subject to a specific withdrawal policy (as set out below). This policy will apply to the dropping of individual modules, as well as a full withdrawal from a semester or academic year, when studying in a part-time mode.

This part-time withdrawal and module drop policy will also apply where a full-time student drops to part-time and remains in attendance in the academic year. The modules dropped will have drop charges calculated based on the dates detailed in Table 5. Table 5 below illustrates the withdrawal and module drop rates, by semester, together with the fee due percentages.

Table 5: Withdrawal and Module Drop Dates and Fee Implications

Withdrawal and Module Drop Dates				Fee due to the University
Autumn Modules	Spring Modules	Summer Modules	Full Year Modules	
Completion of Enrolment and Registration	Completion of Enrolment and Registration	Completion of Enrolment and Registration	Completion of Enrolment and Registration	25%
From 1 November 2023	From 1 March 2024	From 1 July 2024	From 1 November 2023	50%
			From 1 March 2024	75%
From 1 December 2023	From 1 April 2024	From 1 August 2024	From 1 April 2024	100%

It should be noted that it is the student's responsibility to ensure that their enrolment onto their course is correct by the end of the period in which module swaps are allowed. This will require the student to validate the information available via self service and to contact the relevant School(s) immediately if there are questions or concerns. In normal circumstances, an incorrect enrolment on the student's record will not entitle the student to a refund after the cut off date for swapping modules.

5.5 Deceased Student Policy

Whilst it is rare, there are occasions when a registered student dies part way through their course so that a tuition fee adjustment may be due. Full account is taken of the individual circumstances of each case and there is appropriate consultation with a relevant member of staff in the student's School.

The tuition fee account for self funded students who have not paid any tuition fees at the time of their death is adjusted to ensure that no debt is pursued.

5.6 Exceptional Circumstances

Where a student is experiencing circumstances which significantly impact their ability to engage with their studies, they are required to inform their School, at the earliest opportunity.

The University's General Regulations include guidance on exceptional circumstances for unforeseeable or unpreventable events or circumstances beyond a student's control.

<http://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/StudentGuidance/ExceptionalCircumstances-AStudentGuide/>

However, to meet the threshold for an adjustment to tuition fee liability there must be clear evidence of a significant negative impact on the student's ability to engage with their studies over the period of the semester and/or academic year. It should be noted that financial problems and work-related pressures are not deemed to be exceptional circumstances.

Tuition Fee Liability Review Group

The Tuition Fee Liability Review Group, which is made up of representatives from the Finance and Academic and Student Affairs Directorates, will consider requests for adjustments to a student's tuition fee liability, based on exceptional circumstances.

A student must ask that their School submit a request on their behalf to the Tuition Fee Liability Review Group for consideration. All requests must have the support of the relevant School.

The request should refer to the exceptional circumstances experienced, their timing, duration and the impact they have had on the student's ability to engage with their studies. Supporting documentation must also be provided which clearly substantiates the circumstances. Documentary evidence, which is contemporary with events, rather than retrospective, is required.

The Tuition Fee Liability Review Group will undertake further enquiries as are deemed necessary. Once all required information has been provided, the Tuition Fee Liability Review Group will make a decision and will send a written response to the School, normally within 20 working days. In some circumstances the decision of the Tuition Fee Liability Review Group may require that the student complete a fitness to study check before returning to study.

If a student is dissatisfied with the Tuition Fee Liability Review Group's decision they may submit an appeal, details of which are set out in Section 9.4 below.

6. DEPOSITS

Where an applicant deemed international for tuition fee purposes has met all the course entry requirements and has accepted an unconditional offer of a place to study on a one-year postgraduate taught course, they are normally required to pay a mandatory deposit towards their tuition fees. A deposit payment will be required before a Confirmation of Acceptance for Studies (CAS) for visa/immigration purposes can be issued.

Following payment of the deposit, and the provision of the required supporting documentation, a receipt will be issued by the Student Finance Office against such payment, which can be presented in support of a visa application.

If the visa application is successful, but the student chooses not to accept a place at the University, the deposit will only be refunded in particular circumstances, as set out in the Terms and Conditions for 2023 Entry (available at www.qub.ac.uk/Study/TermsandConditions/), or if the student fails to obtain entry clearance from the UK immigration authorities to enter the UK as a student to undertake study at the University.

International applicants who are in receipt of a full tuition fee scholarship are not required to pay the mandatory tuition fee deposit (evidence of the scholarship must be provided to Admissions).

In exceptional circumstances, e.g., the student is unable to take up their place on medical or visa grounds, the deposit may be refunded, although this will require the approval of Marketing, Recruitment Communications and Internationalisation Directorate.

There are a number of Postgraduate Taught courses where the offer issued to NI, ROI and GB students is conditional on the payment of a deposit. Deposits are only refundable in certain circumstances as set out in the Terms and Conditions for 2023 Entry (available at www.qub.ac.uk/Study/TermsandConditions/). Full details will be provided when applying to the course.

7. RELATED CHARGES

Details of all related charges are included in the Tuition Fees and Related Charges Schedule for the relevant academic year and are available on www.qub.ac.uk/tuitionfees.

8. SUSPENSIONS

8.1 Definition of Suspensions

Failure to pay tuition fees and/or related charges, or make appropriate arrangements to pay tuition fees, by the relevant deadline, will may lead to a student being suspended. Students under suspension will not be eligible to enrol or graduate. The University reserves the right to withhold a degree certificate or transcript from any student who is in debt to the University for unpaid tuition fees and/or related charges. The University reserves the right to seek to recover any debts using a debt recovery agency.

8.2 Re-registration

The University reserves the right to request payment in full prior to registration or re-registration from any student who has had a previous outstanding debt with the University. The University reserves the right to refuse re-registration to any student with outstanding tuition fee debt.

9. FEE APPEALS PROCESS

9.1 Background

An applicant or student may wish to appeal the basis on which their fee has been calculated or appeal a decision on a fee adjustment due to exceptional circumstances, made by the Tuition Fee Liability Review Group. Details of the basis for appeals are set out below.

9.2 Appeal in relation to Calculation of Tuition Fee

If an applicant or student is dissatisfied with the outcome of Stage 1 of the tuition fee calculation review process (see Section 3.6 above), they may appeal in writing to a Pro-Vice-Chancellor within 10 working days of the date of the letter stating the decision of the Director of Finance. Copies of previous correspondence and any supporting documentation should be included.

The grounds on which a fee may be appealed are as follows:

- New evidence has become available which was not considered, either at the time of the initial assessment, or the review.
- There was a procedural irregularity in the process of determining one or more of the fee criteria.
- There has been an exceptional change in the circumstances of the student, affecting the fee calculation.

An Appeals Panel shall be convened to meet within 25 working days of receipt of the appeal. The Appeals Panel shall normally comprise:

- Pro-Vice-Chancellor, or nominee (Chair); and
- Director of Academic and Student Affairs or Director of Marketing, Recruitment, Communications and Internationalisation; or nominee

The Appeals Panel may seek written evidence from any witness or person who in the Appeal Panel's judgement may have relevant information to contribute.

The Appeals Panel will be administered by the Finance Directorate and a formal record of the meeting will be taken and retained. The Appeal Panel's decision will be communicated to the applicant or student within 5 working days of the Appeals Panel's decision and circulated to relevant Directorates and Schools.

There is no further appeal permitted beyond the Second stage appeal described above. However, a student who is not content with the final decision of the internal process may make a complaint to the Northern Ireland Public Services Ombudsman. Information is available at <https://nipso.org.uk/nipso/about-us/who-we-are/>.

9.3 Appeal in Relation to Adjustment of Tuition Fee due to Exceptional Circumstances

If a student is dissatisfied with the outcome of Stage 1 of the tuition fee liability review process (see Section 5.6 above), they may appeal in writing to the Director of Finance within 10 working days of having been notified of the Tuition Fee Liability Review Group's decision. Copies of previous correspondence and any supporting documentation should be included with any appeal.

The only ground upon which a review of the decision may be appealed is that new evidence has become available which was not considered at the time of the initial review.

There is no further appeal permitted beyond the Second stage appeal described above. However, a student is not content with the final decision of the internal process may make a complaint to the Northern Ireland Public Services Ombudsman. Information is available at <https://nipso.org.uk/nipso/about-us/who-we-are/>.