

UNNC Tuition Fee Payment Policy

UNNC Tuition Fee Payment Policy

Policy Owner: Vice Provost Teaching and Learning	Approved By: Management Board
Effective Date: March 2022	Last Reviewed: N/A
Procedures: /	Training Materials: /
Templates/Checklists: /	Other Related Documents: /

1 Policy Statement

This policy has been written to regulate the payment of tuition fees at the University of Nottingham Ningbo China (UNNC) and to promote the sustainable development of UNNC's principal role in the provision of education. The content has been prepared taking the actual conditions of UNNC's operations into account, with the rates of tuition fee being subject to price approval and acceptance by Zhejiang Provincial Development and Reform Commission.

2 Scope

This policy is applicable to all students studying at UNNC on under-graduate, post-graduate taught and post-graduate research programmes.

3 Definitions

- **Tuition fee.** This is the payment that is chargeable to individual students to undertake their studies at UNNC and have the status of 'registered' student.
- **Miscellaneous fees.** These are fees that are charged by UNNC to individual students on behalf of third parties; these include but are not limited to insurance, accommodation and room deposit.
- **2+2 students.** These are students who have registered with UNNC but are studying at UNUK on the formal 2+2 programme.
- **Exchange In Students.** These are students nominated by partner universities and study at UNNC as exchange (non-award bearing) student via bilateral exchange agreement. They normally pay tuition fee to their home university.

- **Exchange Out Students.** These are students registered at UNNC but who are studying at a partner university as exchange (non-award bearing) student via bilateral exchange agreement. They pay tuition fee to UNNC.
- **Study Abroad (In) Students.** These are students who study at UNNC as fee paying (non-award bearing) students. Bilateral exchange agreement is not necessary for study abroad programme. They pay tuition fee to UNNC.
- **Study Abroad (Out) Students.** These are students registered at UNNC but who are studying at a partner or non-partner university as fee paying (non-award bearing) student. They pay tuition fee to the host university.

4 Roles and Responsibilities

Finance Office is responsible for:

- The collection of tuition fees and miscellaneous fees for all registered students.
- Communicating with students who have tuition fee or miscellaneous fees owing to UNNC.
- Notifying Academic Service Office, Faculties, Department of Campus Life and other relevant offices of students who have tuition fee and miscellaneous fees owing to UNNC.
- Settlement and refund of tuition fee and miscellaneous fees for students who withdraw, terminate or suspend.
- Provide students with invoices at the end of each semester.
- Produce tuition fee and miscellaneous fees management reports for internal and external stakeholders as required.

Academic Services Office is responsible for:

- Providing Finance Office with a list of all returning students prior to the start of each semester.
- Providing Finance Office with on-going updates to the status of returning students.
- Updating the student status in all student records software applications, as required by the content of this policy. Notifying relevant departments of any change in student status.

Student Recruitment and Admissions Office/Graduate School are responsible for:

- Providing Finance Office with a list of students who have been matriculated before the beginning of each academic year (for UG/PGT students) and before the beginning of each semester (for PGR students).
- Providing Finance Office with on-going updates to changes in the students who matriculate after the start of each academic year/semester.
- Providing Finance Office with a list of students granted scholarships and/or tuition fee waiver.

Global Engagement Office is responsible for:

- Providing Finance Office with a list of students who have successfully registered on mobility programmes at the beginning of each semester.
- Providing Finance Office with on-going updates to changes in the students deploying on mobility programmes.

Faculties/CELE are responsible for:

- Ensuring that those students who have failed to pay fees due to UNNC and have been classed as "Suspension – Debt" are managed in accordance with this policy.

Department of Campus Life is responsible for:

- Communicating with all the students to remind them to pay tuition fees and miscellaneous fees owed to UNNC.
- Managing returning students' Financial Aid applications.

5 Fee Rates

The fees for UNNC students are published on the UNNC website.

6 Full-Time and Part-Time Students

Full-time students will be charged the appropriate fee as published on the UNNC website for each year they are enrolled on a programme at UNNC. Part-time students will pay a fee that is proportional to the amount of study being undertaken. Payment of Tuition Fees

New students' tuition fees, and the due dates for payment, will be communicated in the offer letter. It is the students' responsibility to check their account and make payments by the due date.

Returning students' tuition fees, and the due dates for payment, will be communicated to students by email.

All tuition fees and miscellaneous fees will be raised and must be settled in Chinese Yuan. For overseas bank remittance, whilst it is for individual students to decide which currency they will transfer from their own bank account, when the payment arrives at UNNC's bank, it will be translated to Chinese Yuan at the bank's prevailing exchange rate on the date it is received. UNNC will not accept liability for payment or processing fees, including any differences or charges arising from foreign currency exchange fluctuations.

If some, or all of, a student's fees are paid by a recognised funding body, the student must provide evidence of this when making the payment.

For returning students who are experiencing financial difficulties due to a significant change in their circumstances, they may apply for financial aid.

7 Late and Non-Payment of Tuition Fee

In the event that a student owes tuition fee to UNNC, Finance Office will contact and inform the student within the first two weeks of the semester to make the payment. In the event that payment is

not made when requested, Finance Office will follow up with two further written requests for payment in the following four weeks. If payment has not been received by the sixth week, Finance Office shall notify Academic Services Office in writing to request the student's registration to be suspended. In exceptional circumstances, one or more of the following sanctions may be applied:

- Not be allowed to take any examinations
- Not be allowed to receive academic results
- Not be allowed to graduate and/or receive their award; in order to graduate, all fees and other study-related sums must have been paid in full (at least three weeks) prior to the date of graduation
- Not be allowed to automatically register or re-register for any subsequent academic year
- Not be eligible to automatically receive the benefits of any fellowship, studentship, scholarship, bursary or prize awarded by UNNC
- Not be made any offer of a place on any course at UNNC

For students who have been suspended for non-payment of tuition fee, after one year has passed, the student will be deemed to have withdrawn from UNNC, with no guarantee of re-admission to the programme.

UNNC reserves the right to take reasonable steps to recover all fees due and also any fees, charges or legal costs incurred in that recovery action.

8 Refund of Tuition Fee

If a student withdraws or interrupts their studies, they are still liable for tuition fees and miscellaneous fees for the period of their study. If the student or their sponsor has already paid more than the fees due, the excess will be refunded to the fee payer. The calculation method of any refund will comply with Zhejiang Education Department's regulations.

For full-time UG and PGT students, the tuition withdrawal/suspension/ termination adjustment is calculated by using the course last attendance date confirmed by Academic Service Office. UNNC shall calculate the tuition fee refund based on the actual learning period of the student (one academic year is divided into 10 months). The starting date of the students' actual study period will be the date of registration, and the end date is the last attendance date.

For part-time UG and part-time PGT, the tuition fee refund amount is calculated based on the number of modules not taken. For PGR students, the tuition fee refund amount is to be calculated based on the student's last attendance date.

The date of withdrawal or interruption is defined as the last attendance date noted by the appropriate member of staff or the record in the Attendance Monitoring System following the completion and sign-off of the withdrawal process. Notification by any other means (such as verbal communication with a personal tutor, module convener or school administrator) do not constitute withdrawal or interruption of studies and will not affect the fee liability.

For students who have completed their academic studies (in that all teaching sessions and examinations for the course have taken place), no refund will be due regardless of the withdrawal date.

9 Consultation and Complaint

Students with a technical question related to making a payment are to contact the UNNC Finance Office for advice and guidance. Students who wish to make a complaint about their change of status due to non-payment of fees are to do so via the Academic Services Office, who shall liaise with UNNC's leadership on the matter.

10 Policy Interpretation Right

This policy is effective upon the date of issuance. Academic Services Office has the right of interpretation of this policy.