

University Centre Colchester (UCC)

Fee Policy 2019-2020

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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 Virtual Learning Alliance (VLUK) and OLC Europe are also subject to this policy.

2. Higher Education Home Fees

- 2.1 Fees are due at the time of registration. Students who are sponsored by an external body must supply confirmation of funding at registration. Students who are sponsored by an employer must provide a completed employer authorisation form at registration and initial payment (as per section 5.3). Students intending to pay with an approved loan through Student Finance England must provide evidence at registration. Self-funding students must either pay their fees in full, or sign up to an instalment plan, and pay the required deposit at registration or online at <http://onlinestore.colchester.ac.uk>
- 2.2 UCC fees for 2019-2020 are published on the UCC website (www.colchester.ac.uk/ucc) and attached in Appendix A.
 - 2.2.1 For 2019-20 any current UCC student progressing directly from an Art and Design Year Zero, Foundation Degree or Diploma of Higher Education course who commenced their studies prior to 2018-19 will be classified as a 'continuing student' and charged the associated tuition fees.
 - 2.2.2 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 2019/20.
- 2.3 Fees can be paid by credit card (excluding American Express), debit card, cheque, cash or by instalments (see item 4.2). 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, University Centre Colchester will determine the outstanding tuition fee liability in line with the guidance provided in section 6.
- 2.5 If the student intends to apply for a student loan or has applied but the loan is not yet approved, a £100 deposit is payable at point of registration. The deposit amount is only refundable when the loan is approved and the students signed declaration has been completed and returned to Student Finance England. The deposit payment will not be refunded if a student does not attend any classes and is deemed a 'no show'.

- 2.6 If funding from the Student Finance England has already been applied for by the time of Registration and can be evidenced, no deposit is required. If the loan has not been confirmed by the end of the first term, the fees become due as if there was no loan in place and contact must be made with the Finance Department to arrange an instalment plan. Failure to agree an instalment plan will lead to removal from programme please see section 9 for further information.
- 2.7 **Equivalent or Lower Qualifications (ELQ)**
If you are applying for an undergraduate course in 2019-20, 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 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 20% 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. All staff discounts are subject to annual review and are for the academic year in question and not the lifetime of the qualification.
- 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 and students are entitled to one free replacement card per academic year. There will be a £5 charge for any subsequent replacement ID cards.
- 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 or see your programme handbook.
- 3.2 **Schools of Health, Education and 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 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. Students will be required to pay in full when they register in person with the Registry department.

- 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 2019/20 are shown in the table below:

Client Hours Required	Fee
1 – 24 Hours	£200.00
25 – 49 Hours	£400.00
50 - 74 Hours	£600.00
75+ Hours	£800.00

- 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 £44, but are subject to change during the academic year. Further information on fee payment can be found in section 5.7.

3.6 School of Art

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 of your own drawing equipment.

- 3.7 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 to year. Please contact the Head of School for further details.
- 3.8 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.
- 3.9 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.

3.10 Schools of Digital Media, Music and Performing Arts

Students have access to a range of high quality studio facilities, Macs and music software, pianos, amps and practice rooms, however, students should purchase at least one external hard drive (approximately £40 for 1TB) to save and back up their coursework recordings and scores. Students are also expected to provide their main instrument and basic peripherals (sticks, cymbals, cables etc.) and any sheet music – however, there is an extensive music library in South Wing for student usage.

- 3.11 For certain performances there may be travel costs incurred e.g. to a London theatre and (if desired) overnight accommodation. For the BA (Hons) Musical Theatre programme there is a list of required dance wear and clothing which is available from the School.

- 3.12 There may be travel costs and entry costs for extra-curricular visits to concerts, gigs, performances and expos. Please contact the Head of School for further details.

- 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

4. International Fees

- 4.1 University Centre Colchester is committed to an ethical and equitable approach to charging fees. International students are therefore charged the same fees as Home or EEA 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 inline with UK VISA policy. For more information please refer to the International Fee Payment Policy 2019/2020 available at www.colchester.ac.uk. Please contact University Centre Colchester Admissions on (01206) 712432 to confirm your fee status.

5. Fee Payment

- 5.1 Non-cash payments must be for the exact amount. Cheques should be made payable to Colchester Institute. Post-dated cheques will not be accepted.

5.2 Instalments (Home and EEA)

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 £800.
- The student must be aged 18 years or over on 1st September 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 2020 where a maximum of 6 months will apply). Once agreed instalment payments will be taken automatically through a recurring card payment system.
- 25% of the total course fee is payable at the time of registration.
- 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.
- 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 5 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) 712555 for further information.
- 5.3 Employer funded or sponsored students (not Student Loan 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 to allow registration. Initial payments can be made at www.onlinestore.colchester.ac.uk
 - 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
 - 5.6 If fees have been paid and a 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 Loan 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 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 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.
 - 5.12 DBS payments are required to be paid prior to the applicant/student enrolling on the course of study.
 - 5.13 DBS fee payments should be paid at the on-line store which can be found at: <https://onlinestore.colchester.ac.uk> or at the Registry Department in the Main Building
 - 5.14 **Students Accessing Postgraduate Loans in 2019/20**
Students who intend to pay for a postgraduate programme of study by utilising the new Postgraduate Loans System will be required to make a 25% payment at the point of registration. Students will then 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.
 - 5.15 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. Fee Discount and Fee Refund Policy

- 6.1 This policy applies to enrolled students who subsequently 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. 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.
- 6.2 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 Intermission policy.
- 6.3 Colchester Institute will process a refund for the academic year if a request to withdraw or intermit is received within 10 working days of the main registration date of the 23rd September 2019.
- 6.4 Any refund request received after 4.30pm on the 4th October 2019 will be processed as per paragraph 6.5. Refunds will be subject to 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 2019 can be found below:

Date of Withdrawal	Liability Period	Fee Due
Before 6 th January 2020	1	25%
Between 6 th January 2020 and 19 th April 2020	2	50%
After 19 th April 2020	3	100%

- 6.6 All refunds or discounts are subject to a £75 administration fee with the exception of the deposit paid by students awaiting a Student Finance England loan which will be returned when the loan is confirmed.
- 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 Dean of Higher Education 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 and are required to pay the college membership fee, currently £110, at the start of the period of intermission. The £110 fee will be in addition to normal course fees, and will not be discounted from tuition fee payments made prior to or after

the intermission period. Please be aware the £110 cannot be covered by Student Finance England and will be required to be paid in the event a student subsequently chooses to withdraw from intermission.

- 7.2 Colchester Institute staff, who continue to be employed by Colchester Institute throughout the period of intermission, are not required to pay the college membership fee.
- 7.3 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.
- 7.4 Intermission 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. If a student is granted an extension to their period of intermission a further payment of £110 will be due to cover the new period of intermission.
- 7.5 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 Loan 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 Loan Company online declaration the Student 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 Where a student is not successful with their application to the Student Loan Company, and is unable to arrange a payment plan with the Finance department by the start of the second semester, they will be suspended from their programme. 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 remain 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. A student may choose to take on their fee liability to maintain their place on programme.

- 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. Colchester Institute will not discount or refund tuition fees as a consequence of trade union action, bank holidays, bad weather, staff sickness, staff training day, acts of god or other exceptional circumstances that may result in the college closure. However, the institution is committed to taking all reasonable steps to ensure that its students receive an appropriate amount of tuition.
- 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. Scholarships, Bursaries and Fee Discounts

10.1 University Centre Colchester Travel Bursary 2019/20

The University Centre Colchester Travel Bursary (UCCTB) has been created by University Centre Colchester to help eligible students from low income households with the costs of attending higher education study. UCCTB is in addition to any other loans and grants that students might receive.

The University Centre Colchester Travel Bursary will be offered to new students commencing undergraduate courses in September 2019. For full time students the bursary normally comprises of a £500 travel payment in the first year of study. For part time students the scholarship comprises a pro-rata travel payment in their first year of study.

To apply for the UCCTB you must meet the following criteria:

- Be ordinarily resident in England and eligible for UK home fees;
- Have an annual declared household income of £25,000 or less;
- Register for a Bachelors or Foundation degree, Cert Ed, Cert HE, Dip HE, or PGCE at University Centre Colchester with first enrolment in 2019/20;
- Be enrolling for the first year of your higher education study at University Centre Colchester;
- Apply to University Centre Colchester for degree level study;
- Apply to Student Finance England for student finance.

You are **not** eligible for the UCCTB regardless of meeting the above criteria if you are:

- A student directly continuing from one course to another (for example from a foundation degree or HND on to the final year of your honours degree);

- A student transferring to University Centre Colchester on any year of study other than year one from another institution;
- Any student whose fees are paid or part-paid through a sponsorship arrangement or is in receipt of a fee waiver/discount.

ADDITIONAL INFORMATION

- The bursary is intended to provide support with travel to the college or other locations required by the course;
- University Centre Colchester will provide the travel payment in the form of a bus pass, rail card or valid ticket reimbursement for the use of public transport. This is part of UCC's commitment to taking environmentally responsible actions;
- No cash alternatives will be offered for the travel payment;
- Applicants must be able to provide evidence of meeting the conditions of the scholarship (household income);
- Applicants will only be approved if they provide adequate proof to the Student Finance England regarding their household income. Successful applicants will be advised prior to September 2019 (depending on date of application);
- Those unable to provide proof of their household income through the Student Finance England will be required to provide proof of assessment through an equivalent third party organisation. University Centre Colchester reserves the right to refuse evidence from any third party organisation if it is deemed inappropriate.

HOW TO APPLY

Information on how to apply for the University Centre Colchester Travel Bursary can be found at www.colchester.ac.uk

The final date for applications for the University Centre Colchester Travel Bursary is the 1st December 2019. No applications will be considered after this date for students commencing their studies in 2019.

If you have any queries about the UCCTB please ring (01206) 712432 or email uccadmissions@colchester.ac.uk

10.2 Postgraduate Discount

For 2019/20 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 2019/20 are:

- PGCE
- MA Education

The discount will be applied at the point of registration and be removed from the new student fee. For 2019-20 the 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 reductions are available to graduates who have achieved the following classifications:

- First Class undergraduate degree 20 per cent
- 2:1 undergraduate degree 15 per cent
- 2:2 undergraduate degree 10 per cent

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.

Students who commenced study on postgraduate programmes prior to 2019/20 will continue to receive the same level of discount in 2019/20 that they received in 2018/19, had they remained on the same programme in 2019/20.

10.3 Colchester Institute Employee Discount

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

10.4 University Centre Colchester Employer Discount

Students commencing a new programme of study in 2019-20 will not be eligible for the University Centre Colchester Employer Discount. For students who commenced their programme prior to 2018-19 and continue the same programme where there is a continued commitment from their employer/sponsor to pay their tuition fees in full, and have provided a Colchester Institute Employer Authorisation Form to this effect at Registration, will be entitled to a tuition fee discount up to 20%. The fee discount will be removed from the set tuition fees at the point of registration and cannot be used in conjunction with any other fee discount. If said employer/sponsor fails to pay in full the tuition fees owed the student will become liable for payment (section 9) and the discount will be removed and added to the fees due.

10.5 University Centre Colchester Support Bursaries

In 2019/20 no new students to University Centre Colchester will be eligible to receive either the University Centre Colchester Support Bursary or the University Centre Colchester Further Education Progression (FEP) Bursary. Students who received these in 2018/19 will continue to receive support as per the terms and conditions of the bursaries as stated at the point of award. Enrolled students may request a copy of their signed agreement from UCC Academic Services.

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 fees 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 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 University of Essex examination board which currently takes place throughout the year, typically February, July and September. It is essential you contact Academic Services if you have not received your transcript within twenty weeks of your examination board taking place. All transcript requests after the twenty week deadline will be treated as replacements and you 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/> We recommend 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 2008/9 with our current validating partner the University of Essex.

13.2 Students requesting earlier transcripts prior to our partnership with the University of Essex 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) 712446;
- For information on registration, withdrawals, fee payments, or Student Finance England, please contact Registry on (01206) 712555;
- For information regarding transfers in from other institutions and other non-standard applications, please contact UCC Academic Services on (01206) 712432;
- For information on course application, admission and bursaries please contact UCC Admissions on (01206) 712432;
- For the latest information on tuition fees and bursaries please refer to our website www.colchester.ac.uk/;
- 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;

- Specific arrangements apply to transferring students, please contact Registry on (01206) 712555 or Student Services on (01206) 712293 for guidance;
- 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 2019-2020 is correct at time of publication. Colchester Institute reserves the right to make changes.

Appendix A

2019-2020 University Centre Colchester Course Fees New and Continuing Students

Undergraduate Courses (Full-Time)

Year of Commencement	2019/20	2018/19 & 2017/18	Students Started Prior to 2017/18
Honours Degree (3 years)	£8,250	£9,250	£8,000
Foundation Degree (2 years)	£8,250	£9,250	-
Diploma HE (2 years)	£8,250	£9,250	-
Certificate HE (1 year)	£8,250	£9,250	-
PGCE and CERT Ed (1 year)	£8,250	£9,250	-
Foundation Year (Year 0)	£6,000	-	-
HNC (1 yr) or HND (2 years)	£6,000	£6,000	£6,000

Undergraduate Courses (Part-Time)

Year of Commencement	2019/20	2018/19 & 2017/18	Students Started Prior to 2017/18
Honours Degree (4 years)	£6,190	£6,950	£6,000
Honours Degree (5 years)	£4,950	£5,550	£4,800
Honours Degree (6 years)	£4,125	£4,625	£4,000
Foundation Degree (3 years)	£5,500	£6,170	-
Foundation Degree (4 years)	£4,125	£4,625	£4,000
Diploma Higher Education (4 years)	£4,125	£4,625	£4,000
Certificate Higher Education (2 years)	£4,125	£4,625	-
PGCE and Cert Ed (2 year)	£4,125	£4,625	-
Foundation Year (Year 0)	£3,000	£3,000	-
HNC (2 years) or HND (4 years)	£3,000	£3,000	-
15 Credit Module	£1,050	£1,150	£1,050
20 Credit Module	£1,375	-	-
30 Credit Module	£2,100	£2,300	£2,100

Postgraduate Courses (Part-Time)

Year of Commencement	2019/20	2018/19 & 2017/18	Students Started Prior to 2017/18
Masters (2 Years)	£3,000	£3,000	-
Postgraduate Certificate IP (60 Credits)	£2,000	-	-
Postgraduate Diploma IP (60 Credits)	£2,000	-	-
15 Credit Module P/T	£1,150	£1,150	-
20 Credit Module IP	£675	-	-
30 Credit Module P/T	£2,300	£2,300	-

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 ucc.academicsservices@colchester.ac.uk
- 2) Students approved to repeat a year of study or module without attendance as agreed by an examination board will be charged 25% of the listed tuition fees. This fee reduction relates directly to those affected by a University of Essex examination board, and is not related to a student's personal circumstances'.