

## P310 Higher Education – Tuition and Resit Fees Policy

Issue	Date of Issue	Date of Next Review	Responsibility of	Date approved by CAFRE Education Management Team
03	September 2023	June 2025	College Services Branch	20 June 2024

	CAFRE Quality Manual Index	CAFRE Website (Tick as appropriate)
Document available	√	√

**This document can also be produced in alternative formats upon request.**

## P310 Higher Education - Tuition and Resit Fees Policy

### Version History

Version	Description of Changes	Date
02	Uploaded to CAFRE Policy Template and reference to fees information on the CAFRE website	June 2023
03	Dates updated in 3.2 and further clarification provided to 3.5 as to the effect of non-payment of outstanding academic debts	June 2024

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## **1. Introduction**

Higher Education learners are liable for the relevant course tuition fee when they register and enrol formally on their programme of study. The appropriate fees are payable from the date of first registration to the date of the end of the academic year or completion of the course.

## **2. Scope**

This policy applies to all CAFRE Higher Education Programmes with the exception of Queen's University Belfast (QUB) validated programmes who follow the respective QUB policy and procedures.

## **3. Procedure**

### **3.1 Tuition fee rates**

Tuition fee rates for full-time and part-time undergraduate and postgraduate programmes are detailed on the CAFRE website at [Funding Support | Student Support | Fees and Funding - CAFRE](#)

### **3.2 Students withdrawing from their programmes**

If students leave their programme after registration but before 2<sup>nd</sup> January 2025, they will be liable to pay 25% of the tuition fees.

If students leave their programme on or after 2<sup>nd</sup> January 2025 but before 28<sup>th</sup> April 2025 they will be liable to pay 50% of the tuition fees.

If students leave their programme after 28<sup>th</sup> April 2025, they will be charged tuition fees for the full academic year.

### **3.3 Repeating a programme year following outcome of an Ulster University Exam Board**

If learners are repeating a year with attendance as deemed by the Exam Board, then they will be liable to pay the full tuition fees for that year.

If learners are repeating a year without attendance as deemed by the Exam Board, then they will be liable to pay the Ulster University registration fee.

### **3.4 Resit Fees for Higher Education Assignments and Examinations**

Learners must pay resubmission/resit fees before being permitted to resubmit work/resit examinations. The following resubmission/resit fees are payable by the learner:-

A resit examination carries a charge of £25/piece of work which is payable to the Campus Administration Section before the resit examination can be taken.

A resit assignment carries a charge of £25 which is payable to the Campus Administration Section on submission of the assignment. Work that is being resubmitted will only be accepted for marking if accompanied by a receipt indicating that the fee has been paid.

### **3.5 Tuition or Resit fee debt**

Learners with outstanding debts relating to a resit and/or tuition will not be permitted to attend the Graduation Ceremony, or to receive their parchment and associated transcript or progress to the next year of a programme. All debts should be paid prior to 5 working days to the date of the Graduation Ceremony.

## **4. Further Information**

Learners studying Higher Education courses can apply for financial support to assist with their living expenses and/or tuition fees through student loans as well as government grants, bursaries, and scholarships from the College. Full details of financial support available can be found at [Funding Support | Student Support | Fees and Funding - CAFRE](#)  
Further information may be obtained from the College's Student Support Officers.