

UCM FEES AND POLICY REGULATIONS

2019-20

1. Normally students will only be permitted to join courses if the appropriate fees have been paid or the student is exempt from paying course fees. The only exception is where employers or other sponsors are to be invoiced, or if payment by instalments have been agreed.
 - 1.1 Any default in the payment of fees may debar the student from subsequent course and examination entries.
 - 1.2 The first instalment will be due before the commencement of the course and the final instalment must be paid before the commencement of any continuation of the same course.
 - 1.3 Acceptance of an instalment package is a commitment to pay the agreed fee in full. It should not be considered as a 'pay as you go' scheme.
2. For all courses there will be an integrated fee that will incorporate tuition, registration and normal examination fees (where applicable) as well as charges for standard materials and equipment.
3. Course Fees will be determined annually according to the following guidelines:
 - 3.1 A Non Resident Fee for further education full-time courses will be based on the full cost of supporting a student at the College.
 - 3.2 Higher Education Fees will be set to meet local circumstances and in consultation with the Department of Education Sport and Culture and partner HE institutions.
 - 3.3 The Resident Fee for full-time further education courses will be set at a proportion of the Non Resident Fee, which in most cases will be 50% of that Fee. The Resident Fee will reflect the average funding per student allocated by the Department of Education, Sport and Culture, DESC.
 - 3.4 For part-time courses that are related to full-time courses a proportion of the appropriate full-time Resident Fee will be levied determined from the full-time equivalence of the course on a credit/unit basis.
 - 3.5 The non-subsidised part-time course fee is based on the hourly equivalent of the FE Resident Fee.
 - 3.6 For part-time courses where a related full-time programme does not exist, students will be charged tuition fees at the approved hourly rate and any relevant additional charges for registration, course materials etc.
 - 3.7 Some Courses, such as short courses and those preparing candidates for professional examinations, may be charged at a Resident Fee agreed with the validating body or at a rate related to that charged by other providers.
4. Students who are under the age of 18 on 1st September immediately preceding the start of a course will be exempt from payment of course fees – EXCEPT for the types of courses stated at 6. below, or others specified as non-discountable.

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5. **Students who are under the age of 18** on 1st September preceding the start of a full-time course (over 540 hours) who have been habitually and normally resident outside the Isle of Man for a 4 year period are liable for fees as per the attached table on the residential rate. When a student is accompanying a parent/guardian to the Island it is recommended that they contact the UCM student services team for funding advice.

Student eligibility under 18 years	Remission	Fee Payable
No eligible residency	0%	£4,053
1 Year eligible residency	50% on Residential Fee	£2,026
2-3 years eligible residency	75% on Residential Fee	£1,013
4 years or > residency	100% on Residential Fee	£0

- 6 Students aged 16+ who enroll on "Service to Business/commercial" courses, WBIS, ESOL courses, courses of 1 or 2 day duration, repeat or revision courses for GCSE/GCE, work based qualifications or other courses specified as non-discountable, will be liable to pay the full fees. Normally, no fee refunds, exemptions, reductions or course transfers referred to in 8,9 or 10 will be considered.
Where students have enrolled and are under the age of 18, so are liable for payment of fees, their enrolment form must be signed by a parent or guardian.
- 7 Students who are under the age of 18 on 1st September immediately preceding the start of a GCSE repeat or revision course in Math's and/or English will be entitled to a 50% reduction, unless this is part of a full time programme (for which the student will receive full fee remission).
- 8 Students who are, on the date that they enrol, themselves (or who are dependents of persons who are) in receipt of Income Support, Income-Based Job Seekers' Allowance, Employed Persons Allowance (but not Severe Disablement Allowance, which is not subject to means-testing), shall be exempt from the course fee for one course only and on only one occasion. Any subsequent enrolment for the same course will attract full fees.
- 9 Part-time students who are registered as disabled on the date they enrol and in receipt of Long Term Incapacity Benefit, Industrial Injuries Disablement Benefit, Severe Disablement Allowance, Disability Living Allowance, shall pay 50% of the direct teaching cost of the course, which excludes material costs. This reduction does not apply to courses listed at 6. Students in receipt of Disability Living Allowance, Incapacity Benefit, Incapacity Benefit (youth) will be exempt from fees for the general studies/life skills modules where the Principal is assured that significant educational objectives can be achieved.
- 10 Persons of at least 66 years of age on 1st September preceding the start of a part-time course will normally be charged 50% of the direct teaching cost of most part-time course fees (except for courses listed at 6), subject to a declaration and the provision of appropriate documentary evidence if requested. Please note, no discount is available for course material costs.
- 11 Residency status/Fee reductions that apply in the first year of a course will normally continue for the remaining years of the same course, except for:
- 11.1 reductions based on specified Treasury benefit claims where the benefit is no longer paid.

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- 11.2 where support from the Department of Education, Sport and Culture, DESC is withdrawn/ no longer available, (a pro rata course fee will be charged from the date support ceases).
- 11.3 persons choosing to repeat a course (if the course was not cancelled in the previous year).
- 11.4 where any subsequent enrolment is not continuous i.e. there has been a break during study.
- 12 Once students have enrolled, the resulting course places are student specific and are not transferable to another student without following UCM's withdrawal and enrolment procedures.
- 13 Course fees are not transferable between different Academic Years.
- 14 Students aged 18 or over on 1st September preceding the start of a full-time course who have been habitually and normally resident in the Isle of Man for a settled purpose throughout the 4-year period prior to the start of their course will be liable for course fees at the "Resident Fee 18+" rate, unless they are in receipt of a Student Award from the Department of Education, Sport and Culture for the course or in receipt of support from an alternative Government Department^[1]
- 15 Students aged 18 or over on 1st September preceding the start of a full-time course who have been habitually and normally resident outside the Isle of Man for a settled purpose throughout the 4-year period prior to the start of their course will be liable for course fees at the Non Resident fee rate. ^[1]
- 16 Students aged over 18 years of age who enroll onto an additional course, over and above that of their current full time programme, will incur fees. In some cases this may be appropriate to their needs and a fee waiver will be discretionary through the Principal.
- 17 All students qualifying for 100% fee exemptions will be exempt from examination/assessment fees except where;
- repeat examination(s)/assessment(s) is/are necessary.
 - a student fails to fulfill UCM requirements in respect of their studies.
- 17.3 a student fails to attend an examination/assessment and fails to provide appropriate medical documentation.
- 18 All students will be required to pay in full for resit examination/assessment fees. For examinations additional to those included in the course fees, the full examination/assessment fee(s) will be charged unless a 100% exemption applies. Resit examinations are subject to a £20 administrative charge.
- 19 Claims for full or partial refunds of any course or examination fee will be in accordance with UCM Refund Policy. The current refund administration fee is £20 per student enrolment.
- 20 Where a student enrolment is declined by UCM, a full refund will be given without a deduction

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of the standard administration fee.

- 21 Payment for fees by instalments on some certificated courses in certain situations may be approved. An application form for installments will need to be submitted to the UCM finance department for approval. This will be subject to a £20 administrative charge per individual.
- 22 Transfers from courses are permissible on the recommendation of the Programme Manager before the course commences or before the end of the first term following the commencement of the course. A pro-rata calculation will be made and any difference in fees will be refunded or collected. No transfers will be considered after the end of term one following the commencement of the course.
- 23 An administration charge of £20 will be applied in addition to the current charges for late or non-returned items from the College Library if requests for the return of the loaned items are not responded to by the deadlines specified by the Library. Once invoiced, the administration charge is still payable even if outstanding items are returned.
- 24 Concession based enrolments still attract full administration charges where applicable.
- 25 UCM reserves the right to terminate/refuse enrolments (or withdraw concessions) from students who provide false or inaccurate declarations for the purpose of enrolment and /or student award/fee determination.
- 26 Dependent based concessions are only applicable to applicants who meet the residency criteria.

Note [1]

To qualify for the rate subsidised by the IOM Government students must be ordinarily resident in the Isle of Man for a period of not less than 4 years immediately before the beginning of the first year of the course and continue to be resident for the duration of the course.

No account will be taken of temporary or occasional absences and discretion can be applied if you have taken a 'gap year' immediately after the completion of your 'A' levels or undergraduate degree. A student resident for less than 4 years immediately prior to the start of the course may also qualify by having a total of 10 years residency throughout their life, providing at least 2 of those years fall immediately prior to the start of the course.

A person is ordinarily resident in the Island if he or she voluntarily, and for settled purposes, lives in the Island for an appreciable period (a minor who lives with his or her parent is considered to be living voluntarily where the parent lives).

COURSE FEES 2019-20

FURTHER EDUCATION			
FULL TIME	2019-20	PART TIME	2019-20
Non Resident Fee *	£8,106	GCSE	£626
		Functional Skills	£395
Resident Fee 18+**	£4,053	A Level	£752
		Leisure Courses cost per hour	£6.25

HIGHER EDUCATION			
FULL TIME	2019-20	PART TIME	2019-20
Annual Undergraduate Fee (BA/BSc/BN/BEng) 120 Credits			
Non Resident Fee*	£9,250	Per 20 credit module	£1,581
Resident Fee **	£4,740	Pro-rated (50%)**	£2,370
		Per 20 credit module	£790
Post Graduate Fee (MA/MSc/MBA) 180 credits			
Non Resident Fee*	£14,221	Per 20 credit module	£1,466
Resident Fee**	£7,110	Per 20 credit module	£790

* Fees paid by students who cannot claim any fee concession or remission and who **do not** satisfy any residency criteria

**Full Time Course Fees for those who meet the residency requirements

Non-Accredited Modules:

For courses where modules/part modules are delivered a fee equivalent to APL would be charged per complete module, which would equate to **£395** for an undergraduate programme and also **£395** for a post graduate course.

NB. Fees for 2019-20 increased at the CPI rate of inflation of 2.5% (with the exception of GCSE, Functional Skills and A levels and non resident fee for HE).

The Department of Education, Sport and Culture reserves the right to amend these Regulations from time to time. The latest definitive version will be available at College Reception and on the College Website at <http://www.ucm.ac.im/>