

## **Fees and Charges**

- 1 The attention of students is drawn to the General Regulations of the University concerning the payment of fees.
- 2 Cheques, postal orders and money orders should be made payable to "The University of East Anglia".
- 3 The University reserves the right to revise fees and charges at any time.
- 4 There shall not normally be any refund of fees in respect of periods of absence.
- 5 Fee liability for withdrawals and interruption to study (an approved interruption to the period of study):

A full list of fee liability cut-off dates can be found at:

<https://portal.uea.ac.uk/planningoffice/tuition-fees>

- 6 Except where otherwise stated all fees are payable annually and are inclusive fees covering all charges for registration, tuition, examination, graduation, and membership of the Union of Students, but not fees for late registration, late or change to module enrolment, re-examination fees, nor fees for examinations taken overseas (where permission has been granted). Certain courses incur additional expenses (for example, for field work or field courses). These additional fees and charges are listed in paragraphs 16, 17 and 18 below.
- 7 Fee levels and payment arrangements for online courses or other services related to and arising from online provision will be specific to that course and/or service. Full details regarding fee levels and any payment requirements (such as payment in advance of registration) will be provided to applicants in advance of any decision to register.
- 8 For students spending a required interruption year of study abroad or industry placement, fees are payable as follows:

For Old-Scheme students, who started their course prior to September 2012:

- (a) for Home/EU students: 50% of the normal annual composite fee.
- (b) for Home/EU students eligible for financial support on a full year ERASMUS exchange: no fee (provided that the full year is spent with an ERASMUS partner in the EU; for further details of institutions to which this arrangement applies please check with the Teaching Hubs or the Study Abroad Office).
- (c) for Home/EU students spending one semester abroad and the other at UEA tuition fees are payable in full.
- (d) for international students: 25% of the normal annual composite fee for international students is payable. In the case of a semester abroad, then 25% fees are payable for the semester abroad and fees at the full rate for the semester at UEA.

For New-Scheme students, who started their course on or after September 2012:

- (a) for Home/EU students: 15% of the normal annual composite fee.
- (b) for Home/EU students eligible for financial support on a full year ERASMUS exchange: 15% of the normal annual composite fee (provided that the full year is spent with an ERASMUS partner in the EU; for further details of institutions to which this arrangement applies please check with the Teaching Hubs or the Study Abroad Office).
- (c) for Home/EU students spending one semester abroad and the other at UEA tuition fees are payable in full.
- (d) for international students: 25% of the normal annual composite fee for international students is payable. In the case of a semester abroad, then 25% fees are payable for the semester abroad and fees at the full rate for the semester at UEA.

(The University will meet tuition fees charged by approved institutions abroad attended in accordance with the Regulations of the School of Study concerned.)

- 9 Fieldwork: For full-time research students spending an approved period of study abroad in excess of three months in a continuous period, fees are payable as follows for the period of fieldwork:
  - (1) for those continuing to be supervised from UEA: one-third the normal annual composite fee;
  - (2) for those being supervised locally: one twelfth the normal annual composite fee.
- 10 Every student following a full or part-time course of study for a degree, diploma or certificate of the University is required to be a member of

the Union of Students, the charge for which is contained within the inclusive fee.

11 Students registered for Research degrees who are allowed extensions to the period of advanced study and research in accordance with the University Regulations shall pay fees for each month or part month of the period of extension, as appropriate.

12 Research students who complete the approved period of advanced study and research shall be liable to pay continuation fees at the rates shown below until such time as they present a thesis or withdraw their candidature:

First year of registration-only period	£360
<i>(Payable at the end of 12 months but waived if submission made before the end of this period)</i>	

Second Year (or part year) of registration-only period:	£720
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All subsequent years or part years:	50%	of
the standard UKRI fee rate for home students		

For research students with a combined period of study and post registration (ClinPsyD, BBSRC DTP, for example):

If thesis is not submitted at the end of this period	£360
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First Year (or part year) of registration-only period:	£720
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All subsequent years or part years:	50% of
the standard UKRI fee rate for home students	

In cases where extensions to the period of registration within which a thesis is to be submitted are granted on the grounds of prolonged serious illness or issues beyond the student's control the period of such extension shall not count towards the calculation of continuation fees.

13 In most cases full-time students not registered for a qualification of the University shall pay the same fees as full-time students registered for a qualification.

14 The Chief Resource Officer (or nominee) in consultation with the Head of the School concerned shall determine the fees for any courses or periods of study not provided for in these Regulations, for example when students undertake part of their period of study at another approved location.

15 Where special rates of fees for international students are not given, such students shall pay the same fees as home students.

16 The following additional fees shall be payable:

(1) Registration

**(a) New Students**

An additional fee of £15 shall be charged to all new full-time or part time Students who do not register with the University within 7 calendar days of the registration date advised to them by the Learning and Teaching Service or the PGR Service.

**(b) Returning Students**

An additional fee of £15 shall be charged to all returning full time or part time students who do not register with the University within 7 calendar days of the registration date advised to them by the Learning and Teaching Service or the PGR Service.

Beyond Late Registration, a further fee of £5 per day shall be charged until such time as the student registers.

(2) **Accounts**

Fees and charges which have not been paid by the due date may be subject to a late fee which shall be on the following scale:

Debt	Late Fee
< = £20	Amount outstanding
£20.01 to £25.99	£20
£26 to £100.99	£25
£101 to £500.99	£30
£501 to £1,000	£40
> £1,000.01	£50

(3) **Extension Fee**

Students who are granted an extension to the time allowed for payment of fees and charges shall pay an additional fee of £10 per invoice.

(4) **Campus Card**

All users who require a replacement card shall pay a fee of £10.

(5) **Payment Method**

An administration charge of £10.00 will be made for any change requested and made to the method of payment.

(6) **Unpaid Cheque/Direct Debit**

There will an administration charge made of £15.00 for any unpaid cheque(s)/direct debit.

## **17 The following re-examination/reassessment fees shall be payable:**

Undergraduate Reassessment £70 per module or part thereof  
Postgraduate Reassessment £70 per module or part thereof  
Primary placement reassessment £375  
Secondary placement reassessment £600

Postgraduate Research Reassessment including professional doctorates

On resubmitting a thesis £350  
For second OSCE, oral examination or written assignment/examination £110  
Primary placement reassessment £375  
Secondary placement reassessment £600

Other re-examination/reassessment fees are available on application to the Fees Officer.

Delayed first sit examinations at an overseas centre: £50 per module.

Reassessment at an overseas centre: £200 for the first module and £100 for each additional module.

## **18 Charges**

### **(1) Breakage and other deposits and charges**

(a) Undergraduate and graduate students in any School or Centre may, at the end of any course, be charged for breakages, loss or damage of apparatus or equipment due to negligence or carelessness, and for keys issued to them which have not been returned.

(b) The following specific deposits and charges are required by the Schools of Study:

(i) *School of Biological Sciences*: breakage and key deposit (undergraduate students) £10

(ii) *School of Chemistry and the School of Pharmacy*: graduate students and other research workers on receipt of locker or laboratory keys £10, breakage and key deposits (undergraduate students) £25

(iii) *School of International Development Studies*: undergraduate students taking laboratory courses £12

(iv) *School of Literature and Creative Writing*: students taking the MA in Creative Writing - for photocopying up to £25

(c) If at any time before the completion of the programme of study a breakage deposit has been fully committed the student may be required to make a further payment of the sum originally required.

(d) Deposits paid on receipt of keys shall be refunded on return of the key and the balance of breakage or other deposits at the end of the period of study.

## **(2) Transcripts**

Charges are payable in advance and additional delivery charges may apply.

(a) For students graduating or leaving UEA for other reasons from 2005-06 onwards, one transcript (EU Diploma supplement) shall be made available, free of charge, to each student.

(b) Additional copies shall be charged at £10.00 per copy.

(c) An administration charge of £4.00 shall be payable for the provision of each signed and sealed envelope.

## **(3) “To Whom It May Concern” letters**

Charges are payable in advance and additional delivery charges may apply.

Up to five “To Whom It May Concern” letters will be provided free of charge. A charge of £5.00 shall be made for each additional letter.

## **(4) Replacement and Certified Photocopies of Parchments**

Charges are payable in advance and additional delivery charges may apply.

(a) A charge of £35.00 shall be made for providing a replacement parchment which is identical to that originally produced. In the case of a student who requests a name change subsequent to their pass list being issued, an administration charge of £120 will be made.

(b) Up to five photocopies of parchments will be certified free of charge. A charge of £5.00 shall be made for the certification of each additional photocopy.

## **(5) Scanned and emailed Transcripts, “To Whom It May Concern” letters and Parchments**

Scanned and emailed copies of documents, undertaken in addition to postal delivery, shall be charged at £6.00 per email address.

## **(6) Residences**

There are University residences on University Plain, University Village and in Norwich. Accommodation is allotted on the basis of an agreement between the student and the University, subject to the terms and conditions of a License to Occupy or Assured Tenancy Agreement and subject to the availability of any particular type of accommodation.

The charges for 2019-20 are available at:

<http://www.uea.ac.uk/accommodation/accommodation-options>

### (7) Additional Expenses

Students are advised that, where they are obliged to attend field work or field courses or where there is an optional or required year abroad, they will incur additional expenditure. Postgraduate students in Science, Health Science and Norwich Medical Schools may be charged a non-refundable bench fee as a contribution towards the cost of laboratory consumables and running costs, and in the Schools in the Faculty of Medicine and Health Sciences may be charged for clinical supervision.

Students who enrol on field course modules offered in the Faculty of Science are entering into a financial commitment to pay for their travel, accommodation and food costs. Students who are thus enrolled when accommodation and/or flights are booked will be liable to reimburse these costs in full to the School should they decide not to attend the field course. Students who undertake authorised independent fieldwork or research at another place as part of their degree will be liable for all costs associated with their research away from University.

Further information and advice may be obtained from Schools of Study.

### (8) Freedom of Information Act: Fee schedule

The Finance Committee has approved the following schedule of fees to be charged to people who make requests for information under the Freedom of Information Act:

	From European Union countries	From non-European Union countries
Access to electronic resources on UEA external website	No charge	No charge
Print copy of material available on UEA external website	<b>£15.00 per single document</b> flat fee (black and white, A4, single-sided)	<b>£25.00 per single document</b> flat fee (black and white, A4, single-sided)
Print copy of material which is only available in print form	<b>£15.00 per single document</b> flat fee (black and white, A4, single-sided)	<b>£25.00 per single document</b> flat fee (black and white, A4, single-sided)

### (9) DHL

A fee of £35 is chargeable for any international posts by DHL