

UHI ORKNEY FURTHER EDUCATION FEES POLICY 2025-26

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1. Policy Statement

This policy details essential information relating to fees and payment of fees. All students and staff should familiarise themselves with this policy.

2. Purpose

The policy outlines the responsibilities of UHI Orkney and students in relation to fees that may be charged to an enrolled student undertaking a programme of study.

All students enrolling on further education courses are required to pay tuition fees which are due in full at enrolment each year, unless otherwise agreed in advance (see Section 16.1, Instalment Policy). The payment of fees is the responsibility of the student. In the event of a student's sponsoring authority (e.g. Local Education Authority (LEA), employer, other funder, or a parent or guardian) failing to make payment, the student will be held personally liable for payment. Any student having financial difficulties in paying fees or other costs relating to studying at UHI Orkney should contact student support staff and the Finance Team at UHI Orkney.

The tuition fee covers enrolment, tuition, and assessment. For the avoidance of doubt, the fee does not include costs for travel to/from induction sessions; cost of field trips and similar; specialist personal equipment; books (other than library access and access to on-line materials and journals). Where there are additional costs associated with a programme (mandatory or optional), details can be obtained from your Curriculum Lead.

Students who are considering leaving their programme of study are encouraged to first contact their tutor and the finance team for advice and guidance to understand any implications, including liability for part or all of their tuition fees, of withdrawing from their studies (see section 17 Withdrawal and Tuition Fee Liability).

3. Scope

The policy applies to all further education courses. *This policy will also apply to higher education tuition in circumstances that are not covered by the UHI Higher Education Fees Policy.*

4. Exceptions

Students studying on a higher education course should refer to UHI's Higher Education Fees Policy.

5. Notification

The policy is available to staff via SharePoint. Students and prospective students are either signposted to or can find the policy on the UHI Orkney website.

6. Roles and Responsibilities

UHI Orkney Management Team approve the fees and fee policy which are reviewed annually by the Finance Team. The policy is implemented through the relevant funding and finance practitioners in UHI Orkney who are responsible for the administration and collection of fees.

Fees for full-time Scottish domiciled students are set by the Scottish Government. Other fees are set annually by the UHI Orkney. There may be instances where fees need to be set or varied outwith the annual fee setting cycle. The fees policy provides authority to the Principal, to agree to such fees or variations.

7. Policy Detail

7.1. Tuition Fee Determination

Tuition fee payable will depend on:

- Mode and level of study
- Student's fee status
- Type of student
- Any relevant bursaries, discounts, or scholarships
- Other fees may also be payable

7.2. Mode and level of attendance

The number of units or equivalent a student is registered on within a year of study will determine the mode of study as either full-time or part-time for fee purposes.

7.3. Transfers

Students who transfer to another course within UHI Orkney or change their mode of attendance may be liable for additional fees based on their revised units/credit load or any other fee differential.

8. Fee status

8.1. Assessment of fee status

UHI Orkney makes a provisional assessment of fee status based on the information provided on the student application form, pending confirmation (if appropriate) from the funding bodies. This assessment is clearly stated on all offer letters and applicants are directed to the UHI Orkney website, or Finance Team to find the actual fee due. Before making the provisional assessment,

further information from applicants may be requested. It is important that applicants understand UHI Orkney's assessment of fee status before accepting an offer.

The final determination of fee status will be made at enrolment when evidence of, for example term-time residence, may be required. If it is subsequently discovered that incorrect or incomplete information has been provided by the student, UHI Orkney may change the student's fee status and seek to recover any underpayment, including from previous years.

Generally, the fee status assessment at the start of the course continues for the duration of the course even if circumstances change, with the exception of changes relating to funding body eligibility. However, if the fee charged is miscalculated due to a fault or error on the part of UHI Orkney in assessing fee status, the students will be informed, and the fee adjusted to the correct level for the remainder of the course of study.

In the event of a student being dissatisfied with their fee status assessment they may submit a complaint via the complaints handling procedure.

<https://www.uhi.ac.uk/en/students/support/complaints/>

8.2. Fee status and fee implications

Fee status determines how much a student pays in tuition fees. It is based on nationality, where the student normally lives and how long they have lived there, age, as well as term-time location at the start of the course and the type of course studied.

9. Type of student

9.1. Veterans Scheme

The Ministry of Defence (MOD) has a programme to assist service veterans gain access to education. The MOD will meet the tuition fees for study up to Scottish Credit Qualifications Framework (SCQF) level 6 for some service veterans who do not meet the fee waiver criteria.

10. Bursaries, fee waivers and discounts

Fees may be waived or discounted in accordance with this policy or the Scottish Funding Council (SFC) Part Time Fee Waiver Policy where applicable.

10.1. Bursary full time fees

Students registered as full-time on a programme will usually either be granted full-time Further Education Fee Waiver (for students under eighteen at commencement of course) or awarded Orkney Islands Council (OIC) further education fee bursary in relation to their support funding. If the student is not eligible for the full-time Fee Waiver or OIC full time bursary the student will be charged the full-time fee.

10.2. Scottish Funding Council (SFC) Part Time Fee Waiver

The SFC runs a Part Time Fee Waiver scheme to assist participation in further education by eligible part time students where the student or the student's family are in receipt of certain benefits and tax credits; the taxable income of the student's family is below a certain threshold; the student (or the spouse of child of a person) is an asylum seeker; or the student is care experienced. Students undertaking an eligible course and who meet the criteria for the part time fee waiver grant are eligible to apply.

10.3. Staff Discount

A fee discount of 20% will apply to all employees of UHI Orkney (not the wider Orkney Islands Council) for taught programmes regardless of whether the study is funded by their employer or by themselves. This includes full-time and part-time courses but does not apply to short courses or non-certificated evening classes (also referred to as leisure courses) This will not be available in conjunction with any bursary or scholarship or combinable with any other discount. Where the activity receives staff development funding, the 20% discount will be applied to the total amount. The staff development funding will be calculated on the remaining amount.

11. Other fees

11.1. Recognition of Prior Learning (RPL)/Credit Transfer

There is no fee for assessment or administration of RPL/Credit Transfer claims either for entry to a course or for credit exemption.

11.2. Fees for unit reassessment

SQA units allow for two assessment attempts, in many cases students remain eligible for further reassessment to successfully pass an SQA unit without needing formally to repeat it providing this is prior to the course end date.

If a student requires to repeat a unit after their original course end date, the appropriate unit fee will be payable. Full teaching input will be available.

Where mitigating circumstances are accepted, fees for repeating units due to mitigating circumstances will normally still apply. A student may present a case for mitigating circumstances to the Curriculum Leader/Deputy Principal that the unit fee is waived.

11.3. Fee to sit exam at an alternative location.

Students may apply to sit an exam at an approved alternative venue and will be responsible for meeting any costs levied by the venue.

12. Certificates

12.1. SQA students

Most students enrol for a specific SQA group award (e.g., "SVQ in Social Services and Healthcare"), and the fee for certification of that award by SQA is included in any tuition fees charged. SQA issue the group award certificate automatically. They also issue transcripts automatically and free of charge. SQA charge a fee for a replacement certificate. Students should apply directly to SQA.

12.2. SQA certification fees – additional group awards

On occasion, if a student has completed a certain combination of units, they may seek certification for an additional group award (e.g., a Professional Development Award (PDA)) **as well as** the group award for which they were originally enrolled. There is no additional cost to the student for getting the additional certification.

Students may initially enroll for individual SQA units only, studying on a part-time basis. If they successfully achieve sufficient relevant units to be eligible, and subsequently seek a group award, SQA will charge a certification fee. In these circumstances, UHI Orkney will pay the certification fee charged by SQA, and the student will not be charged an additional fee.

13. Awards Ceremony fees

UHI Orkney does not charge students to attend the awards ceremony. Charges may be made to students and guests to attend a reception. Attendance at both the awards ceremony and reception are optional.

14. Fee for students enrolling on a unit but without assessment.

If a student wishes to enrol on a unit without being formally assessed, they can do so but will be charged the full applicable fee rate, please contact ocrevenue@uhi.ac.uk.

15. Open Learning (courses with an open end date e.g. ICDL)

For courses with no defined end date, in addition to the initial tuition fee an administration fee of £100, or the current fee whichever is lower, will be charged following the second anniversary after the course start date.

16. Payment Options

All tuition fees for the academic year are due in full at the point of enrolment each year unless students are eligible to pay by instalments and have arranged this in advance.

16.1. Instalment policy

Payment by instalment is not automatic. Should you wish to pay by instalments, please email ocrevenue@uhi.ac.uk

16.2. Full-time and structured part-time students:

Where fees for a programme of study exceed £250, payment may be made by instalments, providing that:

- The fee is paid by up to six equal consecutive monthly payment, and;
- Full payment is made before the end of the academic year or before the end of the course (for those studying for less than a full academic year).

17. Withdrawal from UHI Orkney and tuition fee liability

Students withdrawing from their studies may be liable for all or part of their tuition fee, depending on when they withdraw.

17.1. Fee liability for withdrawn students

Students whose fees are fully funded

Students who are funded by OIC, Skills Development Scotland (SDS), Construction Industry Training Board (CITB), Scottish Funding Council (SFC), Student Awards Agency Scotland Part Time Fee Grant (SAAS PTFG) or other UK student funding bodies are not eligible for refunds.

Funded students who withdraw from their course may be eligible for less or be ineligible for funding in the future.

Students changing mode of study from full-time to part-time or vice-versa will be responsible for paying any relevant fee.

General Principles

UHI Orkney will administer refunds in accordance with this policy.

Any reduction in fee liability for these students is governed by the following general principles:

- Only students whose fees are not paid by OIC, SDS, CITB, SAAS PTFG or SFC Fee Waiver are eligible for a reduction in fee liability.
- Reductions are due only in those cases where the amount of fees paid exceeds the amount of fees due.
- The reduced amounts are based on the number of weeks teaching received (the more teaching received, the lower the reduction in fee liability); and
- There is a cut-off date in each semester after which full fees are payable.

Fee charging schedule: *This schedule is subject to any exceptions detailed elsewhere in the policy.*

Students withdrawing part-way through their course, will be subject to the fee charge schedule. In the case of withdrawal, refunds will only be granted:

- Once the withdrawal process has been completed.
- Where there is no outstanding debt to UHI Orkney relating to tuition fees or any other fees.

17.2. Students studying full-time or structured part-time and unstructured part-time including certificated evening classes.

Date of commencement	Withdrawal date	Fee liability
Courses/units commencing in August/September or at other dates	Within two weeks of course start i.e., 'false start'	No fee due for false start in first two weeks (excludes Short Courses, Non-Certificated Evening Classes (also referred to as Leisure Classes))
Courses/units commencing in August/September	Before 01 November	£100 administration fee only
	Between 01 November and 01 February	50% of full fees plus £100 administration fee
	After 01 February	100% of the full fees, no £100 admin fee charged
Courses/units commencing at other dates	Within eight (8) weeks of the date of commencement of the course (excluding non-teaching weeks)	£100 administration fees only
	Between eight (8) and twelve (12) weeks of the date of commencement of the course (excluding non-teaching weeks)	50% of full year's fees plus £100 administration fee
	After twelve (12) weeks of the date of commencement of the course (excluding non-teaching weeks)	100% of the full fees, no £100 admin fee charged

17.3. Short Courses

UHI Orkney reserves the right to cancel or defer the dates of the courses. If we cancel a course, learners will be deferred to another scheduled date or given a full refund (if we are unable to provide a course on a date suitable to the learner).

17.4. In-Person Courses

More than 14 days prior to course start date	No fee charged
14 to 7 days prior to course start date	50% of course fee
7 days or less to course start date	100% of course fee

You may substitute delegates without incurring a cancellation fee, but substitutions should be notified to us in advance of the course.

17.5. ELearning Courses

Course eLearning has been accessed	100% of course fee
First Aid at Work – blended eLearning accessed but in-person attendance has not been undertaken	50% of course fee

17.6. Your Right to Make Changes

Name Change	No fee charged
Date Change - up to 7 days prior to course start	No fee charged
Date Change - 7 days or less to course start	One free change, thereafter £25 per booking amendment

17.7. Non-Certificated Evening Classes (also referred to as Leisure Courses) Policy

UHI Orkney reserves the right to cancel or defer the dates of the courses. If we cancel a course, learners will be deferred to another scheduled date or given a full refund (if we are unable to provide a course on a date suitable to the learner).

More than 14 days prior to course start date	No fee charged
14 to 7 days prior to course start date	50% of course fee
7 days or less to course start date	100% of course fee

18. Specific Conditions

The rest of this section lists specific conditions relating to the issue of fee liability. In cases not covered below, management discretion will be combined with an application of the above principles to reach a decision.

18.1. International students

Fees are not refundable except at management discretion.

18.2. Third Party sponsored students

Where a third party (e.g., a sponsoring employer) agrees to pay tuition fees, the fee liability will be reduced according to the schedule within this policy if the student withdraws, any refund of fees already paid will be made directly to the third party.

19. Full refunds

A full refund of tuition fees already paid or full reduction in fee liability will be available if UHI Orkney is unable to provide the course.

Students who have paid in full for a course lasting more than one year are eligible for a full refund for any 'unused' years plus any reduction on fee liability for their current year of study subject to the schedule within this policy.

20. Academic or other misconduct

Students who lose registered status due to academic or other misconduct are not eligible for a reduction in their fee liability, other than full 'unused' years if they have paid in advance.

21. Mitigating circumstances

Consideration may be given to reducing fee liability for students who must withdraw due to exceptional mitigating circumstances, for example, because of serious illness or bereavement. Academic or financial difficulties are not normally regarded as reasons for reducing fee liability. UHI Orkney will consider each case on merit.

22. Outstanding Debt

Where an applicant has previously studied with UHI Orkney and has an outstanding debt to UHI Orkney or to any UHI academic partner, they will not be admitted (or re-admitted after a formal break in studies) to any programme until that outstanding debt is cleared. For clarity, applicants may be made an offer for a subsequent course in line with the FE/HE admissions policy and practices but will be required to clear any outstanding debt or have a payment plan in place before enrolling on the subsequent programme.

For continuing students, any outstanding debt should normally be cleared prior to enrolment in each academic year (for full-time or structured part-time students, term to term progression within an academic year is not subject to such constraint). In individual cases, UHI Orkney may, at its discretion, permit re-enrolment subject to a plan being agreed with the student for recovery of the outstanding debt.

Where there is an outstanding debt, or non-compliance with a repayment plan, teaching may be stopped for that student until the debt is resolved. If the matter is not resolved the student will be formally withdrawn from the course. To discuss, contact ocrevenue@uhi.ac.uk

23. Withholding certification in cases of outstanding tuition fee debt

UHI Orkney will withhold the final certificate for an award until any outstanding tuition fee debt has been cleared.

24. Debt collection

Where tuition fees and other fees associated with engaging with the course of study are not paid by the due dates as agreed by UHI Orkney and the student, a debt collection process will be initiated, which may incur a percentage increase to the debt owed. This could include the use of professional and reputable debt collection agents, together with interaction with government agencies as required, to collect outstanding sums.

25. Write Offs

Write offs will be applied in accordance with Orkney Islands Council Financial Regulations.