Policy No.
UCP-FIN001

University Centre Peterborough

UCP-FIN0001 Higher Education Tuition Fee Policy

1. INTRODUCTION

1.1. University Centre Peterborough (UCP) is committed to providing students with clear, accurate and timely financial information relating to their study on their undergraduate course. This document sets out the UCP policy concerning the charging, remission and refund of fees and associated charges relating to teaching of Higher Education courses. It also includes students within partner / franchise arrangements.

1.2. This policy is reviewed annually unless revisions are required due to policy or legislative changes which are approved by the UCP Council. Student opinion is sought via committee.

1.3. Fees are set in line with government policy and are submitted each year to the Office for Students, the independent regulator of Higher Education in England www.officeforstudents.org.uk .

2. PURPOSE

2.1 This policy document sets out the fundamental fee charging principles of UCP. It explains ways in which students can settle tuition fees, and how tuition fees are recalculated arising from changes in students' circumstances.

2.2 The document indicates the consequences of non-payment of tuition fees and the appeals process that can be followed.

3. SCOPE

3.1 This document is applicable to all students who pay tuition fees; these being self-financing students, sponsored students, and students whose loans are being paid by the Student Loans Company (SLC).

3.2 The Policy is monitored by the Finance Department, who ensure that the Policy is adhered to, is transparent and consistently applied. The Finance Department will also respond to fee queries and tuition fee appeals. This policy operates as a secondary operational document under the authority of the **UCP Financial Regulations 2026/27 (Version 5, June 2026)**. In the event of any administrative ambiguity or procedural conflict, the definitions, authorisation matrix limits, and debt collection paths specified within the core UCP Financial Regulations and overarching Inspire Education Group (IEG) Financial Procedures shall take precedence. Compliance with this policy is mandatory for all UCP personnel, delivery partners, and enrolled students.

3.3 Tuition Fee Principles

3.4 UCP annually charges fees for its programmes of study identified in Appendix A.

3.5 Full-time course tuition fees are charged at a set annual rate and are not calculated in respect of the number of credits being studied, unless students are repeating units / modules or qualify as a new entrant on a full-time course with recognised prior learning.

3.6 Part-time courses delivered at Stamford and Peterborough are charged credit fees based on the standard study route, pro rata of 100% of the full-time course fees. However, Students cannot study credit values for less than the standard study intensity of the course unless they are repeating units or enter the course with recognised prior learning.

3.7 Students will pay the fee regime in place at their initial enrolment on the course, which can be subject to annual increases. This commitment will hold good for the normal course length plus two years. After this time has lapsed, if for any reason students have not completed their course, including periods of interruption/intermission, students will be charged the new fee regime. However, undergraduate students eligible for tuition fee loans under an old fee regime will continue to be charged this fee regime.

3.8 The Office for Students (OfS) sets the maximum tuition fee chargeable for full-time UK and Irish undergraduate students.

3.9 Tuition fees are subject to annual increases as follows:

- Full-time and part-time undergraduate UK and Channel Islands students' fees may increase annually subject to setting by central government.
- All tuition fees are subject to the maximum fee limits set out in OfS regulations; we intend to increase fees each year using the RPI-X
- Fees are published in Appendix A

3.10 Tuition fees and related information are published on the UCP webpages as follows:

- New students' fees can be found on the UCP 'Courses' webpages at https://www.ucp.ac.uk/a-z-courses/
- New and continuing students' fees can be found at www.ucp.ac.uk

3.11 The institution will abide by the guidance given by Student Finance England (SFE) in relation to fee handling, registrations, attendance confirmations, suspensions and withdrawals. Students are liable for any fee repayment to SFE (or equivalent) according to its policies, which are subject to change and outside of the control of this institution. This can be accessed on the SFE website.

4. RELATED DOCUMENTS

4.1 The HE Tuition Fee Policy operates alongside other related University Centre policies. These policies work together to provide a framework for the setting, payment, collection and reconciliation of tuition fees in line with the academic regulations. These policies are updated annually and apply to each new registration period.

4.2 This policy is based on the expectations outlined by the Competition and Markets Authority to ensure UCP demonstrate the relevant baseline regulatory requirements of the HE sector and ensure compliance with:

- Consumer Protection from Unfair Trading Regulations 2008 (CPRS)

- Consumer Contracts (information, Cancellation and Additional Charges) Regulations 2013 (CCRs)
- Unfair terms legislation (at the date of publication, the relevant legislation is the Unfair Terms in Consumer Contracts Regulations 1999 (UTCCRs)).
- The Office of the Independent Adjudicator for Higher Education (OIA)
- https://www.ucp.ac.uk/supporting-you/ucp-policies/
- HE Student Charter (All HE students)
- Terms and Conditions of Admissions and Enrolment (year of academic entry)
- EDI001 IEG Equality, Diversity and Inclusion Policy
- GDPR001 IEG Data Protection Policy
- ASS007 – HE Student Intermission of Study Procedure
- Academic Regulations of validating partner (Pearson, Lincoln Bishop, Open University)

5. RESPONSIBILITIES

5.1 Students retain ultimate liability for the payment of their fees, whether invoiced or not, including where sponsorship agreements have been approved, and where Student Loans are being accessed. Students are responsible for updating SFE with all and any change of circumstance.

5.2 The UCP reserves the right to exclude any students who fail to pay their tuition fees, or make satisfactory arrangements to pay on, or by a set period after the start date of their course (see section 8.2 - Sanctions for Non-Payment). Further, UCP reserves the right to prevent students from participating in graduation ceremonies if tuition fee and non-tuition fee related debts are due.

5.3 In accordance with published guidelines, UK and EU students (with settled status) studying full-time and part-time undergraduate programmes are able to defer their tuition fee payment by taking out a tuition fee loan. For guidance see www.ucp.ac.uk (and search for 'fees section'). Students may also choose to make full or partial contributions to their fees on or before registration as set out in section 8.1. Transfer-in students from another UK Higher Education Institution, who are assessed for national support and deferring all or part of their fee, should submit a copy of their Student Finance Entitlement Letter at or before registration. All student liability not covered by the tuition fee loan or grant should be paid as set out in section 8.

5.4 All other students, either not eligible or choosing not to apply for SFE funding (or equivalent), should refer to section 8.

5.5 Fee information advice is available from the Inspire Education Group (IEG) finance team, by contacting ucp.accounts@ieg.ac.uk

6. RISK ANALYSIS

6.1 UCP is committed to the provision of comprehensive, open and transparent information ensuring accurate, relevant, and current procedures are followed enabling applicants to make an informed decision. Failure to have this policy in place or non-adherence may result in inconsistent practices leading to dissatisfaction and poor reputation as well as failure to demonstrate the expected base line regulatory requirements of a HE provider.

7. DATA PROTECTION

7.1 In order to apply this Policy, UCP may record details of the amounts received from students and it will store that data for a period of six years. Information collected is treated as confidential by all staff involved in this process and is not divulged unnecessarily or inappropriately. UCP may be required to release certain information to UK authorities upon request in order to assist those authorities with the prevention and detection of fraud or other crimes. We will release the requested information on receipt of an appropriate request from UK authorities such as (but not limited to) the police, Home Office (for immigration and related matters), local authorities, and the Department for Work and Pensions. We may use anonymised data collected as part of an individual's application and enrolment for the purpose of fulfilling statistical and reporting requirements.

7.2 Data will be transmitted securely to verified statutory bodies including the Student Loans Company (SLC), the Higher Education Statistics Agency (HESA), the Office for Students (OfS), and the Education and Skills Funding Agency (ESFA).

8. PROCEDURE

8.1 How to pay fees

8.1.1 Student Finance England (SFE) / Wales (SFW)/ Scotland (SAAS) / Northern Ireland (SFNI) Loan: Tuition fees are paid directly to UCP for students who are in receipt of a Student Finance England tuition fee loan. If payment is not received from SFE the student remains liable to pay any tuition fee due.

8.1.2 Employer Sponsor: Students being funded by an employer must provide evidence before they are permitted to enrol. Fees are payable in full within 30 days of the date of the invoice. The student should be aware that the fee is ultimately their responsibility and will remain liable should the employer fail to pay the invoice. Sponsorship may be declined if the employer has outstanding fees to pay to UCP. Evidence can be in the form of a sponsor letter confirming the student's details and fee payment. The letter must be signed and on company headed paper with the following information:

- Student Name
- Course
- Year of study
- How much they are paying
- Purchase order if applicable

8.1.3 Self-Financing: Students may pay by instalments. Payments by instalments are managed through a third-party organisation called FlexPay on UCP's behalf. FlexPay charge an administration fee per instalment. Students will need to sign a declaration and pay an initial instalment at the time of enrolment, then arrange a payment plan for the balance with FlexPay. Payment by instalments does not reduce the commitment of students to pay the tuition fee in full. Students who have defaulted on instalment agreements will be required to pay outstanding fees before any future enrolment is accepted.

8.1.4 Method of payment: Self-financing students enrolling at UCP must make full tuition fee payment, or pay a deposit and set up instalment payments, on or before their first lesson.

8.1.5 **Accredited Prior Learning (RPL/APL/APEL/APCL):** RPL/APL/APEL/APCL are the terms used to describe the process for admitting students with prior learning acquired through formal study, through work, and through experience. There are costs for applicants who are successfully admitted with prior learning. The charge is £250 which is payable at enrolment. The advantage to an applicant of being admitted with credit is the volume of work will normally be reduced.

8.1.6 ***INSTALMENT PLANS***

Payment of fees may be made in instalments, where approved, when fees due at enrolment exceed £350.00.

Course Fee Payment Matrix

Key Policy Notes to Include:

The "One-Month Prior" Rule: For any course paid via instalments, the final payment must be cleared exactly one month before the official course end date.

Instalment Cap: Regardless of how long a course lasts (e.g., an 18-month or 24-month program), the maximum number of monthly instalments permitted under this policy is 10 and must be cleared within 12 months of the course start date.

Course Criteria (Value & Duration)	***Upfront Payment Required***	***Maximum Monthly Instalments***	***Payment Schedule Timeline***
Any duration *Value less than £350*	*100% of course fee*	*0*	*Paid in full before enrolment.*
Less than 8 weeks *Any value*	*100% of course fee*	*0*	*Paid in full before enrolment.*
8 weeks to 3 months *Value £350 or over*	*1 month's equivalent fee*	*1*	*Final payment due 1 month before the course ends.*
4 months *Value £350 or over*	*1 month's equivalent fee*	*2*	*Final payment due 1 month before the course ends.*
6 months *Value £350 or over*	*1 month's equivalent fee*	*4*	*Final payment due 1 month before the course ends.*
12 months (1 year) *Value £350 or over*	*1 month's equivalent fee*	*10*	*Final payment due 1 month before the course ends.*
Longer than 12 months *Value £350 or over*	*1 month's equivalent fee (per year)*	*10 (based on annual fee)*	***Cap applied:*** *Maximum of 10 instalments allowed by policy.*

8.2 Sanctions for Non-Payment:

8.2.1 Students who have an outstanding debt and wish to continue with their studies will be prevented from re-enrolling on their course until such time that the debt is paid in full or an acceptable agreement has been reached.

- The payment of fees is the responsibility of the student and, in the event of a student's sponsor failing to make payment, the student will be held personally liable for payment.
- Defaults on payment are treated seriously and may lead to withdrawal of services or exclusion from study.
- Students who have their study terminated as a result of non-payment of fees will not be permitted to continue their studies or attend graduation.
- UCP may refer debts to a debt collection agency (ACT Credit Management) if there is failure to reach agreement on payment. Such action will incur further costs that are liable to the student.

8.3 Fee Liability

8.3.1 All students are liable to pay tuition fees. When a student enrols, they are accepting personal liability for payment of course fees, even if it is intended that these will be paid by someone else, for example an employer or Student Finance England.

8.3.2 If the student is studying on a course which lasts for more than one academic year, the student must ensure that in each academic year the tuition fees are paid when registering on the course. This includes re-applying for their student loan on an annual basis in the stated SFE timeframe.

8.3.3 All students must ensure that they pay 100% of their tuition fee on or before they enrol each academic year unless the student has entered an authorised instalment payment arrangement or can provide proof of third-party funding. This includes Student Finance England tuition fee loan agreements. Failure of a sponsor paying will result in the student becoming liable to pay their tuition fee.

8.4 Additional Charges

8.4.1 Additional costs are the compulsory or optional expenses you may need to pay during your studies in addition to the tuition fee. These are stated on the website. UCP provides bursaries of up to £3,000 over the duration of a three-year full-time course which support students when paying for additional costs. Bursaries are subject to meeting criteria.

8.4.2

8.5 General costs for all students

8.5.1 **Course textbooks:** Key course textbooks are available from the Learning Resource Centre or via online resources. If you wish to purchase your own, we try to limit these to one or two per module.

8.5.2 **Library charges:** Overdue charges apply to all library loans to encourage you to return any resources you borrow on time.

8.5.3 **Printing and copying:** There is no charge for hand-outs or handbooks provided during lectures. Students must pay for their own printing for coursework and dissertations which are available from the facilities on campus.

8.5.4 **Stationery:** Students are required to provide their own stationery, writing equipment, calculator, notepads, and craft equipment.

8.5.5 **Computers / Laptops:** A limited number of laptops are available for students to hire for use on a first come, first served basis whilst on campus or you can use computers in the study areas. Students are encouraged to buy their own laptop but are advised to seek student discounts.

8.5.6 **Non-mandatory trips and visits** related to your course: At times, your course may offer theatre visits, options to participate in extracurricular activities or work experience, attendance at this is non-mandatory and may incur a fee.

8.5.7 **Replacement ID card:** If you lose your student ID, a replacement costs up to £5 per card.

8.5.8 **Resits:** If you need to resit, we do not charge students for a second assessment submission providing this is undertaken in the same academic year, the exception being with the submission of a successful claim for extenuating circumstances. However, a subsequent failure will result in a charge to retake the module with attendance. See 8.3.4.

8.5.9 **Graduation ceremony:** When you graduate, you will be invited to a graduation ceremony which is free for you to attend. Guests will have to pay for tickets to attend. To take part you will need to pay to hire an academic robe to wear during the ceremony. There are additional costs for photographs which are optional.

8.5.10 **Post-Graduation:** It should be noted that additional transcripts or replacement certificates will incur a cost determined by the accrediting body/institution.

8.5.11 **Course specific costs:** There may be additional costs for items relating to the courses highlighted on individual course web pages.

8.5.12 **Additional qualifications:** Any qualification that is additional to the programme e.g., coaching or personal training is not included in the tuition fee.

8.5.13 **Other costs:** Accommodation, Travel to campus, social events and recreational costs are not included in the tuition fee.

8.5.14 All fees / charges due must be fully paid before completion of your award or qualification. Any outstanding debts may result in a delay in obtaining your award and will affect your eligibility to attend the graduation ceremony.

8.6 Withdrawal/discontinuation and payment of fees/refund

8.8 Should a student's level of engagement become a cause of concern, the institution will suspend their account with SFE. This will stop any future payments to the institution and the student until the concern is resolved.

8.6.1 Students intending to withdraw from a course once they have enrolled must contact a Student Adviser for an exit interview and to complete a withdrawal form. Students must also seek advice from Student Finance England (or equivalent, if applicable)

before they withdraw to ensure they are aware of the fee consequence of their decision. See 8.12.3.

8.6.2 If a student withdraws from the course, the SFE ceases making payments to UCP immediately. Therefore, the student shall be liable for any remaining fees not paid by SFE. The student will be invoiced with payment due in 30 days. Refer to section 8.2 regarding to non-payment.

8.6.3 If a student's last date of academic engagement is after the first three weeks of their studies, each academic year, there will be a financial implication which will be discussed in detail at enrolment and during a student's exit interview. SFE may not pay the students full tuition fee liability if they withdraw after three weeks. This will mean the student will be invoiced for a portion of their fees.

8.6.4 If a student's last date of academic engagement is within the first three weeks of their studies, each academic year, they will not incur tuition fee liability for that year of study. Fees paid will be reimbursed using the same means of payment as used for the initial transaction unless expressly agreed otherwise. The refund will be made to you no later than 14 days after the day on which we are informed of the decision to cancel the contract. Refund details are discussed below (section 8.11).

8.7 Intermission of Study (agreed suspension of study)

8.7.1 Registered students may apply for a period of intermission of up to 12 calendar months during which they may suspend their studies. Any period of intermission must be authorised in writing and in advance by the appropriate Student Advisor. It is expected that students will liaise with SFE/SFW/SAAS or their employer to resolve any financial or funding issues.

8.7.2 The student's tuition fee liability will be calculated in the same way as outlined in 8.12.3.

8.8 Discontinuation

8.8.1 Students *may* be withdrawn by UCP in the following circumstances:

- Failure to maintain satisfactory attendance.
- Failure to re-enrol by the start of a new academic year.
- Failure to return following an agreed period of intermission.
- Failure to make academic progress

8.8.2 The student's tuition fee liability will be calculated in the same way as outlined in 8.12.3

8.9 Refunds

8.9.1 If a student leaves before they complete their course, it is the student's responsibility to seek fee advice and apply for a refund if applicable.

8.9.2 All refund claims must be made in writing on the appropriate form, which may be obtained from UCP. All claims must normally be made within 28 days of the date of withdrawal.

8.9.3 All claims must be supported by evidence of payment.

8.9.4 Refunds only apply to the tuition fees paid in the academic year in which the student leaves.

8.9.5 In the event that any payment of fees is to be refunded (either fully or in part) the refund will be made to the card account or bank account from which the original payment was made. Any refund of Fees for a Student who is sponsored, is returned to the sponsor not to the student.

8.9.6 The circumstances when we will give a refund are:

- if you are seriously ill and receive a doctor's certificate which confirms your illness is likely to disrupt or prevent you from continuing your studies (we will refund any remaining weeks of your course from the date we received your doctor's certificate);
- if we cancel your course;
- Within the 3-week liability point; for programmes longer than 12 weeks
- A complaint is upheld (see section 8.16).

8.10 Repeat study / trailing modules

8.10.1 **Repeating Study:** Students who repeat/retake a course or unit (as distinct from having a referral) must pay the appropriate fee which will be as defined in the fee schedule relating to the academic year in question. Students who repeat a module/unit or year of study and are funded by SFE will need to check their future funding entitlement before committing to their study.

8.10.2 **Transfer -** https://www.ucp.ac.uk/transferring-course/
Students who change course and are consequently registered for a different course, or who change the mode of study may be required to pay a different fee. Additional fees must be paid as part of the transfer process and before the new course or mode of study is undertaken. A Transfer Form must be completed and a copy, including fee information, must be provided to the finance office at either Peterborough or Stamford. No change of course or mode of study can take place without academic approval.

8.10.3 **Payment calendar and liability points (updated annually based on guidance (https://www.gov.uk/studentfinance)**

Student Starting September 2024	***Amount Due***
Week 0 - Week 3	0%
Week 4 – Week 15	50%
Week 16 – Week 19	100%
Week 20 onwards	100%

Student Starting January 2025	***Amount Due***
Week 0 - Week 3	0%
Week 4 – Week 15	50%

Week 16 – Week 19	100%
Week 20 onwards	100%

Students should be aware that the liability dates outlined refer specifically to their university fee liability. Where a student is sponsored or receives funding through Student Finance England, the sponsor or SFE will apply their own terms and conditions to determine how much of the fee they will cover in the event of withdrawal or intermission.
It is the student's responsibility to check the terms of their funding agreement. Any portion of the fee not covered by a sponsor or SFE remains the student's liability.

8.10.3.1 Modular Courses
The above does not apply to short-course modular study.

8.10.4 Additional Funding and Bursary payments for 2024/25
You may be entitled to the following additional funding when you become a UCP student and more information can be found on the website.
- **Low Income Bursary** (up to £500 per year)
- **Care Leavers Bursary** (up to £500 per year)
- **Student Ambassador Bursary** (up to £1,000 per year by appointment only)

8.10.5 Low Income Bursary (household income <£30,000) = £500 per annum for full time
In order to be assessed as eligible for the low-income bursary students must meet the following criteria:

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- A student enrolled at UCP
- Have your tuition financed by Student Finance England (SFE)
- Have an SFE assessed household income under £30,000 and receive an SFE maintenance loan
- Have validated bank details held by SFE
- Be fully enrolled and in attendance at the time of the payment
- Have given consent on the SFE application for financial information to be shared with UCP
- Be studying on an undergraduate course where the full-time fee is £6,500 or above
- Part-time students will be eligible if the annual course fees are more than £3250 and equate to at least 60 credits – payments will be pro rata based on credit

8.10.6 Care Leaver Bursary = £500 per annum
Current or former care leavers may receive the UCP care leavers bursary if the eligibility criteria below are met. Full-time undergraduate students with annual tuition fees above £6,500 are entitled to £500. Part-time students will be eligible if the annual course fees are in excess of £3250 and equate to at least 60 credits. Payments are made in November of each academic year of study. To be eligible for this bursary, you must:

- Be a registered UCP student.
- Have your tuition financed via Student Finance England (SFE)
- Have validated bank details held by SFE
- Be fully enrolled and in attendance at the time of payment

• Have given consent on the SFE application for financial information to be shared with UCP

• Be studying an undergraduate course where the full-time fee is £6500 or above

• Part-time students will be eligible if the annual course fees are more than £3250 and equate to at least 60 credits – payments will be pro rata based on credit

• Be under 25 years of age on the first day of the first academic year (1st September). (Following the student finance guidance)

• Qualify as a care leaver under Student Finance England guidance.

• Receive a Student Finance England maintenance loan.

• Have validated bank details held by Student Finance England.

• Have given consent on the SFE application for financial information to be shared with UCP

8.10.7 Student Ambassador Bursary = up to £1,000 per annum

Full-time undergraduates acting as Student Ambassadors may receive a tax-free bursary of up to £1,000 per year. You can apply to become a Student Ambassador in the second year of your course. To be eligible for this bursary you must:

• Have an excellent attendance record

• Be on target for a first or 2:1 degree classification

• Be studying at either Level 5 or 6 on a full-time programme at either our Stamford or Peterborough campus.

Please note that this bursary is competitive and will be awarded based on both your application and interview. Limited positions are available. Payments are made in three instalments following agreed actions by the student.

8.10.8 Debt and Hardship

The Access, Welfare and Hardship Fund (AWHF) is a discretionary payment with the primary purpose to relieve financial hardship that might cause a student to leave higher education.

For more information on the AWHF or for an application form please visit the Student Support Centre or contact us at support@ucp.ac.uk

If a student experiences tuition fee debt or requires student loan debt assistance, then advice should be sought from a Student Adviser (from Student Support at support@ucp.ac.uk). If a student is experiencing debt elsewhere, they can get advice from local Citizens Advice Bureaus.

8.11 **Queries:** If you have questions about this document please contact finance on ucp.accounts@ieg.ac.uk

8.12 **Fee Status Appeal Process:**

8.12.1 **Individual** staff of the University Centre are not permitted to vary or waive fees. When extenuating circumstances warrant an investigation into the amount of fee charged according to the current fee policy, a student should submit a query by email

to ucp.accounts@ieg.ac.uk. Following this an appeal can then be submitted to the UCP Academic Office using the attached templates (Appendix B). The appeal should include any supporting documentation and the email subject heading should be clearly marked FEE APPEAL - (Student ID). The appeal stage 1 will be acknowledged and considered within 20 working days of receipt under normal circumstances. An investigation will be performed to collate information from all interested parties and will be considered by an impartial panel. Recommendations to uphold or reject the appeal will be made by the panel and confirmed in writing. If the student is able to present additional information and disagrees with the outcome of the stage 1 appeal, a stage 2 appeal can be submitted which is the end of the internal process.

8.12.2 Appeals will only be considered if submitted using the correct paperwork.

8.13 Complaints

8.13.1 Students who consider this Policy has not been correctly applied in their case, or who have a concern about the accuracy of the fee they are being charged, or the decision about the termination of their studies and cancellation of their registration at UCP on financial grounds, may bring a complaint under the Complaints Procedure by presenting relevant evidence to support their concerns. The Higher Education Student Complaint Process procedure can be found at www.ucp.ac.uk/supporting-you/ucp-policies/

APPENDIX A – COURSE FEES

University Centre Peterborough reserves the right to increase the fee for courses that charge below the current maximum level (£9250) by the Retail Price Index (RPI-X) p.a. during a student's time on the course.

Course Fees 2024/25 (Published)

University Centre Peterborough	
Undergraduate degrees	£8,250 per year
Higher Nationals (including Partner/Franchise)	£7,500 per year (part-time £3,750)
Bishop Grosseteste University (BGU) Foundation degrees	Determined by BGU
Education, Training and Skills (PGDE)	2500 per year
OU DipHE's	£6500
OU Diploma's – Counselling, Leadership and Management in Adult Social Care	£1500 per 30 credit module
Resit Fees	£1000 per 15 credits

Course Fees 2025/26 (RPI Increased)

University Centre Peterborough	
Undergraduate degrees (commenced prior to 24/25)	£8,245 per year (£4,125 / £6,185 2 yr/4 yr part-time)
Undergraduate degrees (commencing 24/25 onwards)	£8,500 per year (£4,250 / £6,375 2 yr/4 yr part-time)
Higher Nationals	£7,730 per year (part-time £3,865)
Education, Training and Skills (PGDE)	£2,500 per year (part-time)
OU DipHE's – Counselling & Adult Social Care (commenced prior to 25/26)	£6,500
OU DipHE's – Counselling & Adult Social Care (commencing 25/26 onwards)	£7,500
Undergraduate Intensive Foundation Degree (Education only)	£8,250
Undergraduate Intensive Top-Up Degree (Education & Counselling only)	£8,250
Resit Fees	£1000 per 15 credits
CBT Modular	£1,500 per 30 credit module

Course Fees 2026/27 (RPI Increased)

University Centre Peterborough	
Undergraduate degrees (commenced prior to 24/25)	£8,492 per year (£4,246 / £6,369 2 yr/4 yr part-time)
Undergraduate degrees (commencing 24/25 prior to 26/27)	£8,755 per year (£4,378 / £5837 /£6566 2 yr/3yr /4 yr part-time)
Undergraduate degrees (commencing 26/27)	£9,000 per year (£4,500 / £6,000 / £6,750 2yr/3yr/4yr part-time)
Undergraduate BSc Applied Computer Sciences – online delivery only	£7,500 per year
Higher Nationals (commencing prior to 26/27)	£7,962 per year (part-time £3,981)
Higher Nationals (commencing 26/27)	£8,230 per year (part-time £4,115)
Education, Training and Skills (PGDE)(Cert) (commencing prior to 26/27)	£2,575 per year (part-time)
Education, Training and Skills (PGDE)(Cert) (commencing 26/27)	£3,000 per year (part-time)
OU DipHE's – Counselling	£7,725
Undergraduate Intensive Foundation Degree (Education only)	£8,500
Undergraduate Intensive Top-Up Degree (Education & Counselling only)	£8,500 (£4,250 part-time)
Postgraduate MA	£9,000 per year (£4,500 part-time)
Resit Fees	Resit fees are pro rata based on credits, each standard academic year is 120 credits. For example £750 per 10 Credits, £1,125 per 15 Credits, £2,250 per 30 Credits.
Counselling Modular LLE Jan 2027-July 2027	£1,500 per 30 credit module
Single Registrable Modules LLE (HN/Degree) Jan 2027-July 2027	£2,000 per 30 credit module

Course Fees 2027/28 (RPI Increased)

University Centre Peterborough	
Undergraduate degrees (commencing 24/25 prior to 26/27)	£8,990 per year (£4,495 / £5993 /£6743 2 yr/3yr/4 yr part-time)
Undergraduate degrees (commencing 26/27)	£9,240 per year (£4,620 / £6,160 / £6,930 2yr/3yr/4yr part-time)
Undergraduate BSc Applied Computer Sciences – online delivery only	£7,700 per year
Higher Nationals (commencing prior to 26/27)	£8,180 per year (part-time £4,090)
Higher Nationals (commencing 26/27)	£8,450 per year (part-time £4225)
Education, Training and Skills (PGDE)(Cert) (commencing prior to 26/27)	£2,575 per year (part-time)
Education, Training and Skills (PGDE)(Cert) (commencing 26/27)	£3,080 per year (part-time)
OU DipHE's – Counselling	£3,970 per year
Undergraduate Intensive Foundation Degree (Education only)	£8,730
Undergraduate Intensive Top-Up Degree (Education & Counselling only)	£8,730 (£4,365 part-time)
Postgraduate MA	£9,240 per year (£4,620 part-time)
Resit Fees	Resit fees are pro rata based on credits, each standard academic year is 120 credits. For example: £770 per 10 Credits £1,155 per 15 Credits £2,310 per 30 Credits
Counselling Modular LLE Jan 2027-July 2028	£1,985 per 30 credits
Single Registrable Modules LLE (HN/Degree) Jan 2027-July 2028	£2,310 per 30 credits for BSc/BA modules £2,110 per 30 credits for HN unit

APPENDIX B – APPEAL FORMS

UCP-FIN001
AP1 FORM

University Centre Peterborough

AP1 Stage 1: UNIVERSITY CENTRE PETERBOROUGH FEE APPEAL FORM

Before submitting a formal written appeal, you should seek to resolve the matter informally by discussing your concerns with the finance team by contacting them at ucp.accounts@ieg.ac.uk or other appropriate person, in order to understand the reason for the result or decision which is causing you concern. If the matter remains unresolved, you may then invoke the formal appeals procedure via this form. The Fee Appeals Procedure can be found at http://www.ucp.ac.uk/supporting-you/ucp-policies/

- Use this form if you believe you have grounds for appealing against a decision made by the finance team regarding your student fees.
- The deadline for receipt of an appeal is 20 working days from your fee query response from the finance team.
- Appeals submitted after the stated deadline above will be deemed to be out of time and will not be considered unless you submit clear documentary evidence to demonstrate that you were prevented from submitting the appeal by the deadline.
- Advice about the fee appeals procedure and making your case can be obtained from Student Support (+44 (0)1733 214466). Note that Student Support cannot complete this form on your behalf.

Note: An appeal that questions the professional judgement of those responsible for assessing a students' fee level or professional competence is not permitted.

Section 1- Student Details

Student ID (If known): .....

Full Name: .....

Course: .....

Address: .....

Postcode: .....

(*Provide an address where your appeal outcome letter should be sent)*

Email Address: .....

Telephone Number: .....

Date of submission of this form: _ _ / _ _ / _ _

Section 2- Grounds of Appeal

What fee decision are you appealing against?

☐ Higher fees than expected ☐ Incorrectly calculated fees

☐ Other, please specify: ……..

Section 3- Appeal Detail

Use the relevant box(es) below to explain in full the grounds on which your appeal is based:

Detailed description of your claim:

Click here to enter text.

Please provide details of your attempt(s) to resolve your appeal informally.

Who did you discuss the appeal with? Click here to enter text.

Date discussed: _ _ / _ _ / _ _

What was the outcome and why are you still dissatisfied?

Section 4 - DECLARATION AND SIGNATURE

I confirm that the information provided on this form is true and correct and in submitting this form I consent for the information provided in this form to be used as detailed below and I understand that University Centre Peterborough;

- will not accept appeals from third parties or anonymous sources;
- will deal with any appeal that it believes to be malicious and unfounded under the provisions of its Student Disciplinary Policy;
- will hold some elements of the information I have provided on an electronic database;
- may need to share the information I have provided with other persons or organisations as part of any investigation to resolve my appeal.

I confirm that I have read and understood the Fees Policy

Signed…… Date……..

We would welcome your feedback in relation to this procedure. If you would like to make any suggestions/comments once the procedure has been completed, please submit these to: Academic Officer, University Centre Peterborough, Park Crescent, Peterborough, PE1 4DZ

Once completed, please return this form by email to the UCP Academic Office UCP.AcademicOffice@peterborough.ac.uk

UCP Academic Officer, University Centre Peterborough, Park Crescent, Peterborough, PE1 4DZ

You should keep a copy of your submission.

If you have any additional documents which you are unable to send via email, please send these, together with a copy of this form to the UCP Academic Office, as above.

For Academic Office use only:
Date fee appeal received……

UCP-FIN001
AP2 FORM

University Centre Peterborough

AP2 Stage 2: UNIVERSITY CENTRE PETERBOROUGH FEE APPEAL FORM

Before submitting a stage 2 written appeal, you will need to provide additional evidence that was not submitted or available when you completed the stage 1 process.

- Use this form if you believe you have response from the stage 1 appeal was inadequate or incorrect
- The deadline for receipt of an appeal is 20 working days from your stage 1 response.
- Appeals submitted after the stated deadline above will be deemed to be out of time and will not be considered unless you submit clear documentary evidence to demonstrate that you were prevented from submitting the appeal by the deadline.
- Advice about the fee appeals procedure and making your case can be obtained from Student Support (+44 (0)1733 214466). Note that Student Support cannot complete this form on your behalf.

Note: An appeal that questions the professional judgement of those responsible for assessing a students' fee level or professional competence is not permitted.

Section 1- Student Details

Student ID (If known): .....

Full Name: .....

Course: .....

Address: .....

Postcode: .....

(*Provide an address where your appeal outcome letter should be sent)*

Email Address: .....

Telephone Number: .....

Date of submission of this form: _ _ / _ _ / _

Section 2- Appeal Detail

Use the relevant box(es) below to explain in full the grounds on which your appeal is based:

Please identify any new evidence with regard your appeal:

Please provide details as to why you were not satisfied with the response to your Stage 1 appeal

Date submitted: _ _ / _ _ / _ _

Section 3 - DECLARATION AND SIGNATURE

I confirm that the information provided on this form is true and correct and in submitting this form I consent for the information provided in this form to be used as detailed below and I understand that University Centre Peterborough;

- will not accept appeals from third parties or anonymous sources;
- will deal with any appeal that it believes to be malicious and unfounded under the provisions of its Student Disciplinary Policy;
- will hold some elements of the information I have provided on an electronic database;
- may need to share the information I have provided with other persons or organisations as part of any investigation to resolve my appeal.

I confirm that I have read and understood the Fees Policy

Signed…… Date……..

We would welcome your feedback in relation to this procedure. If you would like to make any suggestions/comments once the procedure has been completed, please submit these to: Academic Officer, University Centre Peterborough, Park Crescent, Peterborough, PE1 4DZ

Once completed, please return this form by email to the UCP Academic Office (AcademicOffice@ucp.ac.uk) or please send this form to: UCP Academic Officer, University Centre Peterborough, Park Crescent, Peterborough, PE1 4DZ

You should keep a copy of your submission.

If you have any additional documents which you are unable to send via email, please send these, together with a copy of this form to the UCP Academic Office, as above.

For Academic Office use only:

Date fee appeal received……