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# TUITION FEE POLICY

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INVESTOR IN PEOPLE  
BUDDSODDWR MEWN POBL



# **CARDIFF METROPOLITAN UNIVERSITY**

## **FINANCIAL POLICIES**

### **TUITION FEES**

#### **1. Level of Fees**

- 1.1 Fees will be reviewed and set on an annual basis and approved by the Resources Committee.
- 1.2 Where fees are set by the Funding Bodies or National Guidelines exist the University will normally adopt these fees for its students.
- 1.3 Where the University sets its own fee its core objective will be to ensure the recovery of the full economic cost of the programme of study.

#### **2. Collection of Fees**

- 2.1 The University will seek to collect fees in advance of the programme of study; and ensure that (prior to enrolment) a student can demonstrate that they have the resources to pay the fee or that they have equivalent sponsorship.
- 2.2 In recognition of the receipt of Government funding to support home and EEC students, together with an appreciation of the financial circumstances that may face students, the University will make available a deferred payment scheme to spread the cost of the programme of study.
- 2.3 No discounts or waiver of fees will be available except where Government waiver schemes operate or approval has been given by the Vice Chancellor and Principal and only then in circumstances which do not disadvantage other students.
- 2.4 The University will seek to collect all fees due and take all steps necessary to do so.
- 2.5 Applicants who are in debt to the University (for any reason) will not normally be permitted to enrol onto a programme of study at the University. If a debtor enrolls without disclosing the debt they may be subject to investigation under the student disciplinary procedure for dishonesty and all sanctions including exclusion will be available to the investigating officer.

#### **3. Refund of Fees**

- 3.1 In setting its fees, the University assumes a quantum of students and commits budgets to programmes of study for those students. Once committed at the commencement of the academic year the costs of running a programme will not reduce as a consequence of students withdrawing.
- 3.2 It is recognised that students once enrolled may wish not to pursue their study for a variety of reasons which may not have been apparent prior to enrolment. In recognition of this, students who withdraw within two weeks of their recorded enrolment will be entitled to a refund of fees, provided there is no other indebtedness to the University and no evidence of fraud or any other illegality. Such refunds may be subject to a deduction for administrative costs.
- 3.3 Students who withdraw beyond this initial two-week period will be entitled to a refund of fees based on the number of terms (or part thereof) that they were in attendance.