

ASSOCIATE COLLEGE PARTERSHIP

GUIDANCE on the system for collecting fees for retaking modules

This guidance is issued under paragraph 6 c) of the Finance Schedule included in ACP programme contracts and should be followed from the date of issue until further notice as it supersedes all previous versions on the topic of retake fees.

Registering a retake fee for a student who is extending their studies beyond their normal completion date.

1. If the retake involves extending the student's original completion date the College should complete a **SURF** (Student Update Request Form). This can be found online at www.brookes.ac.uk/staff/academic/student-central/forms/courses-outside-the-undergraduate-modular-programme/
2. In section 6 of the SURF you must specify what the student will be doing as a reason for the extension (ie: one 30 credit level 4 module or a 60 credit dissertation module). If you do not provide this detail the student will be charged a standard fee which may be considerably more than the cost of a module. Do not use section 8 for this.
3. The College should send the SURF to the appropriate Faculty link Curriculum & Student Information Managers in the Course and Student Administration Team and send a copy to the Student Fees Assistant in the Student Fees Team.
4. The Faculty link Curriculum & Student Information Managers for 18/19 are:

Technology, Design and Environment (TDE)	Verity Harris
Humanities and Social Sciences (HSS)	Rachel Olden
Health and Life Sciences (HLS)	Laura Banville
Business	Barney Webb
5. The Student Fees contact for 18/19 is Kate Baron (Student Fees Team Leader).
6. The Curriculum & Student Information Managers will confirm to Student Finance that the updated completion date and mode of study has been processed on the system.
7. Colleges should contact the Student Fees Assistant to establish the correct fee for individual cases. Fees for retakes during extended periods of study can vary depending on the fee structure the student entered in on. As a guide for any students on the new fee structure (2012 onwards) the retake fee will be £750 per single module (for 18/19).
8. Colleges should confirm the retake fee and the payment dates to the student directly at the time the retake is arranged. Although Brookes amend the fee on their system they do not notify the student. Students are expected to arrange payment by the due date.
9. Students should be encouraged to re-enroll through PIP since this will confirm their correct fee and funding method. If a student is self-funding PIP will ask for card details so that payment can be taken automatically on the relevant payment dates. Students can also contact the Student Fees Office to pay over the phone (01865 483 088) or arrange a bank

transfer to the University account. Details of this are at <http://www.brookes.ac.uk/studying-at-brookes/finance/paying-your-fees/>

10. In accordance with section 6 d) of the Finance Schedule, where retakes have been registered by the college in line with this guidance, 75% of the additional fee shall be paid to the College as part of the final installment of tuition fee payments that academic year.

Registering a retake fee for a student who is retaking modules within their original completion date.

11. In such cases where a retake is taking place in addition to a normal programme of study the College should email finance-fees@brookes.ac.uk specifying the student name, Brookes student number and the modules which will be retaken.
12. A £440 fee (for 18/19) will be applied to each standard single module retaken. A double module will be charged at twice the rate and a triple at three times etc. This fee represents the administrative costs associated with a retake. Consequently the same fee will apply to students on the old and new fee structure.
13. The Student Fees Team will generate an invoice through the E5 system and send this directly to the student.
14. In accordance with section 6 d) of the Financial Schedule, where retakes have been registered by the college in line with this guidance, 75% of the additional fee shall be paid to the College as part of the final installment of tuition fee payments that academic year.

Monitoring of outstanding fees

15. In order to monitor students with unpaid fees, the Student Fees Team will produce twice-yearly reports on outstanding fees.
16. These reports will be sent to the College HE Manager or nominated member of staff by the Student Fees Team in December and April.

Helen Hall
Head of UK Partnerships

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