

Policy on 'Additional Costs' – Jun 2018

1.1. Tuition fees for undergraduate and postgraduate courses are published annually by the University online. The University has formalised this policy on course-related 'additional costs' that a student may incur in addition to their tuition fees.

1.2. For the purpose of this policy, 'additional costs' are defined as legitimate charges which the University may charge students for tuition-related expenses (i.e. excluding cost of living expenses such as rent, insurance, bills, food etc.). Such costs include;

- Specialist equipment or materials
- Field trip and excursion costs
- Bench fees (research students)

1.3. Through this policy the University aims to follow best practice and ensure;

- **Compliance** with guidance provided by the Competitions & Markets Authority (CMA) and other relevant bodies.
- **Transparency** so that prospective and current students are able to make informed decisions and have the opportunity to financially plan.
- **Inclusivity**. Supporting the University's commitment to inclusivity by trying to reduce student costs, make costs non-mandatory or offering alternatives where possible.
- **Efficiency**. Central administration of costs and consistency of process to ensure value for money.

1.4. The key aspects are summarised as follows;

- Mandatory 'additional costs' below £100 will not be passed on to students.
- Course specific 'additional costs' will be identified to prospective students alongside tuition fees in the online prospectus and within the offer letter.
- Due to the nature and timing of certain costs (such as flights for field trips), costs may be published as an estimated range or a maximum that a student may be liable to pay.
- Where costs are identified as a mandatory requirement of a course, this will be made clear. If the cost is above £200, then a low cost alternative will be made available.
- The timing of 'additional costs' will also be published, for example the year and term of study that the student may be liable for payment.
- Proposals for 'additional costs' will be subject to approval by the Director of Finance in consultation with the Pro Vice Chancellor (Education and Students).

1.5. This policy will apply to prospective and new students from the **2019/20** academic year.

