

Hull Online: Tuition Fees and Cancellation Policy

1. Introduction

1.1 This policy applies to all students registering for a University of **Hull Online*** course of study (details of which can be found at <https://online.hull.ac.uk/>). Hull Online is a recognised affiliate college of the University of Hull, run in partnership with CEG Digital Ltd to deliver a selection of its online programmes. It applies **in addition** to the [University of Hull Student Terms and Conditions](#). Where there is a conflict between this Fees and Cancellation Policy and related content in the Student Terms and Conditions, **this** Fees and Cancellation Policy shall apply.

1.2 By making any payment towards your Tuition Fees, you agree to abide by this policy. For example, this means that by paying your Acceptance Fee or an instalment of your Tuition Fees, you are agreeing that this policy applies to you.

1.3 It is therefore important to make sure you have read and understood this policy before you make a payment. If you have any questions, please contact finance-online@hull.ac.uk

2. Acceptance Fee

2.1 In order to accept your offer of a place on your University of Hull Online course, you will be required to pay a £350 fee (the 'Acceptance Fee').

2.2 The Acceptance Fee must be received within two weeks of the date at the top of your offer letter to guarantee you a place on your chosen University of Hull Online course.

2.3 The Acceptance Fee will be offset against your overall Tuition Fees.

2.4. If you withdraw within 14 days of payment of the Acceptance Fee (the 'First Cooling Off Period') you will be eligible for a full refund of the Acceptance Fee, regardless of when you started the course. Once this period has expired, you will not be eligible for a refund of the Acceptance Fee in the event you do not take up your place or do not meet the entry conditions set by the University.

2.5 If you wish to withdraw within 14 days of payment of the Acceptance Fee, you can opt to use our [Cancellation Form](#) to tell us of your decision but it is not obligatory to do so. If you choose to not use our Cancellation Form, you must still clearly inform us of your decision within 14 days (for example, by email to finance-online@hull.ac.uk), copied to the Student Adviser team at studentadvisers@hull.ac.uk

3. Tuition Fee levels

3.1 Tuition Fees will be charged at the rate advertised on the relevant course page of the University of Hull Online website on the date of the Acceptance Fee is received and subsequently confirmed in your offer letter. Tuition Fees do not differ depending on your country of origin and the normal

University of Hull postgraduate international student deposit scheme does **not** apply to University of Hull Online courses.

3.2 Tuition Fees are reviewed annually and are liable to increase each academic year.

3.3 Students who are continuing to study on the same course are not subject to a Tuition Fee increase providing they complete their studies within the recommended time frame (24 months for a master's programme).

3.4 Students who take longer than the recommended timeframe to complete their studies may be subject to tuition fee increases.

4. Payment options

4.1 Tuition Fees are payable by pre-arranged instalments or as a single lump sum.

4.2 A schedule of payments and payment options ('Payment Schedule') will be emailed to you once you hold an unconditional offer and we have received your Acceptance Fee.

4.3 Payments can be made online or by phone, using a credit or debit card, or by bank transfer.

5. First payment of Tuition Fees

5.1 Unless you receive funding from the Student Finance organisations in the UK ('SF'), the first payment of your Tuition Fees can be paid at any point once you have paid your Acceptance Fee but must be received three weeks before the course starts.

5.2 If your Tuition Fees are not received by this date, you will not be able to start your course and your place may be offered to someone else.

5.3 If you receive funding from SF, the timing of your first payment will be deferred to two weeks after you receive your first SF instalment.

5.4 For SF students, if we have not received payment by the above deadline, access to your online course will be withdrawn.

6. Subsequent payment of Tuition Fees

6.1 Unless you receive funding from SF, all subsequent payment instalments **MUST** be received no later than two weeks prior to starting your next module.

6.2 If you receive funding from SF, the timing of your subsequent payments will be deferred to two weeks after you receive your next SF instalment.

6.3 If your Tuition Fees are not received by the above deadline, access to your online course will be withdrawn.

7. Liability

7.1 In the event of a student's loan provider, employer, or equivalent sponsoring body failing to make payment in respect of Tuition Fees, the student will be held personally liable for the payment.

7.2 Students waiting for confirmation of funding from SF or equivalent bodies will be classed as self-funding until confirmation of support is received.

8. Withdrawal

8.1 Students who withdraw within 14 days of the first day of teaching on module one will be eligible for a full refund of all fees paid up to that point, minus the non-refundable acceptance fee (the 'Second Cooling Off Period'). For the avoidance of doubt, this deadline shall also apply if you started the course later than the first day of teaching. If you withdraw after this date, you will **not be eligible for a refund regardless** of whether you have logged in to your online course or not.

8.2. For subsequent modules, you will not be entitled to a refund if you withdraw within the first 14 days of teaching.

8.3 If you withdraw you will receive a refund for un-studied modules that you have already paid for and have not yet started. The amount of any discount that you obtained by paying the fees upfront will be deducted from the refund.

8.4 If you wish to withdraw within 14 days of enrolment, you can opt to use our [Cancellation Form](#), to tell us of your decision, but it is not obligatory to do so. If you choose not to use our [Cancellation Form](#), you must still clearly inform us of your decision within 14 days (for example, by email to finance-online@hull.ac.uk copied to the Student Adviser team at studentadvisers@hull.ac.uk).

8.5 Once you have withdrawn from your course, you will be removed from the Virtual Learning Environment ('VLE') and will be liable for the tuition fee or any other monies still owed regardless of whether you have logged in to your online course or not.

9. Suspension of Studies

9.1 Where a student undertakes an approved temporary suspension of studies, as notified to and agreed by the University, Tuition Fees already paid will not be refunded but retained until studies are resumed or permanent withdrawal occurs. Students may be charged again for retaking modules and remain liable to pay any outstanding fees that may be due at the point of suspension.

10. Payment of refunds

10.1 Any refunds due will be made to the bank and account holder (or other financial institution) that originally paid the fee.

10.2 Where payment of fees was split between more than one payee, refunds will be made in proportion to the original split.

10.3 We aim to process refunds within 21 days of being informed of your decision to withdraw. Please note, at busy periods, this may take longer.

10.4 All refunds will be calculated in Pounds Sterling. We will not offer compensation for any bank charges or other charges incurred, nor for any shortfalls due to exchange rate fluctuations.

11. Student debtors

11.1 Students who have outstanding financial commitments to Hull Online will **not** be permitted to progress to their next module until the debt has been repaid or alternative arrangements made.

11.2 Students who wish to dispute a debt must submit their dispute to finance-online@hull.ac.uk within 7 days of receiving a payment demand.

11.3 Assessment board decisions cannot be withheld from any student who has an outstanding financial commitment, but the University of Hull retains the right to withhold certificates and prohibit attendance at the awards ceremony until the debt has been cleared.

11.4 Students who have outstanding financial commitments to Hull Online will be sent two reminder emails. If the debt remains unpaid once the final reminder email has been sent, the following sanctions will apply:

11.4.1 The student will be temporarily blocked from using the VLE and other resources withdrawn until arrangements to pay the fees are made.

11.4.2 Following the temporary block of the VLE account, the student will be sent one final reminder by the Fees Office with a two-week deadline for payment. Should the student fail to make arrangements to pay their outstanding fees by the deadline, the formal withdrawal process will be initiated with the University, the student's record closed, and the student will no longer have access to the VLE or course materials. **In the event of permanent withdrawal, liability for the debt will remain.**

11.4.3 The debt will be referred for external collection including the use of legal action where the debt is still outstanding one month after the final reminder has been sent.

12. Variation of Conditions

12.1 Hull Online may, by two weeks' written notice via the VLE, vary the terms and conditions contained in this Fees and Cancellation Policy as may be necessary to comply with any law, regulations or amendment thereof, of the Government of England and Wales.

12.2 Hull Online additionally reserves the right, upon giving two week's written notice of such change via the VLE, to make an addition, amendment or alteration to these conditions as is deemed necessary.

12.3 The validity, construction and performance of this policy shall be governed by English law and shall be subject to the exclusive jurisdiction of the English courts to which the Parties hereby submit.

* Hull Online Limited is a subsidiary of Cambridge Education Group Limited and registered in England under company number 09952086, Registered Office: 51-53 Hills Road, Cambridge, CB2 1NT, United Kingdom.