

Fees Assessment Policy and Procedure

Owner	Chief Commercial Officer		
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Changes	• Alignment with OfS Regulatory advice 24 Guidance related to freedom of speech. • Provided more detail of and added a second stage to the appeal process		
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Related internal policy	Recruitment, Selection and Admissions Policy and Procedure		
Related external policies and regulations	• Education (Fees and Awards) (England) Regulations 2007 • Higher Education (Fee Limit Condition) (England) Regulations 2017		

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Introduction

This document sets out Regent College London's (the College's) process for determining the tuition fee status of its applicants, either 'Home' or 'Overseas', in accordance with The Education (Fees and Awards) (England) Regulations 2007¹ and the Higher Education (Fee Limit Condition) (England) Regulations 2017².

The Fee Regulations allow publicly funded education institutions to charge fees to Students who are classed as having Overseas Fee Status at a different or higher rate than those classed as Home unless they fulfil certain residence and immigration status criteria set out in the Fees Regulations.

Each prospective student's fee status will be assessed and determined prior to enrolment to ensure the candidate knows the rate of pay for their programme, and the assessment will be guided by the supplementary information and training provided by the UK Council for International Student Affairs (UKCISA) on fee assessment (<https://www.ukcisa.org.uk/>)

Fee assessments will be conducted by the Student Recruitment Team member and verified by the Admissions Team (admissions@rcl.ac.uk) and any supplementary documentation relating to fee assessments should be submitted prior to registration on the programme.

Changes in Fee Status classification during the course will apply only at the following academic year, on the first day outlined below and if the applicant provides information after that date, any appropriate change will occur from the following relevant rate.

Criteria

Tuition fee status is determined by Residency not Nationality so residency criterion must be met to qualify for 'Home' fees. For example, a British citizen who has not lived in the United Kingdom or maintained a connection to the UK (relevant connection detailed by UKCISA) for the three years prior to the start of programme, will be classified as an 'Overseas' student.

There are many categories in which a person may fit into 'home' category for tuition fee purposes and the main categories are outlined here:

<https://www.ukcisa.org.uk/student-advice/fees/know-the-basics-for-he-england/#layer-6082>

All those who do not meet the set criterion will be deemed an 'Overseas' student for tuition fee purposes.

The ordinarily resident rule states that persons must be ordinarily resident in the UK/EU/EEA or British Overseas Territories for a full three-year period before the first

¹ <https://www.legislation.gov.uk/ukxi/2007/779/contents/made>

² <https://www.legislation.gov.uk/ukpga/2017/29/contents>

day of the academic year. The 'first day of the academic year' is defined in the fees and Student Support regulations, and calculated below:

Programme starts between	First day of academic year
1 August and 31 December inclusive	1 st September
1 January and 31 March inclusive	1 st January
1 April and 30 June inclusive	1 st April
1 July and 31 July inclusive	1 st July

This date is used regardless of when your course term starts or when your lectures commence but is not connected to when fee payments are due, or any instalment plan agreed.

Please note, pay attention to the wording in the UKCISA guidance as definitions are: 'first day of the academic year you are paying fees for', or the 'first day of the first academic year of the course'. Fee status criteria applies differently depending on which definition is applied.

Fee Status Assessment

The assessment of an Applicant's Fee Status is made independently of the College's academic assessment of their application to study on their chosen programme. Fee Status decisions are made in respect of each individual Applicant or Student, based on the residence and immigration status as disclosed in their application for admission.

Regent College London is committed to upholding freedom of speech. Fee assessment decisions will not be influenced by the applicant's lawful expression, view, beliefs, or opinions.

In most cases, the candidate's fee status will be determined based on the information and documents provided as part of their initial application to The College.

In the case that the information provided as part of the initial application to the College is insufficient to decide on the fee status, the applicant will be required to complete a Fee Status Questionnaire and submit this along with any relevant supplementary documents.

The Fee Status Questionnaire is a document which is designed by The College to aid in the assessment of those applicants who may not fall into the main categories/criterion outlined by the Fee Regulations above. It enables The College to investigate all possible options for undertaking a Fee Status assessment before deciding on whether an applicant should be classified as having Home or Overseas Fee Status.

For those who have been asked to submit a Fee Status Questionnaire (and supporting documents if applicable), the Admissions team will notify them via email on the outcome of their assessment, and whether they will be classified as a 'Home' and 'Overseas' fee payer.

For those who are not required to submit a Fee Status Questionnaire, the assumed 'Home' Fee Status will be categorised in the initial assessment and will stand unless notified otherwise.

Fee Assessment Appeal

Changes to Fee Status can only be applied in certain instances:

- If UKCISA sets out 'first day of the academic year you are paying fees for' in the guidelines, and the College reserves the right to review your status only at the following relevant date outlined above.
- Appeals against the Fee Status decision must be submitted within the 14-day cooling-off period

Appeals should be made in writing to the Head of Admissions, who will acknowledge the appeal within five working days, investigate and make a decision, responding to the appellant within twenty working days of receipt of the written appeal. The appellant (who may be accompanied) and any member of staff associated with the decision on the application may be asked to attend an appeal hearing meeting. If the matter cannot be resolved at this point, the appellant has the option to then refer the appeal to the Chief Commercial Officer, in writing within ten working days of the Head of Admissions decision date. Within ten working days of referral, the Chief Commercial Officer will respond with their decision, which is final.