



Writtle
University
College

Higher Education Financial Information and Regulation for Students 17-18

Contents

1	TUITION FEES.....	1
1.1	FULL-TIME UK AND EU STUDENTS.....	1
1.1.1	UK and EU Students	1
1.1.2	UK and Other EU Students – Postgraduate	1
1.1.3	Full-time Students taking extra modules/competencies.....	2
1.2	PART-TIME UK AND EU STUDENTS.....	2
1.3	INTERNATIONAL STUDENTS	2
1.4	STUDENTS UPGRADING.....	3
1.5	SHORT COURSES.....	3
2	OTHER FEES AND CHARGES.....	3
2.1	Study Tours and Field Trips (All Full-time Students).....	3
2.2	Lockers (All Full-time Students).....	4
2.3	Vehicles (All students)	4
2.4	Student Identification Card (All students) and Lanyards.....	4
2.5	Students’ Union Membership (All students)	4
2.6	Re-sits of Examinations (Full-time and part-time students) (Home/EU Students)	4
2.7	Re-sits of examinations/studying individual modules.....	5
3	FEES FOR ACCOMMODATION IN WUC HALLS OF RESIDENCE.....	5
3.1	Accommodation Fees	5
3.2	Contractual agreement	5
3.3	Tariff of Charges	6
4	FINANCIAL REGULATIONS	7
4.1	Payment of Fees (All Students)	7
4.2	Sponsored Students (All Courses)	7
4.3	Self-Paying UK and EU Students (Full-Time Courses)	7
4.4	Home/EU Students (Full-Time Courses).....	7
4.5	International Students (All Courses).....	8
4.6	EU Students Tuition Fees (All Courses).....	8
4.7	Payment By Instalments (Home/EU Students only).....	8
4.8	Tuition Fee Payment Default (All Students)	9
4.9	Tuition Fee Refunds (All Students)	9
5	GENERAL ADVICE AND GUIDANCE	10
5.1	Financial Help From Student Finance England (SFE)	10

5.1.1	Student Loans	10
5.1.2	Supplementary Grants	10
5.1.3	HE Hardship Funds	11
5.1.4	Bursaries (Home students)	11
5.1.5	Other Financial Assistance	11
5.2	Trusts and Charities	11
5.3	Insurance	11
5.4	Travel	12

1 TUITION FEES

1.1 FULL-TIME UK AND EU STUDENTS

1.1.1 UK and EU Students

BSc Degrees & Foundation Degrees £9,250 per year

For those students commencing Degree and Foundation Degree courses on a full-time basis in the 2017-2018 academic year, you can apply for a Tuition Fee Loan and a Maintenance Loan. All loans are repayable and accrue interest.

The arrangements have been designed to ensure that full time undergraduate students will not have to find the cost of their fees before or whilst they are studying. You will only need to start repaying the loans after you have left higher education and started earning.

The Student Loans for Maintenance help to pay for living expenses such as accommodation, food and course materials. These are in addition to the student loans for fees to cover the cost of tuition. You may have to give details of your household income.

For further information relating to Grants, Loans and Fees in Higher Education please visit www.gov.uk/student-finance Telephone Number 0300 100 0607.

1.1.2 UK and Other EU Students – Postgraduate

Postgraduate Degree (MSc) (MA) – 180 credits	£6,000
Postgraduate Diploma – 120 credits	£4,000
Postgraduate Certificate – 60 credits	£2,000
MSc Veterinary Physiotherapy	£10,800

(see <http://www.writtle.ac.uk/HE-Courses-and-Fees-2017-18> for further information)

1.1.3 Full-time Students taking extra modules/competencies

There will be a charge for HE students taking extra HE modules but Writtle University College (WUC) reserves the right to limit extra modules to the number considered practicable for the individual student and to limit the right of entry to a particular module

HE students taking extra HE modules:

Students commencing studies 2017	£1,156 - 15 credit degree module
Students commencing studies 2017	£2,312 - 30 credit degree module
HE students taking extra FE modules	£310 - standard module

Individuals wishing to undertake additional competencies, eg chain saw operation, FEPA training and testing, fork lift truck certification, will be subject to separate charges.

1.2 PART-TIME UK AND EU STUDENTS

BSc/Foundation Degrees

Higher Diploma/Certificate Modules-	15 Credit Module	£1,156
BSc/Foundation Degrees Higher Diploma/Certificate Modules-	30 Credit Module	£2,312

Postgraduate Degrees (MSc) (MA) /Postgraduate Diploma/Postgraduate Certificate/Postgraduate Individual Modules - Pro rata full time Masters degree against number of credits

1.3 INTERNATIONAL STUDENTS

WUC determines the tuition fee status of a student in accordance with UK Government legislation (Education (Fees and Awards) Regulations) which states that students who are classified as ‘overseas’ may be charged a higher level of fee than those classified as ‘home’ or ‘EU’ students. Assessments of the fee status are carried out on an individual basis and take into account the circumstances of each applicant. Assessments cannot be carried out until an application for admission has been made.

WUC uses a Fee Status Questionnaire (FSQ) to determine an applicant’s fee status.

If a student is a national of any other country OR they have lived for a period of time in another country then they may be sent a Fee Status Questionnaire as part of the admission process.

International Student Tuition Fees

First Degree/Foundation Degree £11,400

Postgraduate Degree - Landscape Architecture & Garden Design students additional £340 to cover study trips etc. £12,000

Other fees and charges (See Section 2)

For further information please contact Registry or Student Finance

1.4 STUDENTS UPGRADING

Pass Degree to Honours Degree – The fee charged to end-on students wishing to upgrade from a Pass degree to an Honours degree will depend upon the individual programme undertaken by the student.

In some cases, the Student Loan Company (SLC) may be prepared to provide support with topping up to honours and students are advised to approach the SLC as soon as their programme of study has been agreed.

Where the processes of AP(E)L are involved, modules will be charged at the normal WUC rate.

1.5 SHORT COURSES

WUC offers a range of short courses throughout the year. The courses are advertised on our website and in the local and specialist press and by poster. Leaflets describing the course content, duration and cost are available on request.

For further information please contact: Short Course Training

2 OTHER FEES AND CHARGES

2.1 Study Tours and Field Trips (All Full-time Students)

Some courses include a study tour or field trip as part of their approved programme of study.

Participants are expected to contribute towards the cost of travel, meals and accommodation for their trip. The amount of the contribution required depends on the course and the destination of the visit.

2.2 Lockers (All Full-time Students)

A number of lockers are available for personal use by non-resident students for storage of books, clothing, etc. A charge of £10 for the year plus a £10 key deposit is required. This deposit is refunded when the key is returned.

2.3 Vehicles (All students)

There is no charge for keeping a motor vehicle at WUC. However, all student vehicles MUST be registered. Students must observe the vehicle regulations concerning parking and safe driving. Failure to comply with the regulations could result in the imposition of a fine or wheel clamping or withdrawal of permission to park at the WUC.

2.4 Student Identification Card (All students) and Lanyards

These cards and lanyards are issued free and **must be worn on campus at all times**, but a charge of £5 is made in the event of the replacement of a student's identification card and £1 to replace a lanyard. The card carries a picture, bar codes and other personal identification data.

2.5 Students' Union Membership (All students)

No charge is made for membership. However, a user fee is charged for the use of certain facilities eg pool tables, fitness training or a match fee for involvement in team sports.

2.6 Re-sits of Examinations (Full-time and part-time students) (Home/EU Students)

(ie repeat of whole module, including study and assessment)

For students joining an existing class;

FE £310 per standard module

HE Degree £1,156 per 15 credit module

£2,312 per 30 credit module

For one-to-one tuition: £35 per contact hour

2.7 Re-sits of examinations/studying individual modules

For International Students attending on a part-time basis who are joining an existing class:

HE £1,156 per 15 credit module

£2,312 per 30 credit module

For Home / EU students attending courses on a full-time basis taking additional modules/re-sits joining an existing class:

HE £1,156 per 15 credit module

£2,312 per 30 credit module

The above charges include payment for associated directed study, relevant study facilities, and assessment.

3 FEES FOR ACCOMMODATION IN WUC HALLS OF RESIDENCE

3.1 Accommodation Fees

Room type	Hall	Total fees for session	Termly fees payable	
Large single en-suite	Hamilton Tabor 2	£5,390	1 st Instalment 2 nd Instalment 3 rd Instalment	£2,100 £2,170 £1,120
Single en-suite	Maddison Tabor 1, 3	£5,205	1 st Instalment 2 nd Instalment 3 rd Instalment	£2,030 £2,095 £1,080
Single with basin or Large single(no basin)	Harvey Dent Strutt	£4,650	1 st Instalment 2 nd Instalment 3 rd Instalment	£1,820 £1,870 £960
Single basic or Shared en-suite	Gill Strutt Tabor 2	£3,984	1 st Instalment 2 nd Instalment 3 rd Instalment	£1,568 £1,600 £816

An Accommodation guide is published and copies are available on the website, Moodle or from the Accommodation Office.

3.2 Contractual agreement

Students accepting the offer of a room in the halls of residence are required to enter into a contractual agreement with WUC.

3.3 Tariff of Charges

Details	Tariff	Details
Lock out from room	£10 per time	Charge for repeated lock outs or calls after midnight.
Warden call out	£25 per time	Repeated, unnecessary or malicious call out of wardens after 11pm.
Key Replacement	£25	Charge per key. (No charge if keys returned within 7 days).
Lock Replacement	£75	Cost for replacement of lock/core (keys not included).
Excessive cleaning	£30	Charge made per item for cleaning over and above normal cleaning requirements, including (but not limited to): <ul style="list-style-type: none"> • Removal of rubbish above normal daily quantities • Washing up • Cleaning of left spillages (including those on hobs). • Deliberate damage • Carpet cleaning above normal wear and tear • Antisocial cleaning (vomit/urine/faeces)
Breach of Vehicle Regulations	£25 per offence	Persistent offenders will be subject to disciplinary action which may include a fine and/or vehicle ban.
Other breaches in Regulations for Students in Residence or any other Regulations	£25 Admin charges will be added for repeated offences and/or non payment of charge	Charges may relate to <ul style="list-style-type: none"> • Excessive noise, especially before 8 am and after 11 pm or during exam times • leaving cycles in halls • unreasonable conduct or anti social behaviour of student or their guest • or any other breaches in regulations
Tampering with Fire Equipment or other breaches in matters relating to Health and Safety	£100 plus the cost of re-commissioning any fire equipment.	Tampering with any fire equipment (which includes propping open fire doors) is a criminal offence. ANYONE FOUND TO BE RESPONSIBLE WILL BE ASKED TO LEAVE HALLS.
Damage to halls including communal areas	Cost of damages or replacement including labour and VAT + £25 admin costs	Damages caused by a student's guest/s will be charged to the student. Charge to individual or to floor/flat/hall where after reasonable endeavour, WUC is unable to identify the individual/s responsible.
Labour costs	£25.00 per hour (minimum charge 1 hour)	Charges for work/labour over and above routine day to day requirements.
Smoking in non designated smoking area	£50 (first breach) £100 subsequent breaches	Charge for being in breach of smoking laws and in breach of WUC Regulations. (note – residents risk losing their halls place if they smoke in or near halls of residence including entrances).
Non-payment of hall fees	Current Bank of England base rate + 2% on the amount owed or £25 whichever is the greater.	Charges imposed for non payment of hall fees by the due date.
Administration charges for any of the above + excessive, repeated administration or workload	£25	Charges (per time) for costs involved in administration and investigation of incidents or in relation to any of the above.
Administration charge for late payment of tuition fees	£25 for 2 nd and 3 rd reminder letters	Charges for costs involved in admin of reminders and chaser letters for non-payment of tuition fees.

Students may be charged for the breach of regulations and for an administration charge.

Where applicable, charges may be made to all residents in a hall/floor/flat where after reasonable endeavour, WUC is unable to identify the individual/s responsible. Students may be excluded from the charge if they are able to prove within 7 days of the breach they were not involved.

WUC has an appeal procedure. Details can be found in the WUC Student Hand Books.

4 FINANCIAL REGULATIONS

4.1 Payment of Fees (All Students)

Students are responsible for paying their own fees unless they provide WUC with written confirmation that a third party will accept responsibility for the payment of such fees. This is usually in the form of a Financial Assessment notification or confirmation of sponsorship by employer, training organisation or government agency.

Students are expected to pay fees promptly, no later than 14 days from date of invoice. WUC reserves the right to levy an admin charge of £25 per reminder when invoices are not paid within 14 days of due date. (refer 3.3 - Tariff of Charges)

4.2 Sponsored Students (All Courses)

Those students who are sponsored by their employer, training organisation or a government agency, should arrange for a letter to be addressed to the Head of Registry and Admissions, prior to registration confirming that they are sponsoring the student and will meet full fees.

Where prior arrangements for payment by a sponsor have not been made, the student must, at registration, pay the fees due and reclaim the cost from his/her sponsor. (A receipt for fees paid can be supplied).

If a sponsor fails to pay within 30 days of invoice, then the student will become liable for the full cost of the fees and an invoice will be raised on the student.

4.3 Self-Paying UK and EU Students (Full-Time Courses)

Tuition fees are payable at or before Registration. Students will be registered only if the full fee is paid, except where payment by instalments have been authorised prior to the date of Registration

An application for payment by instalments is subject to Regulation 4.7.

4.4 Home/EU Students (Full-Time Courses)

A student receiving Student Finance England Financial Support should send the financial assessment letter, received from the SFE, to the Registry section at WUC as soon as possible.

If after 30 days from Registration a financial assessment letter is not received and there is no evidence of an impending student loan, the student will be responsible for the immediate payment of the full tuition fees.

4.5 International Students (All Courses)

Where a student is sponsored by a government agency, British Council, or Overseas Development Agency, written confirmation of third party fee liability must be submitted and agreed prior to the date of registration.

Special arrangements apply to students from Norway who are in receipt of State Educational Loan Funds. Apply to the Student Finance Office for further information.

4.6 EU Students Tuition Fees (All Courses)

Students from the European Union including Eire are subject to the same Financial Regulations as those governing UK students.

4.7 Payment By Instalments (Home/EU Students only)

A deposit of one third of the fee is payable at or before Registration and the balance is payable in two equal instalments by the first day of spring term and the first day of summer term.

In exceptional cases, where the tuition fee is for a special category course, then the instalment terms may be varied and the discretion of the Student Finance Manager.

Where enrolment is not at the start of the academic year, then instalment dates may be varied with the first instalment due at Registration and the second and third instalments at dates determined by the Student Finance Manager.

Where a payment is not received on the due date as determined above the total debt becomes immediately due for payment. A surcharge will be made if invoices are not paid by the date specified on the invoice – (see 3.3 Tariff of Charges).

4.8 Tuition Fee Payment Default (All Students)

If payment is not made within seven days of the date of the final reminder letter, WUC facilities may be withdrawn.

A student with outstanding tuition fees may be barred from classes and/or from having an award conferred.

Students may not be permitted to resume studies, or be recommended to a validating body for an award, if they are in debt to WUC or in breach of any WUC regulations.

In the case of a student following a course validated by the University of Essex, that University may withhold the award until the debt has been discharged or the regulations obeyed.

Details may be passed to debt collecting agencies if debts are not cleared within a reasonable time.

4.9 Tuition Fee Refunds (All Students)

Refund of fees will only be considered in the following circumstances:

(a) Illness of a student which on the basis of a Doctor's certificate seems likely to disrupt or prevent continuity of that student's studies. (A refund will only be made in respect of unexpired weeks of the course).

(b) Cancellation of the course by WUC.

Refunds will not be made of elements of the total fee which are non-recoverable, except where above applies.

Refunds to Student Finance England for Mandatory Award students will be made in accordance with the regulations for such students.

Any application for a refund should be made, in writing to the Finance Office. WUC reserves the right to make an administration charge of up to £250.

Home/EU Students only; If for any reason a student withdraws from their course the full fee for each term attended will be payable.

5 GENERAL ADVICE AND GUIDANCE

5.1 Financial Help From Student Finance England (SFE)

The Government makes financial help available to students. This help comes from the following main sources:

- Loans towards tuition fees.
- Loans towards your living costs.
- Grants for certain students towards living costs which you are eligible for because of your particular circumstances.
- HE Hardship Fund helps towards your living costs if you get into, or are likely to get into, serious financial difficulty as a student.

These types of help are explained in more detail below. You should apply to the Student Finance England (SFE) for help towards tuition fees, loans and grants. You should apply for HE Hardship Fund once enrolled on course. For more information visit www.gov.uk/student-finance.

5.1.1 Student Loans

Student Loans are available to students to help meet their tuition fees and living costs while they are studying. Interest on these loans is charged. Students should apply to SFE for a loan at the same time they apply for maintenance support.

SFE will assess the amount of loan you are entitled to and will invite you to say how much of it you would like.

SFE will process your loan application and you will usually receive the living cost loan you have asked for in three instalments. Your instalments will normally be paid directly into your bank or building society account. Tuition Fee loans will be paid direct to WUC.

5.1.2 Supplementary Grants

Some students will be able to apply for extra help depending on their circumstances. These include disabled students and those with dependants, including lone parents. When you apply to SFE for support, you will also be able to apply for this extra help.

5.1.3 HE Hardship Funds

This fund is for students who are experiencing serious financial hardship.

The Fund is available to full-time or part-time HE students who have been resident in the UK for over 3 years and in receipt of a Student Loan. The amount of grant is dependent upon personal income. Evidence of hardship is required with this fund.

Students must be in receipt of their Student Loan before applying to the HE Hardship Fund. Application forms are available from October from Student Finance, Main Building.

5.1.4 Bursaries (Home students)

Please refer to the WUC website for further information.

5.1.5 Other Financial Assistance

For information on financial assistance to support your learning please visit www.gov.uk or contact Student Finance in the main building

5.2 Trusts and Charities

For up-to-date information, contact your Local Authority or your public library.

5.3 Insurance

You are strongly advised to insure your personal effects against loss or damage. First of all check whether your family household contents insurance policy covers any items you bring with you to WUC. This may be the case under "All Risks" provision. If this is not the case, you will need to take out an additional policy.

You are also advised to insure yourself against personal accident and/or injury.

Students attending Equine courses will be aware that riding can present risks and that whilst WUC endeavours to provide suitable and safe horses it is strongly recommended that you take out your own personal accident insurance policy. BHS membership does provide third party public liability.

It is also strongly recommended that students partaking in sports activities or sport related courses, should take out their own personal accident insurance policy including adequate cover in the case of an accident that leads to permanent disability.

Information and leaflets from various Insurance Companies are available from the Accommodation Office.

5.4 Travel

It is well worth applying for a YOUNG PERSONS RAILCARD. You can apply as long as you are a full-time student. It gives you about one-third off most fares.

You can apply for a one year National Express Young Persons Coachcard. This saves you about one-third of the fares on all long distance journeys.

You can also apply for an 18+ student oyster card for discount on Tube travel.

If you want to travel the world, then the international student identity card is for you. The NUS Extra Membership plus for an added fee, you receive an ISIC card which entitles you to travel discounts worldwide.

Application forms for the above are available from the Students' Union office in the Main Building.

Minibus Service from Chelmsford Station to WUC and return

A minibus service is available at peak periods during FE term dates on a first-come first-served basis. There is no fee or need to book this service.

The service runs Monday to Friday at the following times:

Morning: 8:15 to 9:15 (12:30pm to 14:00 Wed only),

Evening: 16:15 to 17:15

Scholar Season Tickets

Greater Anglia offer students of WUC a discount on rail travel when travelling to WUC.

The guide below is designed to make purchases straightforward.

Tickets are:

- Available for purchase up to one month in advance
- Discounts 16-18 Inclusive – 50% off the Adult Rate 19+ – 10% off the Adult Rate
- Validity of ticket options:- One Full Term OR Full Academic year through to July 2017

For more information, contact our Transport Department or consult the WUC website.