

# COLLEGE OF INTEGRATED CHINESE MEDICINE

## TUITION FEE POLICY 2024-25

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## **‘HOME’ FEE STATUS ELIGIBILITY FOR EU STUDENTS**

**As the UK has left the EU; EU, other EEA and Swiss nationals will no longer be eligible for Home fee status and undergraduate financial support from Student Finance England for courses starting in academic year 2022-23.**

### **1. INTRODUCTION**

1. The College of Integrated Chinese Medicine (CICM) is committed to a fair and transparent policy in respect of fees and charges it expects students to pay. CICM has an obligation to safeguard public funds and ensure that it delivers value for money to students.

### **2. SCOPE**

- 2.1. To outline the policy regarding tuition fee rates, payment of tuition fees, financial support and financial regulations for students.

### **3. STUDENTS LIABILITY FOR PAYMENT OF FEES**

- 3.1. Students retain ultimate liability for payment of their fees, whether invoiced or not, including where sponsorship agreements have been approved. CICM will ultimately always seek to recover fees directly from students in cases where payment of approved sources is not forthcoming.
- 3.2. CICM reserves the right to take appropriate action against students who fail to pay their fees, or make satisfactory arrangements to pay on, or by the end of a set period after the start date of their course. Further, CICM reserves the right to withhold degree certificates, transcripts, references, and to prevent students from participating in graduation ceremonies.
- 3.3. In the event of any conflict between this policy and other documents or publications containing reference to fees, this policy shall have precedence.
- 3.4. Other than in a student's offer letter, only the Finance Manager is authorised to provide a definitive statement on tuition fees. All other tuition fee information provided by non-authorised staff shall be considered advisory only and non-binding on CICM. Students or staff requiring definitive confirmation of fees should contact the Finance Manager.

### **4. SETTING TUITION FEES**

- 4.1. Tuition fee rates are reviewed and approved annually by the Management Committee. Information used in the determination of tuition fee rates includes:
  - a) The statutory fee cap for UK home and EU students
  - b) Recruitment levels to courses
  - c) Market intelligence
- 4.2. CICM recognises that students have a variety of personal and financial circumstances. CICM sets and collects fees with this mind.

- 4.3. CICM's tuition fees are charged to students on an academic year/annual basis and depending on a student's fee status and the applicable fee regime, maybe subject to annual increases throughout the duration of the course.

## 5. COHORT

- 5.1. CICM assigns all students a 'cohort' when they start a new course registration. The cohort is used to determine the fees and fee regime applicable to each student. The cohort changes if a student takes up a new course registration or returns from a break in study in excess of the maximum permitted.
- 5.2. Students moving to a new course as a result of an internal transfer, without a break in study will retain their original cohort.
- 5.3. Undergraduate students transferring to CICM from another institution without a break in study or who are otherwise able to demonstrate they should be considered as 'continuing' for the purposes of funding will be assigned a cohort that reflects their continued eligibility for their existing fee regime.

## 6. DEFINITIONS OF A NEW STUDENT

- 6.1. A student starting a new course at CICM in the current academic year or;
- 6.2. A student who previously studied at CICM, starting a new course in the current academic year, where the course is at a different level (e.g. postgraduate, not undergraduate) from any course taken during the previous academic year or;
- 6.3. A student who is continuing the same course at CICM following an authorised break from study of more than two years.

## 7. DEFINITIONS OF A CONTINUING STUDENT

- 7.1. A student who is continuing the same course at CICM as in the previous academic year or;
- 7.2. A student who is continuing the same course at CICM as in the previous academic year or following an authorised break from study of less than two years or;
- 7.3. A student transferring course within CICM or transferring in from another higher education institution and not changing their mode of study (e.g. from full-time to part-time).

## 8. UNDERGRADUATE STUDENTS – FEES, CAPS AND INCREASES

### A) HOME/UK FEES (AND THE STATUTORY FEE CAP)

- 8.1. The fee cap set by the UK Government is the maximum fee chargeable for a particular student group or course. The Department for Education is responsible for determining fee caps and may revise them on an annual basis in line with government policy.
- 8.2. For all students, fees may increase between academic years and for new cohort intakes. The fees set for new cohorts will reflect the fee appropriate for the course and year of intake.

### B) OVERSEAS FEES

- 8.3. Students paying the 'overseas' fee for a cohort are set by CICM.

### C) OFFSHORE FEES

8.4 The maximum amount of course fees that an institution may charge offshore undergraduate students is set by agreement with the island governments and the fee charged will not exceed the maximum fee limit set for Home/UK undergraduate students

8.5 CICM applies the same principles to maximum fee limits for offshore students as it does for Home/UK undergraduate students (see paragraph 8.1)

## 9. PUBLICATION OF FEES

9.1. CICM publishes fees on its website each year at:

<http://www.acupuncturecollege.org.uk/info/courses/bsc-acupuncture/course-fees-and-dates/>

## 10. PERIOD OF REGISTRATION

10.1. Students usually register at the start of each academic year, the duration of which is a maximum of one year for the first 2 years and a maximum of 16 months for the third year. At the end of this period, students are required to register again at the start of the next academic year.

10.2. The tuition fee policy in place at the start of a students' first academic year remains in effect for the duration of that academic year and will be revised and updated on an annual basis. Revised versions apply to each subsequent academic year.

10.3. Students deferring their place at CICM will not normally be able to retain their eligibility for the fees applicable to their original intended first period of study. Usually students taking up a place will be charged the fees applicable to their course at the time they actually commence study.

## 11. UNDERSTANDING THE POLICY

11.1. This policy should be read carefully. Students who have difficulty reading or understanding this policy should contact the Finance Manager in the first instance.

## 12. TUITION FEE RATES FOR THE ACADEMIC YEAR 2024-25

12.1. All fees are charged to students on an academic year/annual basis and depending on a student's fee status and the applicable fee regime, may be subject to annual increases throughout the duration of the course. Fees for the academic year 2024-25 are shown in the table below:

Course	Year of entry	Mode of study	Home/UK fee for the year	Overseas/EU fee for the year
BSc (Hons) Acupuncture	2024	Full-Time	£9,250	£11,250

12.2. The fee for each student is determined with reference to the tuition fee rates, the student's course of study, the mode of study (i.e. full-time or part-time), the number of units that the student is taking and the student's fee status (i.e. their eligibility to be charged 'home' or 'overseas' fees, see Section 16).

12.3. The exact fee is calculated once students have enrolled, at which stage CICM will have information on fee status and any units eligible for Recognition of Prior Learning.

12.4. All students are subject to the full fee liability regardless of when they start the course during the academic year.

- 12.5. All students are subject to the full fee liability regardless of their attendance unless they have interrupted their studies.

### 13. FEES FOR REPEATING STUDY

- 13.1. Students who repeat/retake a year or unit must pay the appropriate fee.
- 13.2. No additional charges are made to students who defer or resit examinations or resubmit coursework during the same academic year e.g. a first exam attempt in June, with a subsequent resit in September will not incur any additional fees.
- 13.3. Charges for retake/assessed units are shown in the table below:

Course	Retake (taught) element	Fee for the year
BSc (Hons) Acupuncture	Units worth 50% or less of the total number of credits awarded for the academic year.	50% of the full fee
BSc (Hons) Acupuncture	Units worth over 50% of the total number of credits awarded for the academic year.	100% of the full fee

### 14. INTERRUPTION OF STUDY

- 14.1. Students affected by a long period of illness, personal difficulty, pregnancy or a work/life balance issue may ask to take time away from CICM and interrupt their studies and return at a later point, usually the following cohort.
- 14.2. Where students interrupt their studies and return at the beginning of a new cohort, they are liable for the fees that apply to their new cohort
- 14.3. Where students interrupt their studies and have approval from CICM to resume the course at the same point at which they interrupted their studies, they will be liable for the fee for their new cohort for the remainder of their study.
- 14.4. If a student interrupts their study part way through a course having paid the fee for that year in full, they will resume the course when they return and will not be charged a fee for the year in which they return unless the fee has increased, in which case the student will be required to pay the difference.
- 14.5. Students in receipt of a tuition fee loan from Student Finance are subject to different rules (see Section 28).

### 15. FEES FOR STUDENTS WITH ACCREDITATION OF PRIOR DEGREE LEVEL QUALIFICATIONS (APL)

- 15.1. Accreditation of Prior Learning (APL) is the awarding of credits for learning which the student has undertaken with another university or college.
- 15.2. CICM charges the following non-refundable fees to submit an application for APL:
- a) One unit £300
  - b) Two or more units £500

- 15.3. Successful applications will receive a fee waiver equivalent to the application fee paid and will be charged tuition fees according to the number of units they have to sit assessments, as per the table in section 13.3.

## **16. FEE STATUS AND OVERSEAS FEES**

- 16.1. CICM charges two levels of fee: a lower 'home' fee and a higher 'overseas' fee. Whether a student pays a 'home' or 'overseas' fee depends on whether they meet certain criteria.

<http://www.ukcisa.org.uk/International-Students/Fees--finance/Home-or-Overseas-fees/England-Higher-Education/>

- 16.2. All students are required to complete a fee assessment form to determine their fee status, i.e. their eligibility to be charged 'home' or 'overseas' fees. Students must provide documentary evidence to support their assessment and this will be used to determine their fee status and the amount of the fee charged.

- 16.3. Students who are uncertain of their fee status should contact the Registrar.

## **17. STUDENT DEPOSITS**

- 17.1. All new students starting a course at CICM are required to pay a non-refundable deposit of £400.

- 17.2. All new international students starting a course at CICM are required to pay a non-refundable deposit of £2,000. All students are expected to pay the deposit prior to creating a CAS (Confirmation for Acceptance of Studies) with UK Visa and Immigration; this is to enable students to apply for a visa.

- 17.3. The balance of the tuition fees (i.e. less the deposit outlined in 17.1 and 17.2) will become due at registration.

## **18. PAYMENT OF TUITION FEES**

- 18.1. Full or partial contribution to fees can be made by one or more of the methods below:

- a) Bank Transfer
- b) Debit/credit card
- c) Payment plans (instalments by Direct Debit)

- 18.2. Unless otherwise agreed, tuition fees for international students and those paying for themselves without sponsorship from the Student Loans Company (SLC) are due and payable either on the first day of the student's course, academic year or at registration (whichever is the earlier).

- 18.3. If arrangements to pay tuition fees are not made by the student at registration, CICM will subsequently make every effort to remind students that fees are due by e-mail. However, these are reminders only and students are contractually responsible for paying fees on time whether e-mails are received or not.

- 18.4. It is the student's personal responsibility to ensure that fees are paid and cleared on time. This is the case irrespective of whether the student believes that the tuition fees are to be paid by a sponsor. Sponsorship arrangements through Student Finance must be supported by proof from the SLC of funding at the time of registration.

## **19. Bank Transfer**

- 19.1. This is CICM's preferred method of payment and students should make payment before the start of their course or academic year.
- 19.2. CICM's bank details are:
- Account Name: The College of Integrated Chinese Medicine
- Account No: 20899453
- Sort Code: 20-71-03
- 19.3. For transfers from overseas bank accounts, the following information will also be required:
- IBAN No: GB15 BUKB 2071 0320 8994 53
- Swift Code: BUKBGB22
- 19.4. Please note that charges for overseas bank transfers are often made by both the payer bank and our bank and these charges will be passed on to the student.
- 19.5. For students paying fees by bank transfer, the reference should include the full name of the student.

## 20. DEBIT/CREDIT CARD

- 20.1. CICM accepts payment from most major debit/credit cards for registration fees and deposits.
- 20.2. Students wishing to pay by debit/credit card need to do so using CICM website [www.cicm.org.uk/](http://www.cicm.org.uk/).

## 21. PAYMENT PLANS (INSTALMENTS BY DIRECT DEBIT)

- 21.1. CICM has a payment plan that allows students to spread the payment of their fees over a number of months by direct debit.
- 21.2. Arrangements to pay tuition fees by instalments must be made at or before registration.
- 21.3. Payment plans are not specifically tied to liability periods (i.e. if a student pays £1,000 per month for 3 months from October to December, the total paid of £3,000 is not necessarily the fee owed for this period).
- 21.4. In order to pay by instalments, a student must have a UK bank account capable of processing direct debits.
- 21.5. The standard payment plans are nine consecutive monthly instalments due on the 1<sup>st</sup> of each month or the next working day in cases where the 1<sup>st</sup> is a weekend or bank holiday.
- 21.6. In the exceptional event that a student is delayed in completing the direct debit mandate, the payment plan will be amended to meet the remaining instalment dates and the end date is not extended to compensate.
- 21.7. On an exceptional basis, where extenuating circumstances have been demonstrated, the Finance Manager may approve an individual plan with a student.
- 21.8. There are no extra charges associated with payment plans.
- 21.9. Students wishing to pay by this method should e-mail or write to the Finance Manager before the start of their course or academic year. CICM will e-mail details of the agreed direct debit payment plan and the number of instalments to the student.

21.10. For more information or advice, please contact the Finance Manager.

## 22. SPONSORSHIP

22.1. Students may ask CICM to invoice external sponsors, such as employers or other organisations directly.

22.2. Students must provide an original letter (on headed paper) from the sponsor confirming the amount or proportion of the fees they are paying on or before the beginning of the course or academic year.

## 23. 'STUDENT FINANCE' FUNDED STUDENTS (HOME/UK STUDENTS ONLY)

23.1. Designated undergraduate courses attract funding from the UK Government (and devolved administrations) via the Student Loans Company (Student Awards Agency for Scotland for students from Scotland). For ease of reference, 'Student Finance' refers to the Student Loans Company (SLC) and the four assessing authorities (listed below):

- Student Finance England (SFE)
- Student Finance Wales (SFW)
- Student Finance Northern Ireland (SFNI)
- Student Awards Agency for Scotland (SAAS)

23.2. Depending on where they normally live, all undergraduate students requiring financial support should make an application for a financial assessment with one of the Student Finance assessing authorities. This may include an assessment for living cost and/or a loan for the payment of tuition fees.

23.3. Details about the forms of UK government support available to home and EU undergraduate students can be found on <https://www.gov.uk/student-finance>

23.4. Students who have received written confirmation from the SLC that they are entitled to a grant or loan towards their fees, should give this confirmation to the Registrar. These students can then deduct the value of this grant or loan from their payment. They will however, remain liable for fees following any reduction in support payable arising from a reassessment of their grant or loan.

23.5. Students who are eligible for funding from the SLC must ensure that their applications for funding are confirmed at or before registration. An intention to apply for funding is insufficient.

23.6. It is the student's responsibility to complete all student loan funding applications truthfully and accurately.

23.7. Student Finance have the right to reassess students and where necessary amend or remove funding and CICM will reflect these changes in the student fee record. This may mean students have funding removed after it has been paid and may, therefore, become liable for tuition fees.

23.8. Student Finance will make payment to CICM in three disbursements, based on the loan liability points illustrated in the table below:



<b>Loan Liability for proportion of Tuition Fee Loan</b>	<b>First payment by Student Finance to CICM</b>	<b>Proportion of full year's fee paid to CICM by Student Finance</b>	<b>Example Period (Autumn intake)</b>
Term 1 – Day 1	3 <sup>rd</sup> Wednesday in October (Autumn intake)  1 <sup>st</sup> Wednesday in May (Spring intake)	25%	Sept-Dec
Term 2 – Day 1	1 <sup>st</sup> Wednesday in February (Autumn intake)  1 <sup>st</sup> Wednesday in October (Spring intake)	25%	Jan - Apr
Term 3 – Day 1	1 <sup>st</sup> Wednesday in May  1 <sup>st</sup> Wednesday in February (Spring intake)	50%	Apr - Jun

Entitlements and liability come into force and/or accrues on the first day of each term.

- 23.9. Students not applying for support from Student Finance are required to make arrangements for the payment of their fees to complete their registration.
- 23.10. Students who have funding applications rejected by Student Finance after they have started their course will be liable to pay their own tuition fees. Students receiving late notification of rejected applications will become liable to pay their own fees and should contact the Finance Manager as soon as possible to discuss their options.
- 23.11. Students with tuition fee loans from Student Finance may transfer to another institution following the official start of their course. In these cases, CICM will retain the tuition fee loan for the period up to and including the transfer, as detailed in the table above, except where the transfer occurs during the cooling off period.
- 23.12. Similarly, for students with approved tuition fee loans transferring into CICM following registration at a different institution, CICM will expect to receive the tuition fee funding from the liability period following the transfer.
- 23.13. Maintenance support is released to students 3-5 working days after CICM submits a registration confirmation to Student Finance. Students are responsible for ensuring that a complete and approved funding application is in place and that all necessary documentation, including a signed declaration, has been submitted to Student Finance.
- 23.14. Tuition fee support from Student Finance is paid directly to CICM when an attendance confirmation is submitted to the SLC.
- 23.15. Students waiting for support from Student Finance are required to arrange for the payment of their fees to CICM.

## 24. DISCOUNTS

An early payment discount of 2.5% is offered to students who pay their fees for the academic year in full on or before the early payment deadline which is usually the 1<sup>st</sup> day of the month the course commences.

## 25. FINANCIAL SUPPORT

25.1. The Finance Manager should be contacted immediately if a student is experiencing any difficulties in paying their fees. CICM provides a number of services to help students, such as:

- a) Payment plans
- b) Advice and assistance on government financial support (loans and grants);

## 26. FAILURE TO PAY TUITION FEES

- 1.1. Students retain ultimate responsibility for the payment of their fees owing to CICM regardless of sponsorship agreements.
- 1.2. Students who have withdrawn from a course will still need to pay the outstanding fee liability.
- 1.3. CICM will try to accommodate the needs of its students wherever reasonable. If a student is having problems paying tuition fees, it is essential that the student contact CICM as soon as possible to discuss any alternative arrangements.
- 1.4. If a payment for fees is missed or defaulted upon, the student must contact the Finance Manager who may refer them to the Finance Committee to arrange a support meeting to discuss circumstances, funding availability and a payment plan.
- 1.5. In the event that the student misses a payment date for other charges or repayment of loans, the student must contact the relevant department (e.g. the library for fines on late return of books).
- 1.6. Students who fail to arrange to pay tuition fees within a satisfactory time can have the following sanctions applied:
  - a) Withdrawal of library borrowing rights;
  - b) Withdrawal of student IT rights;
  - c) Disablement of Student ID card and any controlled access privileges;
  - d) Withdrawal of student from their course;
  - e) Not be permitted to re-register on their course;
  - f) To have their academic results withheld;
  - g) Not have access to transcripts;
  - h) Not be issued with a final degree certificate;
  - i) Not be permitted to the Graduation Ceremony;
  - j) Not be issued with any academic references.
- 1.7. The type of sanction imposed by CICM will depend on the circumstances, including but not limited to the size of the debt, the student's payment history and how close the student is to completing the course.

- 1.8. Where the student has failed to pay their tuition fees within a satisfactory time, they will receive a warning by e-mail. If the student does not pay the debt set out in the warning, CICM can impose sanctions.
- 1.9. If a student pays a debt in full, CICM will lift the sanctions. It will also re-register a student (where appropriate) provided the student can give clear proof of improved finances that have been agreed by the Finance Manager.
- 1.10. CICM takes seriously any attempt to pay through illegal means and invokes the Student Disciplinary Procedure in cases of fraud, use of counterfeit credit cards or other false payments. This may result in a student being disciplined under the Procedure. Such incidents (including information about CICM's investigation) will also be reported to the police or other authorities.
- 1.11. Students must not assist other students, who are subject to sanctions, to access CICM's resources.
- 1.12. If CICM continues to provide services to the student even though fees have not been paid in time, this does not in any way mean that CICM gives up any of its legal rights, including the right to bring any action against the student for non-payment of fees.

## 27. WITHDRAWAL FROM A COURSE

- 27.1. Students intending to withdraw from the course must follow the HSU '[Suspension of Studies & Student Withdrawal Policy](#)' and should contact CICM's Registrar for further advice.
- 27.2. Students have the right to withdraw from CICM within 14 calendar days from the day after the start of their course without incurring any tuition fees or financial penalty. It is the student's responsibility to ensure that this notification reaches CICM in a timely fashion. At the very latest the student must ensure that they have followed the procedures outlined in the 'Suspension of Studies & Student Withdrawal Policy' no later than the 14th day.
- 27.3. Fees will be charged pro rata and calculated on a monthly basis in line with the College Refund Policy.
- 27.4. Any student who is entitled to a refund, having paid an amount above the fees due should email the Finance Manager:-
- 27.5. Any unpaid course fees are payable immediately once a student decides to withdraw from the course, regardless of whether the student has made a prior arrangement to pay by instalments.
- 27.6. Refund of fees for a student who is sponsored, is returned to the sponsor not to the student and is usually paid using the same payment mechanism that was used when it was originally made.
- 27.7. If a student has received a discount, it will be deducted from any refund pro-rata as above.
- 27.8. Any fees not covered by a student loan will be charged on a pro rata basis (calculated monthly in line with the College Refund Policy).

## 28. FEES FOR WITHDRAWN STUDENT FINANCE FUNDED STUDENTS (HOME/UK STUDENTS ONLY)

- 28.1. Attendance will be determined as a student who has attended for at least one day during a term, or whose last day of attendance as recorded by CICM is within a given term.

- 28.2. Where a student has a tuition fee loan, CICM will report to the SLC the last date of attendance and the student's liability for fees will be communicated to the SLC as follows:

Attendance in term 1 – pro rata for attendance in the first term and no more than 25% of the annual tuition fee will be liable

Attendance in term 2 – pro rata for attendance in the second term and no more than 50% of the annual tuition fee will be liable

Attendance in term 3 – pro rata for attendance in the third term and no more than 100% of the annual tuition fee will be liable

- 28.3. Any student considering withdrawal from their course who has a tuition fee loan from the SLC are advised to discuss their withdrawal with the Registrar prior to making their decision.

## 29. COMPLAINTS

- 29.1. Students who consider this policy has not been correctly applied in their case, or have a concern about the accuracy of the fee they are being charged, or the decision about termination of their studies and cancellation of their registration on financial grounds, may bring a complaint under the [CICM's Student Complaints Procedure](#) by presenting relevant evidence to support their concerns.