



St Helens College



University Centre  
St Helens

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# Tuition Fees Policy 2024/25

**Relating to:** UCSH

**Document reference:** UCSHPoIUcs05

**Document owner:** Director of Marketing, Sales, and Customer Relations

**Date of approval:** 21 March 2024

**Date of next review:** 21 March 2025



METROMAYOR  
LIVERPOOL CITY REGION



## **Purpose**

To inform all University Centre St Helens students of the Tuition Fees Policy for 2024/2025 entry.

In those areas where University Centre St Helens has discretion to determine fee levels, tuition fees will be set with due regard to financial viability and market forces.

University Centre St Helens makes provision through the operation of its Tuition Fees Policy to encourage access to its courses amongst all sections of the population.

This policy aims to provide notification of fees due, along with the arrangements for payment, fees to be collected after withdrawal from any University Centre programme of study, or for any refunds that may be due as a result of any programme closures.

University Centre St Helens requires that students and/or their sponsors are responsible for prompt payment of fees due. Defaults on payment are treated seriously and will lead to the application of sanctions and or removal from the programme of study.

This Tuition Fees Policy applies to all University Centre St Helens provision, all sub-contracted provision and programmes being delivered across all campuses of the College Group.

## **Scope**

All University Centre St Helens fee paying students, sub-contracted provider students and or their employers or sponsors.

## **Responsibility/Monitoring**

This procedure is the responsibility of The Chief Financial Officer.

### **1.0 Tuition Fees & Payment**

1.1 It is the responsibility of all students to ensure that they have the means to pay tuition fees in respect of the programme, supplied to them, and all other expenses relating to the programme.

The 2024/2025 Higher Education Course Fees can be found in Appendix 1.

Unless agreed otherwise in writing, fees must be paid each year and by the due date at the beginning of the new academic year, whether paid directly by the student, or on their behalf by a third party, such as their employer or sponsor.

Students must ensure that they have applied to Student Finance England for their tuition fees loan by the start date of their programme, and without exception, fees must be paid, or payment methods agreed and a promise to pay agreement must be signed upon enrolment if they are self-funded or being funded by a third party.

Where someone else is responsible for payment on the student's behalf, the student must ensure they do so. They will remain responsible if such payment of fees is not made on their behalf.

An 'academic year' shall mean the yearly period of the programme, the dates of which shall be notified to you by University Centre St Helens. Information about fees and finance can be found on the website under "Student Finance" at <http://sthelens.ac.uk/ucsh/ucsh-financial-support>

1.2 The Tuition Fees do not include:

- Fees payable in respect of any residential accommodation which may be provided to you by any third party, and which will be subject to a separate contract
- Examination fees, additional fees for reassessment or referral, travelling expenses, library fees, printing fees, field trips or any other programme costs.

1.3 Undergraduate fees for full-time Home students commencing a programme from September 2024 (including a student who has deferred entry in respect of an offer made in a previous year) can be found in Appendix 1.

Following the decision to leave the EU, all EU, other EEA, and Swiss nationals will no longer be eligible for home fee status, undergraduate, postgraduate and advanced learner financial support from Student Finance England for courses started in academic year 2021/22 and beyond.

This change in Government policy will not affect those EU, other EEA and Swiss nationals benefiting from Citizens' Rights under the EU Withdrawal Agreement, EEA EFTA Separation Agreement or Swiss Citizens' Rights Agreement respectively. It will also not apply to Irish nationals living in the UK and Ireland whose right to study and to access benefits and services will be preserved on a reciprocal basis for UK and Irish nationals under the Common Travel Area arrangement.

1.4 Fees for part-time Home/EU students commencing from September 2024 can be found in Appendix 1.

1.5 It is the policy of University Centre St Helens not to increase the annual fees for students progressing onto their second and/or third year of study of their programme. **After returning from an agreed Break-in-Learning, students will continue to be charged at the same rate**

More information can be found in the University Centre St Helens Access Agreement, available on the website <http://www.sthelens.ac.uk/public-information>

A tuition fee loan is available to all eligible students. This tuition fee loan is not based on household income, there is no credit check and there is no upper age limit to apply. You can apply for the exact amount of loan to cover your tuition fees, and this will be paid directly to University Centre St Helens by the Student Loan Company on your behalf. To find out more, or to apply visit: [www.gov.uk/student-finance](http://www.gov.uk/student-finance)

University Centre St Helens reserves the right to withdraw support and academic assessment, including the processing of achievements for students with overdue fees. In addition, University Centre St Helens reserves the right to suspend any students from their programme while tuition fees remain outstanding. University Centre St Helens offers several different methods of payment. Individual payment plans can be arranged via the Finance Department. University Centre St Helens is committed to supporting students in resolving any issues regarding overdue accounts. Support is available from the finance department, or by making an appointment with the Finance & Welfare Advice and Guidance Officer, Kieron Potter [kpotter@sthelens.ac.uk](mailto:kpotter@sthelens.ac.uk)

## **2.0 Policy Statement**

1. For each new first academic year of entry, University Centre St Helens will set and charge tuition fees for all its programmes. Associated fees for professional examinations and external body registrations, will be charged at cost. (please refer to point 1.5)
2. Fees are set for the duration of the programme upon commencement of the programme. Students are liable to pay the fee charged for the course applicable to each year in which they are enrolled annually.
3. In determining fee levels, University Centre St Helens will consider nationally published guidelines where these exist.
4. Students will be notified of fee levels prior to enrolment.
5. University Centre St Helens will ensure that the Tuition Fees Policy is operated fairly and consistently across the institution.
6. University Centre St Helens ensures the prompt collection of tuition fees.
7. When a student completes the enrolment process they become liable for payment of tuition fees. University Centre St Helens applies a policy of calculating non-completion charges where students are unable to complete the academic session and withdraw from or suspend their studies. Full details are provided in the Withdrawal section below.
8. University Centre St Helens will develop and operate flexible procedures for the payment of fees to the benefit of students and University Centre St Helens.

9. University Centre St Helens reserves the right to pursue and /or seek recovery of any outstanding tuition fees through the courts, and also reserves the right to refer students' unpaid accounts to external agencies.

10. If a sponsor or third party fails to pay some or the entire tuition fee on behalf of a student, the student, if wishing to continue with their programme, will become personally liable for payment of the outstanding amount on the date which it was due from their sponsor or the third party.

### **3.0 Withdrawal from the University Centre**

3.1 Students wishing to withdraw from University Centre St Helens are advised to firstly consult with their Programme Leader, or the Head of Department for advice and guidance. Students must provide written notification of their request to withdraw from their programme and to terminate their contract with the University Centre by completing the Student-Led Withdrawal process, related to the validating university or Awarding Body of their qualification. Details of the processes can be found in the HE Student Withdrawal Policy, available on the website:

<https://sthelens.ac.uk/public-information/university-centre-st-helens-policies-and-procedures>

If a student leaves the programme before the programme has finished, they may be entitled to a refund for all or part of the fees paid. Such refunds only apply to the fees paid in respect of the academic year in which they leave.

University Centre St Helens will not refund any fees which have not been previously paid in accordance with Condition 1.1.

3.2 For the purposes of Condition 3.1, you will only be considered to have left University Centre St Helens if all the following steps have been taken:

- University Centre St Helens has received written notification that you wish to discontinue the programme, by completing the Student-Led Withdrawal process (see point 3.1) or University Centre St Helens has notified you in writing requiring you to leave the programme.
- You have ceased to attend lectures or other teaching activities
- You have returned all materials and items owned by University Centre St Helens and have paid any outstanding sums owed to University Centre St Helens.
- Confirmation from your validating university that your withdrawal has been completed

The tuition fee charge for the academic year will be based on the number of terms attended. Where a student withdraws, their fee liability will be in accordance with the following terms, in line with SFE methodology:

1. Where withdrawals are made within the first 2 weeks of the start date, in the first year of study, no charge will be made for tuition fees.
2. For all other withdrawals in Semester 1, up to the end of December, students will be liable for 25% of the full annual tuition fee.
3. Withdrawals made in Semester 2 (January until before the Easter break) will be liable for 50% of the annual tuition fee.
4. Withdrawals made in Semester 3 will be liable for 100% of the annual tuition fee.

The fee liability rates above will also be applicable when a student takes an agreed Break-in-Learning.

#### **4.0 Debt Collection**

Where a student, or their sponsor, fails to make payment by the due date then the appropriate debt collection procedure will be initiated. If a tuition fee debt remains overdue a student may not be able to access results, attend graduation or receive the qualification certificate. All outstanding debt will be actively progressed through use of an external debt collection agency, where required, and Court action may be taken as necessary. When a debt is recorded with the external debt collection agency or their solicitors, the student's future credit rating may be affected, and additional costs incurred.

It is anticipated that sufficient communication and available support will be offered to the student before such actions are taken. However, it must be stressed that it is the responsibility of the student to ensure all debts are paid promptly or instalment plans are agreed with the Finance Department.

#### **5.0 Course Closure – Refund of Fees**

It is the policy of University Centre St Helens not to close or cancel programmes until all currently enrolled students have successfully completed in full. In the unlikely event of University Centre St Helens removing a programme of study before all enrolled students have completed the programme in full, University Centre St Helens will refund in full, all fees relating to the academic year in which the cancellation has been made. Please refer to the policy for The Management of Course Closure [http://www.sthelens.ac.uk/images/college-information/public-information/SK\\_College\\_Group\\_The\\_policy\\_and\\_procedure\\_for\\_the\\_management\\_of\\_course\\_closure\\_or\\_suspension\\_of\\_a\\_programme\\_of\\_study.pdf](http://www.sthelens.ac.uk/images/college-information/public-information/SK_College_Group_The_policy_and_procedure_for_the_management_of_course_closure_or_suspension_of_a_programme_of_study.pdf)



## Appendix 1

### Higher Education Courses Fees for 2024/25

#### Full Time HE Course Fees

Programme name	Qualification	Validating University	Duration	Fees 2022/23	Fees 2023/24	Fees 2024/25
Applied Microbiology	FdSc	Chester	2 years	£7995	£7995	£7995
Business	HND	Pearson	2 years	£7750	£7995	£7995
Criminal Justice	FdA	Chester	2 years	£7995	£7995	£7995
Criminal Justice	BA (Hons) Top-up	Chester	1 year	£7995	£7995	£7995
Early Years Practice	FdA	LJMU	2 years	£5000	£5000	£5000
Early Years Practice	BA (Hons) Top-Up	Chester	1 year	£7995	£7995	£7995
Exercise, Health & Fitness	FdSc	Chester	2 years	£7995	£7995	£7995
Fine Art Painting	BA (Hons)	Chester	3 years	£7995	£7995	£7995
Game Art	BA (Hons)	Chester	3 years	£8250	£8495	£8495
Graphic Design	BA (Hons)	Chester	3 years	£8250	£8495	£8495
Media Production	FdSc	UCLan	2 years	£7995	£8495	£8495
Theatre and Performance	BA (Hons) Top-Up	UCLan	1 year	£7995	£7995	£7995
Theatre and Performance	FdA	UCLan	2 years	£7995	£7995	£7995

#### **Subject to VALIDATION**

Applied Microbiology	BSc (Hons) Top Up	Chester	1 year			£7995
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## Part Time HE Course Fees

Programme name	Qualification	Validating University	Duration	Fees for 2022/23	Fees for 2023/24	Fees for 24/25
Criminal Justice	BA (Hons) top-up	Chester	2 Years	£3995	£3995	£3995
Business and Management	BA (Hons) top-up	Chester	2 Years	£3995	£3995	£3995
Applied Microbiology	FdSc	Chester	3 Years	£4950	£4950	£4950
Criminal Justice	FdA	Chester	3 Years	£4950	£4950	£4950
Exercise Health and Fitness	FdA	Chester	3 Years	£4950	£4950	£4950
Operations Engineering	HND top-up	Pearson	1 Year	£4950	£4950	£4950
Electrical & Electronic Engineering	HND top-up	Pearson	1 Year	£4950	£4950	£4950
Manufacturing Engineering	HND top-up	Pearson	1 Year	£4950	£4950	£4950
Mechanical Engineering	HND top-up	Pearson	1 Year	£4950	£4950	£4950
Business	HND top-up	Pearson	1 Year	£4950	£4950	£4950
Applied Chemistry	HND top-up	Pearson	1 Year	£4950	£4950	£4950
Applied Chemistry	HNC	Pearson	2 Years	£3250	£3350	£3350
Computing	HNC	Pearson	2 years	£3250	£3350	£3350
Electrical & Electronic Engineering	HNC	Pearson	2 Years	£3250	£3350	£3350
Mechanical Engineering	HNC	Pearson	2 Years	£3250	£3350	£3350
Manufacturing Engineering	HNC	Pearson	2 Years	£3250	£3350	£3350
Business	HNC	Pearson	2 Years	£3750	£3750	£3750
Certificate in Education	HE Certificate	UCLan	2 Years	£3995	£3995	£3995
Post Graduate Certificate in Education	PG Cert	UCLan	2 Years	£3995	£3995	£3995

### **Subject to VALIDATION**

Applied Microbiology	BSc (Hons) Top Up	Chester	2 years			£3995
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