

## Contractual and financial information for students on award-bearing courses

### 1. Introduction

This document provides key information about contractual and financial arrangements for students on award-bearing courses administered by the Continuing Professional Development Centre, Oxford University Department for Continuing Education.

The information draws on various University and Departmental documents, and while we have taken all reasonable steps to ensure that the information is accurate and up-to-date, no liability can be accepted for any error or omissions appearing here. Applicants and registered students are advised to read carefully the documentation which is made available to them by the University.

### 2. Student Contract and Student Agreement

2.1. Before being admitted to a course, the applicant is required to sign in the case of a matriculated course a Student Contract ("Contract"), or in the case of a non-matriculated course a Student Agreement ("Agreement"). These set out the respective duties of the University and the student. By signing and returning the Contract or Agreement the applicant agrees to the terms set out therein and recognises that they make up a complete record of their contract for participation in the programme of study at the University ("Course").

2.2. Samples of the each document are available online:

"Contract": [www.ox.ac.uk/document.rm?id=1315](http://www.ox.ac.uk/document.rm?id=1315) ;

"Agreement": [www.conted.ox.ac.uk/courses/webfiles/contract\\_non\\_matric\\_students.pdf](http://www.conted.ox.ac.uk/courses/webfiles/contract_non_matric_students.pdf).

(Please note that these may be revised from time to time, and applicants are advised to read carefully their Contract or Agreement before signing and returning it.)

### 3. Course fees

3.1. An applicant (or continuing registered student) is notified of their course fees normally through an offer letter, invoice and/or a schedule of fees. The course fees do not include accommodation or other living expenses.

3.2. Any fee rates that are published will normally relate to a particular academic year. A student should expect to pay fees for every year that they are registered and be aware that fee rates will increase annually.

3.3. For matriculated programmes (where a student is a member of a college and is required to pay college fees), the college fees due during that year are normally included within an annual fee (usually called an "annual award fee").

3.4. Published fee rates are normally shown for a particular academic year. Students should expect to pay tuition fees for every year that they are in attendance and be aware these fees will increase annually.

3.5. Further guidance on fees and payment methods can be found on the course website, and on the University website:

[www.admin.ox.ac.uk/studentfunding/fees/feerates/nextyear/cont\\_ed.shtml](http://www.admin.ox.ac.uk/studentfunding/fees/feerates/nextyear/cont_ed.shtml).

#### **4. Evidence of Ability to Pay**

The ability of applicants to finance their study is not one of the criteria of academic acceptance. However, an applicant may not be subsequently admitted to the course if they are unable to provide evidence of their ability to pay the course fees.

#### **5. Financial obligations and sanctions**

The Contract or Agreement clearly states that a student's failure to pay fees and charges when due may lead to sanctions imposed by the University. Sanctions include suspension of access to University facilities (such as access to the course, the processing of assessment and the administration of awards) or (where applicable) termination of their membership of the University.

#### **6. Financial assistance**

Guidance on financial assistance, including sources of funding, is provided via the University and Departmental web sites:

[www.admin.ox.ac.uk/studentfunding/index.shtml](http://www.admin.ox.ac.uk/studentfunding/index.shtml), and

[www.conted.ox.ac.uk/studentsupport/currentstudents/financialassistance.php](http://www.conted.ox.ac.uk/studentsupport/currentstudents/financialassistance.php).

#### **7. Student cancellation of a module booking (modular courses only)**

7.1. Once a student has booked an iteration of a particular module ("Module Booking"), they are liable for the module fee as invoiced. Should they wish to cancel their Module Booking, the module fee will be waived provided that

7.1.1. they give the Department due notice of cancellation in writing ("Notice"), and;

7.1.2. the Notice is received at least 21 days before the first day of the module. (For the avoidance of doubt, "the first day of the module" means the first of the published dates for that iteration of the module; published dates can normally be found on the course website, and can also be requested from the Department.)

7.2. If a module is cancelled in accordance with 7.1, the Department will normally retain the module fee already paid and then transfer that fee to a module taken at a later time.

7.3. If Notice is received within 20 days (or fewer) of the first day of the module, a student will remain liable for the module fees as invoiced. (For the avoidance of doubt, they will be invoiced a separate module fee should they book a subsequent iteration of that module or an alternative module.)

#### **8. Changes to a course**

8.1. In accordance with the University's policy, the Department reserves the right to vary arrangements for the delivery of courses (such as venue, lecturer etc). Where variations are significant, it will make reasonable efforts to inform students in advance. If for any reason, a course or module (or part thereof) is cancelled then the Department will make reasonable efforts to give registered students as much notice as it is able (normally, and where possible, it aims to give notice at least 21 days prior to the course/module start-date).

8.2. The University does not accept liability for costs or losses which might have been incurred directly or indirectly through course or module cancellation; where appropriate, students are recommended to consider insurance arrangements.

#### **9. Withdrawal (refunds)**

If a student is withdrawn from a course, the Department may refund a part of any annual course fees paid for the academic year in question. The level, if any, of refund is determined on a course-by-course basis, but in no case will a refund be made in respect of any period prior to the date of withdrawal. No refunds are made of any module or college fees that have already become due. (Further information on related procedures is given in the Department's Policies and Guidelines for Students.)

#### **10. Extension of time (fee liability - postgraduate matriculated students only)**

If a matriculated student is unable to complete the work within the required course timetable the student will need to seek an extension of time. This includes students who are unable to complete their dissertation within their final term of the course. Students may incur a fee liability for extra terms studied. To avoid additional fee liability, it is advisable for students to seek suspension of status, but this is only possible if the reasons for non-completion meet the criteria for suspension and they have not received tuition in the final term of the course. (Further information on related procedures is given in the Department's Policies and Guidelines for Students.)

#### **11. Exemption (fee implications)**

Should a student be granted an exemption from attending a module or part of a course, the tuition fees associated with the exempted tuition will normally be waived. In such cases, it may still be necessary, however, to make a charge for any assessment that is required.

#### **12. Intermission and suspension of status (fee implications)**

Provided that the relevant approvals have been granted, intermission or suspension of status does not incur additional University, College or Course fees, although there may be an increase in fee rates from one year to the next. (Further information on related procedures is given in the Department's Policies and Guidelines for Students.)

#### **13. Deferral (fee implications)**

Where the deferral of a place to the following year (or term) has been duly approved, the payment of course fees will be deferred to the beginning of the following year (or term); the fee rates in force at the revised start date will apply. (Further information on related procedures can be found in the Department's Information Booklet.)

#### **14. Defaulted payments and student debtors**

14.1. Each student is responsible for ensuring that their fees are paid as they are due. Should they foresee difficulty in meeting a payment deadline, they should contact the Programme Manager/Administrator for their course at the earliest opportunity.

14.2. Students who do not pay their fees and charges as due should be aware of the sanctions which may be applied. Sanctions include suspension of access to University facilities (such as access to the course, the processing of assessment and the administration of awards) or, where applicable, termination of their membership of the University. (See also Financial obligations and sanctions above.)

14.3. Where a student defaults on payment of fees or charges, the Department may attempt, in the first instance, to contact them to resolve the matter. (If it is not resolved in a timely manner, the debt may be referred to the University centrally to pursue, which may involve seeking a legal remedy.)

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