



University of
Strathclyde
Glasgow

University Fees Policy

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The purpose of this Policy is to provide information for staff, applicants and students in relation to University Fees and the payment of fees to study at Strathclyde. The policy also signposts other important financial information, policies and procedures relating to studying at the University that applicants and students should be aware of.

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1. Introduction and scope of policy

- a. The University of Strathclyde (hereafter referred to as 'the University') charges fees annually to students registering for study on one of its academic programmes. The level of fee due will vary by programme, an applicant's or student's fee status and is set out in the applicant's offer letter.
- b. This policy sets out important financial information for applicants and students in relation to fees and the payment of fees. It outlines the respective responsibilities of the University and applicants/students in relation to fees.
- c. All staff with student-facing roles and students should familiarise themselves with this policy which forms part of the University's Terms and Conditions document **[link to follow]** and should be read in conjunction with this document. The information contained within this policy forms part of the contract between a student and the University.

2. Fee setting and publishing of fees

- a. Students on programmes of study of more than one year should be aware that fees are reviewed annually by the University and, therefore, may be subject to increase in each continuing year of study. The University will not increase fees during the course of an academic year if a student has already commenced their studies. See section 27.12 for a description of the academic year and how this is applied.
- b. Information on fees is published on the University website normally at least one year in advance of the academic year in which the fees will apply and can be found at <https://www.strath.ac.uk/studywithus/feesfunding/tuitionfees/> information is also available from the relevant programme webpages. All students who are continuing with their studies should review the relevant fee rates prior to commencing the next academic year.
- c. Some fees are regulated by external bodies and the date on which these fees are published annually is determined by the relevant external body e.g. Scottish Government currently regulate undergraduate Home (Scottish) fees and UK Government regulate undergraduate fees for students from the Rest of the UK (RUK).
- d. Home/RUK Fees for Postgraduate Research (PGR) programmes align with the rate published annually by UK Research and Innovation (UKRI). The date on which these fees are published is determined by UKRI.
- e. Any special fee arrangements agreed as part of a collaboration agreement with a UK or overseas partner institution or third-party contract with an external partner are agreed separately and will be documented within the relevant collaborative agreement or contract.

3. What University Fees cover

- a. The fees that a student must pay cover:
 - i. Registration and all of the compulsory tuition and assessment elements that a student will need to meet the minimum learning outcomes for their programme of study. This includes lectures, seminars, tutorials, compulsory field trips etc. Details of the fees that a student will pay to register on their programme can be accessed from the [Fees and Funding](#) pages on the University's website. Such fees are correct and complete to the best of the University's knowledge at the time of publication.
 - ii. Access to all student services (where no additional fee is charged) including the library, IT access and computing facilities (encompassing a large range of e-

- resources for students), services provided by Student Experience, registering for an academic programme and arranging exams and assessment *etc.*
- iii. Graduation (in attendance or in absentia), graduation ceremony guest tickets, award parchment and graduation reception.
- b. Unless otherwise stated student fees do not normally cover items such as:
- i. Library fines, accommodation fees, sports centre membership, textbooks, personal IT equipment, additional optional learning opportunities/activities such as field trips, personal membership of relevant professional bodies, clubs or societies, student immigration and visa costs, living expenses, full reimbursement of travel costs for work experience/placements, gown hire for attendance at a graduation ceremony and any additional programme-specific fees referenced elsewhere in this policy.
 - ii. Additional programme-specific fees. Some programmes charge a bench fee in addition to the programme fee. Bench fees are charged when a programme (or specific project) incurs extra costs, such as laboratory space, consumables or equipment. Additionally, some programmes require that a student must purchase specific books or equipment to undertake their studies, such as textbooks or a lab coat. Details of any programme-specific books or equipment that a student must purchase themselves to undertake their study are published on individual programme webpages.

4. Fee Assessment

- a. Like other Scottish Higher Education institutions, the University charges different fees depending on the student's fee status.
- b. The University assesses each applicant's fee status based on the information provided on their application form against guidelines published by [UK Council for International Student Affairs](#) (UKCISA). UKCISA guidelines are based on legislation as set by the Scottish Government.
- c. This fee assessment status will be confirmed in an applicant's offer email from the University and will determine the fees that an applicant will pay for their programme.
- d. Fee status is assessed at the start of a programme and will normally apply for the full duration of the programme even if circumstances change, except for changes relating to Student Awards Agency Scotland (SAAS) or UKCISA. In very limited circumstances a fee status may change. This is normally where a student has been recognised as a refugee or been granted leave to remain following an asylum application. In such cases the student should notify fees.admissions@strath.ac.uk of their change of status. If a student's fee status is changed it will apply from the next academic year. A student whose immigration status has changed can also consult the UKCISA guidance linked above or contact UKCISA for advice as to whether this change is likely to affect their fee status.
- e. If the fee charges are miscalculated due to a fault or error on the part of the university in assessing fee status, the student affected will be informed, and the fee adjusted to the correct level for the remainder of the programme of study. Any overpayment will be refunded in line with the procedures set out in section 11.b. below.

5. Fee Status

- a. The University will determine an applicant's fee status based on information provided in their application as noted in 4.b. above.

- b. If the University cannot determine a fee status from the information provided in an application, the applicant will be asked to supply more information by completing a Fee Assessment Form. It is important that applicants understand the University's assessment of their fee status before accepting an offer of study.
- c. Failure to complete the Fee Assessment Form may result in an applicant's Fee Status being assessed on the information already provided. This may result in a higher fee being applied once sufficient information is available to determine the applicant's correct fee status.
- d. Fees status is normally determined with reference to nationality, immigration status and residence information provided on application.
- e. The types of Fee Status are:
 - i. Home
 - ii. RUK
 - iii. International (also referred to as overseas)

6. Appealing a Fee Status Assessment

- a. If an applicant believes that their Fee Status has been incorrectly assessed, an applicant can raise an appeal up to 15 working days following the electronic issuance of their Fee Status Notification. To submit an appeal, an applicant can submit an email to fees.admissions@strath.ac.uk and upload any additional evidence which evidences that their Fee Status has been incorrectly calculated.
 - i. Appeal requests are reviewed by the Admissions Managers in discussion with the Senior Admissions Manager or delegated Head of Service.
 - ii. The appeal decision may take up to 28 days. The appeal decision and reasons for this, will be communicated to the applicant via email.
- b. In the event of an applicant being dissatisfied with their fee status assessment they may submit a complaint via the University's complaints handling procedure which is available from the following webpage: <https://www.strath.ac.uk/contactus/complaintsprocedure/> .

7. Part-time and Flexible Study

- a. Part-time students: Fees for the majority of students studying part-time are normally calculated pro-rata to the number of credits studied unless otherwise stated.
- b. Online Learning students: Fees for online programmes are published annually and are normally calculated pro-rata to the number of credits being studied unless otherwise stated. Information on fees for online programmes is published on the University website normally at least one year in advance of the academic year in which the fees will apply and can be found at <https://www.strath.ac.uk/studywithus/feesfunding/tuitionfees/>. Information is also available from the relevant programme webpages.
- c. Graduate Apprenticeship (GA) students: Since 2021-22 the fees for students joining a GA programme are normally funded via SAAS. For GA students enrolled before this date, the fees are funded via a grant award from Skills Development Scotland.
- d. Degree Apprenticeship (DA) students: Fees for DA students are normally paid via the student's employer (through the apprenticeship levy) or UK Government.

8. Fees for PGR Students

- a. A PGR student that has completed their research studies will enter the writing up phase of their research degree programme to allow them to complete and submit their thesis.

At this stage, students will have a registration status of 'completing' which signifies that they are writing up their final thesis.

- b. Students that reach the maximum duration of study for their research degree programme will be required to apply to extend the maximum duration of study and will be required to pay the appropriate fee for this.

9. Payment of Fees

- a. Applicants and continuing students are responsible for making any required payments to the University in line with specified timescales or deadlines as detailed on the University's website at <https://www.strath.ac.uk/studywithus/feesfunding/howtopay/>
- b. A range of payment methods are accepted for payment of fees. The easiest, quickest and preferred method of payment is to pay online. The University does not accept cash for payment of fees. Information on the different payment methods and how to pay can be found at <https://www.strath.ac.uk/studywithus/feesfunding/howtopay/>
- c. International Payments Platform: The University has a global partner to provide students, parents and sponsors with the facility to pay via domestic UK bank transfers/faster payments, as well as international bank transfers. It is an easy way to pay for tuition and other educational costs in local currency. Further information about the Payment Platform can be accessed from the following page: <https://www.strath.ac.uk/studywithus/feesfunding/howtopay/>
- d. SAAS will pay fees directly to the University for eligible students. UG and PGT Students who meet the residence requirements for "Home" fees are likely to be eligible for SAAS funding. However, students must apply for payment of their fees to SAAS before the start of each year of their programme of study. Students who do not apply for SAAS funding, or SAAS determine that they are ineligible for funding, will be personally liable for their fees. Some students may be eligible for cost of living support from SAAS. Students can check their eligibility for SAAS funding via the SAAS website at: <https://www.saas.gov.uk/>
- e. Students are permitted to pay their fees by instalment for all sums equal to or greater than £250.00. The instalment plan normally requires the first payment (a minimum of one third of the fees due) to be paid on or before registration and the remainder of the fee to be paid in two equal instalments. For high value transactions, it is strongly recommended that students contact their bank or credit card issuer to notify them that they are intending to process a transaction for the payment of fees. If, for any reason a transaction is declined students should contact their card issuer in the first instance. Please note that students may be charged a default charge for any payments that are declined. The University will not be liable for any charges incurred as a result of any overdraft or credit card charges applied to the fee payer's account.
- f. A recurring card payment (RCP) plan can be set up during the online registration process. Students that are unable to set-up an RCP plan can still arrange to pay their fees by three instalments when completing online registration. Further information on payment plans can be found at: <https://www.strath.ac.uk/professionalservices/finance/student/instalmentplan/>
- g. Discounts for early payment. A discount of 3% is applied for self-paying students when fees are paid in full by a specified date annually. The date by which full fees must be paid to benefit from this discount are published on the Finance Directorate's webpages

at

<https://www.strath.ac.uk/professionalservices/finance/student/tuitionfees/discountfees/>

10. Non-payment of Fees

- a. Students experiencing difficulties in paying any fees should seek help at the earliest opportunity by making contact with the University's Finance Helpdesk by emailing finance-helpdesk@strath.ac.uk. Appointments can also be made to meet Finance staff to discuss any fee-related issue by emailing this address.
- b. Additional advice and support are available from the Funding and Financial Support Team. Students in hardship may be able to access support from funds administered by this Team. Note that these funds are not intended for the payment of fees, but may assist with living costs support. The Student Funding and Financial Support Team can be contacted by emailing financial-support@strath.ac.uk.
- c. If a student fails to pay their fees the University reserves the right to withhold academic award results and to not permit a student to graduate or progress. The University also reserves the right to terminate a student's registration so that they will not be able to register in a subsequent academic year.
- d. If a student's sponsor or funder fails to make the necessary fee payment the student will become responsible for payment of these fees.
- e. The University has in place procedures for the management of student debt which are set out within the University's [Debt Management Policy: Students](#) document. This policy sets out how the University will engage with students regarding any debt that they may have and the procedures for recovery of this debt. In applying this policy, the University will at all times seek to be sympathetic to, and understanding of, individual students' financial circumstances. However, for the University to do so, students must engage in dialogue with the University if they are experiencing difficulties. Action to enforce settlement of debt for outstanding fee and charges will be taken against all current and former students who have failed to engage with the University to find a solution to settle any outstanding debt and who have failed to honour agreements to pay.

11. Withdrawal and Refunds

- a. The University has in place guidance that sets out when fee refunds will be made by the University as well as procedures for how any refund will be calculated and paid to the student. Refunds are normally only given to students who have chosen to leave their programme voluntarily and will be calculated on a pro-rata basis based on the student's *approved* withdrawal date from the University.
- b. Refunds will only be made to the bank and account holder (or other financial institution) that originally paid the fee. Payment by card will be refunded to the original card used for payment. Students should allow 28 days from requesting a refund for receipt of any refund payment. All refunds will be calculated in UK Sterling. The University will not refund any shortfalls due to exchange rate fluctuations or offer any compensation for any bank or other charges involved. Where payment of fees was split between more than one payee, any refund will be made in proportion to the original split. Cash refunds will not be made.
- c. Further information regarding fee refunds can be found at:
https://www.strath.ac.uk/professionalservices/finance/student/tuitionfees/tuition_fee_refunds/

- d. Students withdrawn on academic grounds, normally following a decision by the Board of Examiners, are not normally entitled to a refund except in exceptional circumstances. Exceptional circumstances will be considered on a case-by-case basis by the relevant Faculty Office, through the Faculty Manager or their nominee, who will consider any cases for refund with Finance and Student Lifecycle Services. Students who have received full tuition for their programme of study will not normally be entitled to any refund.
- e. Students withdrawn following the outcome of a disciplinary process are not entitled to a refund.
- f. The above procedures do not apply to students whose fees are funded in full by SAAS, as these refunds will be managed under SAAS' terms and conditions.
- g. The above procedures also do not apply to PGT students whose fees are funded by a loan from SAAS. In these circumstances any refund will be managed under SAAS' terms and conditions.

12. Fee waivers, Scholarships, Bursaries and other Awards

- a. Some students may be awarded a Fee Waiver, Scholarship, Bursary or other award that provides a financial contribution, either in full or in part, towards the payment of their fees. Each award will be governed by specific terms and conditions, such as eligibility criteria and any conditions of performance associated with an award. As these terms and conditions vary depending on the type of award and/or funder, recipients must ensure that they are aware of the specific terms and conditions that govern their award in order to ensure that they remain eligible for continued receipt of this. Importantly, some awards may not allow a recipient to be in receipt of another award simultaneously and so it is important that any student in receipt of an award is aware of such conditions to inform their decision-making about accepting a particular award.
- b. As noted in 9g. above, students in receipt of a Fee Waiver, Scholarship, Bursary or other award that provides a financial contribution, either in full or in part, towards the payment of their fees are not eligible for the 3% early payment discount.

13. Sponsorship

- a. A student whose fees are being paid by an official sponsor will be required to submit evidence of their sponsorship prior to the commencement of their programme. A sponsored student should receive formal written confirmation of their funding from their sponsoring body which should be on letter headed paper. A signed copy of this letter should be uploaded by the student to their Pegasus application record. A copy of this letter should also be scanned and emailed by the student to sponsor-letters@strath.ac.uk with their registration number quoted in this email. It is important that the sponsor letter includes a contact name, e-mail address and telephone number for the sponsoring body. An applicant that has been assessed as a Home student for fee purposes must also provide a valid Purchase Order number. An applicant that has been assessed as international for fee purposes that has a deposit condition applied to their offer of study will be able to satisfy their deposit condition provided their sponsor is deemed an official sponsor (see 13.b) according to the definition specified by [UK Visas and Immigration](#) (UKVI) and will be paying the fees directly to the University.
- b. An official sponsor, as defined and recognised by UKVI, includes the following providers:
 - i. His Majesty's Government
 - ii. The applicant's national government

- iii. The British Council
 - iv. An international organisation
 - v. An international company
 - vi. A university
 - vii. An independent school
- c. The University is responsible for the final decision on whether or not it will accept a sponsor letter as valid for the purposes of admission.
 - d. If the University is not provided with a valid sponsor letter, the student will be responsible for payment of the appropriate fees. Similarly, if a sponsor fails to make the necessary fee payment the student will become responsible for payment of these fees.
 - e. Official sponsors will be invoiced by the University for payment of tuition fees. Where a sponsor is new to the University, the sponsor will be invoiced in advance of registration and registration will only be permitted once evidence of payment has been established. Applicants who are in receipt of sponsorship, but the sponsor is paying the fees directly to them e.g., as a company salary, will not be classed as in receipt of official sponsorship for the purpose of fee payment, and will be required to pay their fee directly to the University to satisfy the requirements of registration.

14. Deposits

- a. Some students are required to pay a deposit towards their fees prior to commencing their studies at the University. A deposit is a sum of money that is paid towards the fees that a student must pay when registering for a programme of study at the University. The level of deposit an applicant must pay is set by the University and is reviewed annually. The level of deposit a student pays does not affect the overall amount of fees that a student must pay. When paying a deposit, it is important that students use the registration number which has been allocated against the programme for which the deposit condition is outstanding. Students who are being sponsored, should provide a copy of their signed sponsorship letter to Finance by scanning and emailing this to sponsor-letters@strath.ac.uk and quoting their registration number. Further information on deposits, including the level of deposit, can be found at: <https://www.strath.ac.uk/studywithus/feesfunding/howtopay/tuitionfees/>
- b. The University has absolute discretion in considering and applying the refund of the deposit for international students and in some circumstances, the deposit will be fully retained. Deposits are only considered refundable in the following circumstances:
 - i. If an applicant requests a refund within 14 days of payment received at the University as per the Consumer Contracts (Information Cancellation and Additional Charges) Regulations 2013.
 - ii. If an applicant fails to meet the conditions related to academic entry requirements set out in the offer letter and, therefore, cannot be admitted.
 - iii. If an applicant is unable to attend within 14 days of commencement of the programme due to serious ill-health of themselves or a close family member, such as a parent, child or sibling (independent evidence would be required in this instance).
 - iv. If an applicant's student visa or Academic Technology Approval Scheme (ATAS) clearance is refused or rejected (please note exceptions detailed below).
 - v. If the University is unable to admit an applicant due to the programme of study or specific mode of attendance previously agreed, as stated in the offer, as the programme or mode of delivery is no longer available.

- vi. If the applicant requires a deferral to the subsequent academic session and the University is unable to agree that deferral.
- vii. If the applicant has paid the deposit in full or in part and has subsequently, but before registering, received full funding for the programme of study and is able to provide appropriate evidence of this.
- viii. If an applicant receives a bank loan rejection, resulting in them not being able to meet the financial criteria of the UK Student Visa nor fund their study at Strathclyde (evidence of the loan rejection would be required).
- c. Refunds can take up to 28 days to process depending on the ultimate destination of the funds and whether any intermediary institutions are involved. Once the refund has been initiated by the University's bank, the subsequent timeframe to receive the refund, is out with the University's control.
- d. The University will not offer cash refunds. The University will only refund the deposit to the same original source payer and using the same method of payment as used to pay the Deposit. All refunds will be calculated in UK sterling. The University will not refund any shortfalls due to exchange rate fluctuations or offer compensation for any bank or other charges involved.
- e. The decision to refund a deposit is made following approval from the Head of Admissions and Student Lifecycle Services, and the Deputy Director of Finance (Operations) or their nominees.
- f. Deposit levels will be reviewed annually in line with the institutional fees setting cycle.
- g. If an applicant has received a Confirmation of Acceptance of Studies (CAS) from the University the deposit will be fully retained in the following circumstances:
 - i. Where an applicant is granted a student visa but subsequently does not travel to the UK and register.
 - ii. Where an applicant receives a visa refusal on the grounds of:
 - Any fraudulent activity such as the submission of any fraudulent documentation or deception; or the provision of incorrect information through the admissions process.
 - Failing to submit a request to UKVI for an administrative review, appeal or similar, having been advised by the University to do so.

15. Bench Fees

- a. Some programmes may charge a bench fee in addition to the specified fee for a programme of study at the University to meet the additional costs associated with a particular field of study or project. Bench fees are charged when a programme (or specific project) incurs extra costs, such as laboratory space, specialist consumables or equipment. If a student is required to pay a bench fee, the cost will be confirmed by their supervisor and will be available to view in the student's online application.
- b. Bench fees are not normally eligible for discounts.

16. Placement Fees

- a. Compulsory placements: a compulsory placement is one that is undertaken as part of a specific degree programme and successful completion of the placement is a requirement for the final award. Students on placement remain registered throughout this time and continue to be supported by the University and to complete assessments. Students will also have access to University services such as the Library and its electronic resources, student support and wellbeing services, the University Careers service etc. Fees

continue to be charged whilst a student is undertaking a compulsory placement. Any special fee arrangement for a placement year will be published on the University's [Fees and Funding](#) and individual programme webpages. For students whose fees are normally paid by SAAS they may continue to have their fees paid by SAAS depending on the length of the placement. Further information on this can be found on [SAAS webpages](#).

- b. Optional placements: an optional placement is an opportunity to gain experience working for a company or organisation whilst studying but this does not count towards their degree award. Reduced fees may be charged for whilst a student is undertaking an optional placement. Information on fees for optional placements are found on individual programme webpages.

17. Study Abroad/Student Exchanges

- a. Study Abroad: Incoming study abroad students will pay either the agreed semester or full academic year study abroad fee depending on the length of their study period at Strathclyde for the academic year in which they register. Fees are typically paid to the University via the student's home institution, third party provider (where relevant) or directly by the student. The University's study abroad fees are published annually at: <https://www.strath.ac.uk/studywithus/studyabroad/comingtostrathclyde/feepayingstudents/>.
- b. Student Exchanges: A student participating in an exchange programme with one of the University's agreed exchange partners will pay the normal annual fee to their home institution for the year in which they participate in the exchange. Students do not normally pay any fees to the host institution at which they are undertaking their exchange.

18. Deferral

- a. Requests from applicants who have been offered a place to defer their offer to the next academic year will be considered by the University on an exceptional basis and where an acceptable reason is provided in relation to the request. Where a request to defer entry to the following year has been approved, the student will be required to pay the appropriate fee for the academic year in which they commence their studies which may be higher than the equivalent fee for the academic year they had originally applied for. Similarly, if an applicant is required to pay a deposit before commencing their study, and they have not already paid a deposit to the University prior to their deferral being approved, they will be liable to pay the appropriate deposit for the year in which they will commence their studies which may be higher than the deposit required for the previous year for which they had originally applied. Students that have paid a deposit prior to deferring their study will not have their deposit condition amended. Further information about deferring an application for study can be found at [\[link to follow\]](#).

19. Approved transfers between programmes

- a. Subject to approval, transfers between programmes either within or between faculties may be possible. Where the fees for the programme the student is transferring to are lower than the fees a student has already paid, any over-payment will be refunded. Refunds for over-payments will be made to the original source of payment. If more than one payment source exists, the refund will be apportioned according to the proportion of the original payment made. If the fees for the programme that the student is transferring

to are higher than the fees that have already been paid, the student will be responsible for meeting the additional cost of this.

20. Resits or Resubmissions

- a. The University does not currently charge a fee for a student undertaking a resit assessment or examination. This is currently under review and may be subject to change. Any changes to University policy in this area will not be introduced part-way through an academic year if a student has already commenced their studies in that year.
- b. Postgraduate students that are required to resubmit their thesis for examination are required to pay a resubmission fee. The resubmission fee should be paid via the University's [Online Shop](#) prior to the thesis being resubmitted. Further information about resubmitting a thesis and the associated fee for this can be found at:
<https://www.strath.ac.uk/professionalservices/information/services/libraryithelp/in-depthhelpguides/thesissubmission/>

21. Reattend Years

- a. Students who are repeating a year, known as 'reattending', are required to pay fees. In exceptional cases, a student may be granted a fee exemption for a reattend year. Fee exemptions will only be considered on a case-by-case basis where there are extenuating personal circumstances. The relevant Faculty Office, through the Faculty Manager or their nominee, will confirm any approved fee exemptions with Student Lifecycle Services and the Finance Office.

22. Other Fees/Charges

- a. Academic suspension: a student that is placed into academic suspension following a decision made by the Board of Examiners is required to pay a fee to the University to register in academic suspension.
Information on the fee for academic suspension can be found at:
<https://www.strath.ac.uk/studywithus/registrationstatusfundingimplications/academicuspension/>
- b. Voluntary suspension: A student who is given approval to enter voluntary suspension for an agreed period of time is not required to pay fees whilst they remain in voluntary suspension. If, at the end of the period of voluntary suspension, a student wishes to register so that they can re-commence their studies they will be required to pay the appropriate fee at that time for the academic year in which they begin their studies again, which may have increased from a previous academic year.
- c. Registration With Attendance: Registration with Attendance (RWA) allows eligible students who are placed into academic suspension following a decision made by the Board of Examiners to attend a reduced number of modules for a particular year to allow them to attempt to pass these failed modules. Students who Register with Attendance are required to pay a fee that is calculated pro rata to the number of credits being studied. Information on RWA can be found at:
<https://www.strath.ac.uk/studywithus/registrationstatusfundingimplications/registrationwithattendance/>
- d. Graduation: the university does not charge students to graduate. There are additional costs for gown hire for attendance at a graduation ceremony which must be met by the student. Gowns can be hired from our preferred supplier of academic dress.

Further information is available at:

<https://www.strath.ac.uk/studywithus/graduation/hiringyourgown/>

- e. Transcripts: Students wishing to have a copy of their transcript must pay a fee to purchase this. Information on the fee that is charged for transcripts can be found at <https://www.strath.ac.uk/transcripts/>. A fee is charged per award and, therefore, students that have studied more than one programme at the university would be charged a fee for each transcript for each award.
- f. Replacement parchments: A student can only have one copy of their parchment for a degree award in existence at any one time. Parchments will only be replaced if the original certificate has been lost, stolen or destroyed and not where it is temporarily mislaid or inaccessible. Duplicate parchments are not permitted and original certificates will become invalid as soon as a replacement parchment has been issued. Students must purchase a replacement parchment.

Information on the cost of a replacement parchment is available at:

<https://www.strath.ac.uk/studentlifecycle/replacementparchments/>

- g. Student cards: Digital student cards are used and, if needed, a physical student card is provided to all new students free of charge, on appointment.

Information on replacement card fees can be found at:

<https://www.strath.ac.uk/studentlifecycle/replacementstudentcard/>

- h. Accommodation: The University charges fees to students that are offered and accept a place in one of the University accommodation residences. Information on accommodation fees can be found at:

<https://www.strath.ac.uk/studywithus/feesfunding/howtopay/accommodationfees/#d.en.199465>

23. Fees for Staff Undertaking Studies at the University

- a. The University has in place a policy for staff undertaking award bearing programmes at the University. A copy of the Staff Tuition Fees Discount Policy can be accessed from <https://www.strath.ac.uk/professionalservices/staff/policies/hr/>. This policy sets out the eligibility criteria, application and decision-making process and conditions that apply including whether or not a staff member must pay fees or whether a discount can be applied against the agreed annual fee that would otherwise be paid.
- b. Members of staff that are candidates for higher degrees and who must pay the required submission fee can do so via the [Online Shop](#). Where staff are not required to pay this fee, Student Lifecycle Services will ask the Finance Office to raise an invoice for this fee after their thesis has been submitted.
- c. Further information on fees for staff submitting a thesis for a higher degree can be found at: <https://www.strath.ac.uk/professionalservices/information/services/libraryithelp/in-depthhelpguides/thesissubmission/>

24. Fee reviews

- a. Where a student believes that an incorrect fee has been charged, they should contact their Faculty Office and request a review of their fees. Such a review shall only be undertaken where a student believes they have been charged an incorrect amount. This process cannot be used for a review of a student's fee status assessment described in Section 4.

25. Useful Contacts and Information

- a. Student Funding and Financial Support Team:

- Email: financial-support@strath.ac.uk or
Web: <https://www.strath.ac.uk/professionalservices/studentfinancialsupport/>
- b. Finance Office:
Email: finance-helpdesk@strath.ac.uk or
Web: <https://www.strath.ac.uk/professionalservices/finance/student/>
- c. Student Experience Helpdesk:
Email: student.helpdesk@strath.ac.uk or
Web: <https://www.strath.ac.uk/studywithus/strathlife/studentexperiencehelpdesk/>
- d. Accommodation Services: <https://www.strath.ac.uk/studywithus/accommodation/>
- e. US Direct Federal Loan: https://www.strath.ac.uk/professionalservices/finance/student/us_direct_federal_loan/

26. Related Policies and Procedures

- a. There are a number of other University policies that are highlighted within this Policy document or that students that will be commencing a programme of study at the University should consult. These are listed below:
- i. Admissions Policy: https://www.strath.ac.uk/media/ps/cs/gmap/academicaffairs/policies/Admissions_Policy_-_March_2019.pdf
 - ii. Registration Policy: **[link to follow]**
 - iii. Stipend Payments: https://www.strath.ac.uk/professionalservices/finance/student/stipend_info/
 - iv. Payment Acceptance Policy: **[link to follow]**
 - v. Student Debt Management Policy: **[link to follow]**
 - vi. Refund Policy: **[link to follow]**
 - vii. Refund of Deposit Policy: **[link to follow]**

27. Glossary of Terms and Definitions

.1 **Level of study:** This means the level of qualification that a student is studying:

- i. Undergraduate (UG) – includes:
 - Master in Science (MSci)
 - Master of Architecture (MArch)
 - Master of Chemistry (MChem)
 - Master of Engineering (MEng)
 - Master of Mathematics (MMath)
 - Master of Pharmacy (MPharm)
 - Master of Physics (MPhys)
 - Bachelor of Arts (BA)
 - Bachelor of Business Administration (BBA)
 - Bachelor of Engineering (BEng)
 - Bachelor of Laws (LLB)
 - Bachelor of Science (BSc)
 - Diploma of Higher Education (DipHE)
 - Certificate of Higher Education (CertHE)
 - Professional Graduate Diploma (PGDE)
 - Graduate Diploma (Grad_Dipl)
 - Graduate Certificate (Grad Cert)
 - Open Studies Certificate (OSCert)
- ii. Postgraduate taught (PGT) – includes:
 - Master of Laws (LLM), Master in Management (MiM)
 - Master of Architecture (MArch)
 - Master of Arts (MA) d. Master of Business Administration (MBA)
 - Master of Communications Management (MCM)
 - Master of Education (MEd) g. Master of Environmental Studies (MEnvS)
 - Master of Laws (LLM)
 - Master of Letters (MLitt)
 - Master of Science (MSc)
 - Master of Technology Management (MTM)
 - Postgraduate Diploma (PgDip)
 - Postgraduate Certificate (PgCert)
- iii. Postgraduate research (PGR) – includes:
 - Masters awards
 - The degree of Master of Philosophy (MPhil)
 - The degree of Master of Research (MRes)
 - Doctoral awards
 - The degree of Doctor of Business Administration (DBA)
 - The degree of Doctor of Education (EdD)
 - The degree of Doctor of Educational Psychology (DEdPsy)
 - The degree of Doctor of Engineering (EngD)
 - The degree of Doctor of Information Science (DInfSci)
 - The degree of Doctor of Pharmacy (DPharm)
 - The degree of Doctor of Philosophy (PhD)
 - The degree of Doctor of Philosophy with Integrated Studies (PhDIntSt)j.
 - The degree of Professional Doctorate (DProf)
 - Higher Research awards

- The degree of Doctor of Science
 - The degree of Doctor of Letters
- .2 **Offer letter:** This is a document that confirms a student's offer of admission to the University and which details all of the admission details (such as programme name, start date etc) as well as any conditions specified for admission.
 - .3 **Programme Fee:** This is the fee that a student will pay for their entire programme of study. The programme fee covers more than just the teaching and learning that a student will receive on their programme of study. See Section 3a. for details of what student fees cover and section 3b. for what student fees don't cover.
 - .4 **Module Fee:** This is the fee chargeable for an individual module and is normally determined by the module credit size.
 - .5 **Bench fees:** A bench fee is a fee that is charged in addition to the programme fee. Bench fees are charged when a programme (or specific project) incurs extra costs, such as laboratory space, specialist consumables or equipment.
 - .6 **Registration with attendance (RWA):** This is a registration status that allows a student to attend a reduced number of modules in an academic year to allow the student to attempt to pass any failed modules. Fees are paid on a pro-rata basis depending on the number of credits being studied. Only certain categories of student are eligible to apply for RWA.
 - .7 **Voluntary suspension:** An approved period of voluntary interruption of study for a student who is otherwise eligible to continue study on their programme.
 - .8 **Academic suspension:** An interruption of studies for an individual on academic grounds. A decision for a student to enter academic suspension is taken by the Board of Examiners.
 - .9 **Reattend/repeat year:** In certain circumstances a student may be permitted to repeat their year of study. This is often referred to as a reattend or repeat year. Full fees are applicable for each reattend year taken.
 - .10 **Fee Status:** An applicant or student's fee status determines the amount of fees that they will pay to study at the University.
 - .11 **Self-funding:** Students are considered self-funding if they are funding their own studies or receiving financial help from family or friends or receiving financial assistance from other external sources excluding educational loans from a Government agency or a sponsor.
 - .12 **Academic year:** The academic year runs from 1 August to 31 July each year. A student's academic year is determined by their programme start date. The table below provides examples of which academic year applies for different programme start dates.

For programmes starting between:	The academic year is:
1 August 2023 to July 2024	2023-24
1 August 2024 to July 2025	2024-25

This means that for a student commencing their study in January 2024 their academic year would be 2023-24.

- .13 **Semester:** Teaching at the University typically takes place across two semesters with one semester taking place from September until the end of the first week in January and the other running from the second week in January to mid-May each year. Each semester encompasses an initial welcome/consolidation and development week, an 11-week teaching block, a formal assessment period and vacation dates. Published teaching block dates primarily relate to the standard academic year for undergraduate

- students. Postgraduate taught programmes may have alternative start dates and include an additional term over the summer period.
- .14 **Registration:** The process by which an applicant in receipt of an offer of study at the University is formally admitted to the academic programme to which they applied. All students must register online to confirm their personal, financial and academic details before starting at Strathclyde and must re-register for each year that they study with us. By registering, students also confirm that they agree to abide by the University rules. This includes payment of fees and other related costs.
- .15 **Mode of attendance:** The university offers a range of ways to study its programmes including:
- i. Full-time: Full-time fees are charged at a set rate annually and are not normally reduced if a student is awarded Recognition for Prior Learning (RPL – see 27.33 below). If a student registers for additional credits not specified within the programme curriculum the student will be charged an additional fee that will be calculated according to the additional credits undertaken.
Undergraduate: Students will normally study 120 credits per academic year. There are a limited number of programmes where students are registered for more than 120 credits in any one academic year, the details of which are included within individual programme regulations. Where a programme curriculum requires that additional credits must be undertaken, e.g. for professional accreditation purposes, the student will not be charged a higher fee than the published fee.
Postgraduate Taught: Students will normally study 180 credits per academic year.
Postgraduate Research: MRes students will normally study 180 credits per academic year. Doctoral study students will normally study the equivalent of 180 credits per academic year.
 - ii. Part-time: Students are normally studying 50% of the credit load indicated above.
 - iii. Face-to-face learning: these programmes are delivered face-to-face, normally on campus, and can include a combination of lectures, tutorials and practical or laboratory sessions.
 - iv. Online learning: online learning programmes allow students to study flexibly at any time and from any location across the globe. The number of credits studied in each academic year will vary according to the programme. For further information see [Strathclyde Online Learning](#).
 - v. Blended learning: students learn via a combination of online learning resources and face-to-face teaching delivered on campus.
- .16 **New student:** A new student is a student that commenced their programme of study at the University in the current academic year.
- .17 **Continuing Student:** A continuing student is a student that is continuing on the same programme of study at the University as the previous academic year OR a student that is continuing on the same programme of study at the University after an authorised break from their studies.
- .18 **Deferral:** An authorised delay of the commencement of a student's programme of study until the next intake/academic year.
- .19 **Fee setting:** Fees for study at the University are reviewed annually and, in the majority of cases, will increase annually. This means that the fees for programmes with a duration of more than one academic year may increase in subsequent years of study. This increase should be taken into account by students when estimating fees for the entirety of their programme of study. Annual increases will generally reflect UK inflation rates and increases to programme delivery costs.

- .20 **Fee Waiver:** A fee waiver is where the fee for study is paid by a funding source other than the student. For example, the fees may be paid through a scholarship award, through department or Faculty funds, an external funder *etc* or possibly a combination of more than one of these sources.
- .21 **Scholarship:** A financial award made to a student on the basis of an assessment of an applicant or student's prior academic achievements or potential. A scholarship does not normally have to be repaid by the recipient except in cases where a student may leave their programme of study early. In the latter case, this will be determined by the Terms and Conditions specified for the scholarship award. In the majority of cases the scholarship will be paid as a deduction against fees. Some scholarship awards also include a stipend element which allows some of the award to be retained by the recipient to contribute to living costs.
- .22 **Bursary:** A financial award made to a student on the basis of an assessment of financial criteria that may be used as payment towards fees or student living costs. A bursary does not normally have to be repaid by the recipient except in cases where a student may leave their programme of study early. In the latter case, this will be determined by the Terms and Conditions specified for the bursary award.
- .23 **Discount:** A discount is a reduction in the fee that the student is required to pay.
- .24 **Early payment discount:** A discount that is applied for self-funding students, both new and continuing, only when the fees are paid in full by a specified deadline date prior to commencing their studies that year.
- .25 **Loans:** A student loan is money that a student can borrow to help pay for their living costs whilst studying at a college or University. There are a large variety of loans available from a range of sources, each with its own eligibility criteria, depending on where an applicant is normally resident.
- .26 **Instalment plan:** A payment plan that allows a student to pay a portion of their fees at an agreed frequency until the full balance of fees is paid before the end of the academic year. Continuing students are normally required to pay the full balance of fees before they can register for their next year of study.
- .27 **Refund:** A refund is a return of payment, either in part or in full, for fees already paid to the University.
- .28 **Debt:** A debt is classified as a sum of money owed to the University by the student for non-payment of some or all of their fees.
- .29 **Sponsor:** A government, private or third-party organisation that has agreed to pay a student's fees. It is the student's responsibility to ensure that the sponsor ultimately pays the fees to the University.
- .30 **Placement:** A placement is a period of work experience relevant to their degree programme that a student can undertake whilst studying for their programme of study. Placements can be compulsory or non-compulsory. A compulsory placement must be undertaken as part of a student's programme of study and the work that a student undertakes during their placement is assessed and academic credit will be awarded on successful completion of their placement. The duration of, and time at which a compulsory placement is undertaken, varies between programmes. Non-compulsory placements are optional and do not count towards a student's academic programme of study.
- .31 **Exchange:** The University has a portfolio of student exchange agreements with other universities and higher education institutions globally that give students the opportunity to study for up to one academic year at a partner institution whilst undertaking their academic programme of study.

- .32 **Study Abroad:** Study Abroad is a programme that allows a student to pursue their studies at another university in a foreign country for a period of up to one academic year or less.
- .33 **Recognition of Prior Learning:** Recognition of Prior Learning (RPL) is an assessment of an applicant's University-level knowledge, skills and experience on entry which is then recognised through the award of academic credit that counts towards the qualification that the student registers for. RPL can come from previous study, employment, voluntary work and/or training courses.
- .34 **Deposit:** A deposit is a sum of money that is paid towards the fees that a student pays when registering for a programme of study at the University. The level of deposit an applicant must pay is set by the University and is reviewed annually.
- .35 **Withdrawal:** Withdrawal is when a student leaves their programme of study without completing their aimed award. Voluntary withdrawal is when the student chooses to leave their programme of study. Academic withdrawal is when the Board of Examiners has agreed that a student should withdraw from their programme for academic performance reasons. A student can also be withdrawn following completion of a discipline process.
- .36 **Degree Apprenticeship:** a degree apprenticeship is a specific job within a company that is based in England or Wales which combines paid employment with higher education study that leads to an undergraduate or postgraduate degree award.
- .37 **Graduate Apprenticeship:** a graduate apprenticeship is a specific job within a company that is based in Scotland which combines paid employment with higher education study that leads to an undergraduate or postgraduate degree award.
- .38 **Parchment:** A parchment is an official document given to graduates that proves that they have a University qualification. A parchment is sometimes referred to as a degree certificate.
- .39 **Transcript:** An academic transcript is an official document that details a student's entire record of study at the University.