

**University of Brighton****2017-18 Tuition Fee Discount Schemes – Application Form**

The university offers a number of tuition fee discounts/rebates to self-funding students **who are not eligible to receive tuition fee loans/grants** (whether or not they have applied for them). A discount application must be submitted at the beginning of **each** year of study, even if a student remains on the same course. The terms of the discounts are subject to amendment from year to year, so students should not rely on receiving the same reduction of fees in future years and should check each year to ensure that the specific scheme, criteria and rate still apply and that they are still eligible.

Before submitting a discount application **please read** the general and specific terms and conditions for the relevant scheme overleaf to ensure that you are eligible for a fee reduction.

Please ensure that your application including any relevant documentation/evidence is submitted by 1 November 2017 (see 1.1 for exceptions), otherwise your application will not be considered and you will not receive a reduction of tuition fees. It is your responsibility to ensure that the university has received your application by this date.

All sections must be completed otherwise the application may be considered void.

When complete, this form (with accompanying documents if applicable) should be signed, scanned and emailed to the Fees Team of Academic Services at [fees@brighton.ac.uk](mailto:fees@brighton.ac.uk) (or posted to the address shown in 3.4).

Section A: Student and fee information					
Student name				Student number	
Contact details	email			phone	
Course start date in the 2017-18 academic year					
Award and course title (e.g. <i>MSc Finance</i> )					
Expected gross annual tuition fee for 2017-18, against which the reduction will be applied					£

Section B: Discount(s) requested		
Discount(s) applied for (the UoB Alumnus and early settlement rebate can be used in combination):		
	<input checked="" type="checkbox"/>	Notes (see full terms and conditions overleaf)
UoB Alumnus discount (10%)	<input type="checkbox"/>	You must be a <b>fully</b> self-funding student who already holds a University of Brighton award (see 2.1)
Early settlement rebate (5%)	<input type="checkbox"/>	You must be a <b>fully</b> self-funding student. Total gross tuition fees must be paid <b>in full</b> by 1 November 2017.
Early settlement rebates will be paid into the bank account on your student record in StudentCentral (see 2.2).		

Section C: Intended payment method for tuition fees (Please select your intended payment method)				
	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Debit/credit card	<input type="checkbox"/>	Bank transfer	<input type="checkbox"/>	Cheque
Cash	<input type="checkbox"/>	Bank draft	<input type="checkbox"/>	

I confirm that I have read, understood and agree to the university's terms and conditions for tuition fee discounts. I understand that if any information/documentation that I provide in support of this application is subsequently found to be inaccurate, misleading or fraudulent it will result in the reinstatement of gross fees and I will be subject to disciplinary and/or legal action.

code

I confirm that I am not eligible for a tuition fee loan (please insert appropriate code from 3.1).

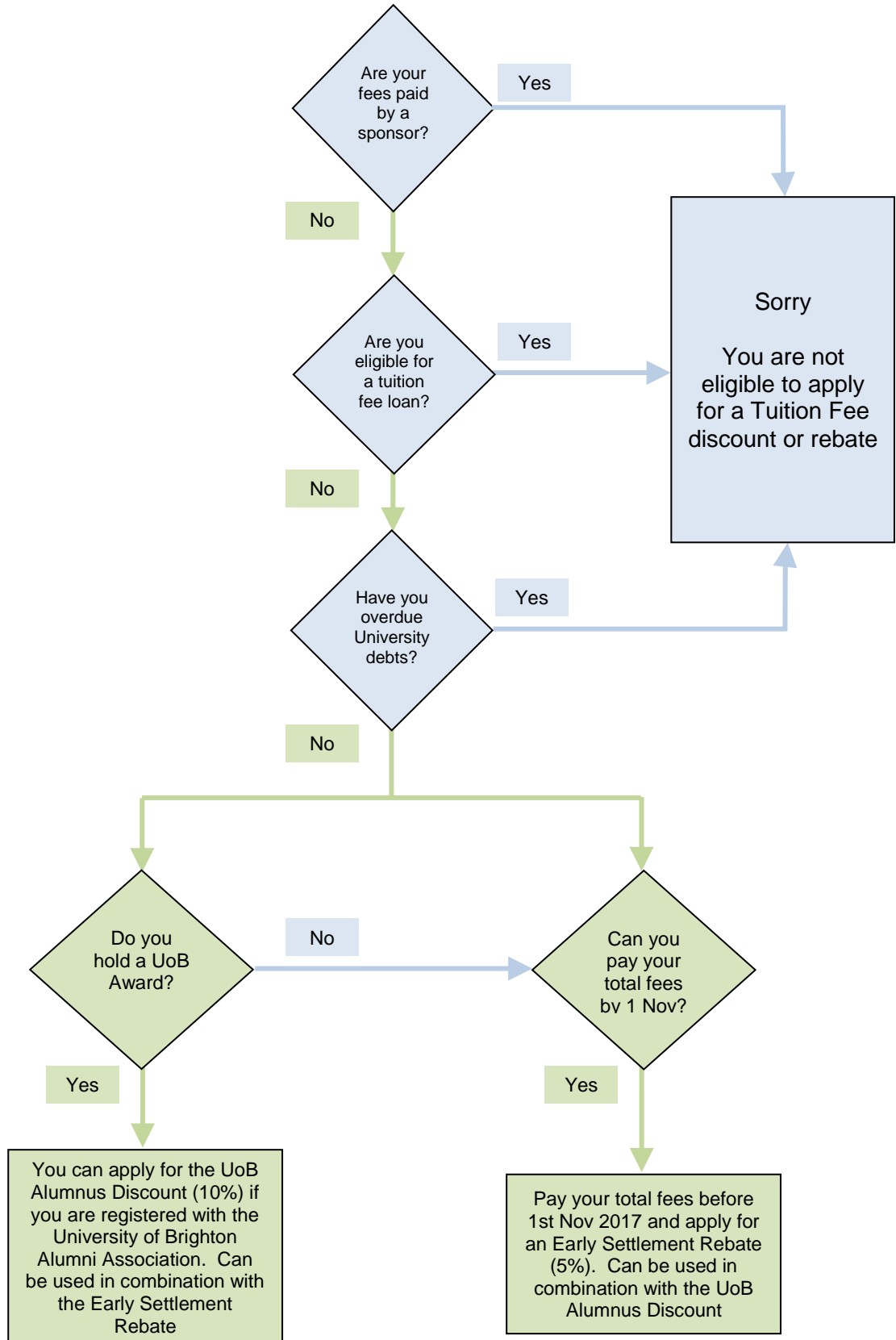
Signed \_\_\_\_\_ Date \_\_\_\_\_

Office use only (not valid without a received stamp)					
Student eligible?	Y / N	Calculated discount/waiver value	£	Signed	
Documents required?	Y / N				
Documents seen by		Discount processed	Y / N	Date	
Discount approved	Y / N	Date processed			



# University of Brighton

## Quick Guide to Tuition Fee Discount/Rebate Eligibility (Please read full Terms and Conditions before applying)



All discounts and rebates must be applied for, for each year of study on the relevant discount application form and submitted before 1<sup>st</sup> November. Full terms & conditions should be read before making an application.

## 2017-18 Tuition Fee Discount Schemes – Terms and Conditions

### 1. General terms and conditions applicable to all discount/rebate schemes

#### 1.1 All of the general criteria along with the relevant specific criteria must be met to be eligible for a discount:

- You must submit an application form at the beginning of **each and every year** of study.
- Completed forms must be received by **1st November 2017** (or within four weeks of your formal course start date, if your course starts later than 1st November). Late applications will not be considered, and it is your responsibility to ensure that the university has received your form by this date.
- Any **relevant evidence must be submitted** with the discount application form.
- You must **not have any outstanding debt** owed to the university.
- You must **not be eligible to receive a tuition fee loan/grant** (see 3.1 for more information).
- You must be studying **an award-bearing course** at the University of Brighton (non-award-bearing / short courses are not eligible).
- You must be a **fully self-funding student**, i.e. you are paying all your tuition fees yourself.
- You must have **read and understood the specific terms and conditions** of the individual discount scheme (detailed in section 2).

The completed and signed DW117 form, along with any relevant evidence, should be scanned and emailed to [fees@brighton.ac.uk](mailto:fees@brighton.ac.uk). Alternatively it can be posted to Fees Team – Academic Services (see section 3.4 for full postal address).

Failure to do the above will render the application void and no reduction of fees will be granted (even if missing information is provided after the specified submission date).

The university reserves the right to reinstate the full fees and take disciplinary/legal action if any of the information declared by a student for the purposes of obtaining a discount is later found to be incorrect, misleading or fraudulent. Students may be asked to produce evidence to support their application. If this is insufficient, the discount will be refused.

There is no obligation on the university to advertise its discount schemes. No student is eligible to receive a rebate/discount if they were unaware of the scheme's existence and as a result did not submit an application within the specified time limits set out in these terms and conditions.

#### 1.2 Expected Gross Annual Tuition Fee

It is possible that you will not be invoiced for your tuition fees prior to the deadline for submitting a discount application. In such circumstances please estimate the fees you expect to pay based on the information you have been provided by the university. If this is different to the fees actually due, the university will amend your application accordingly. This may particularly affect part-time students, where tuition fees are generally calculated with reference to the number of modules to be studied and the modules' associated academic credits. This can change during the enrolment process depending on the choices you make and register.

If any modules are removed from your record during the academic year, the discount will be recalculated on the fee value of the remaining modules and academic credits. Information regarding most full-time fees is available from [course finder \(www.brighton.ac.uk/courses\)](http://www.brighton.ac.uk/courses) and detailed fee information can also be obtained from the university's Fees Team ([fees@brighton.ac.uk](mailto:fees@brighton.ac.uk)).

#### 1.3 Scholarships (and equivalent)

You are not eligible to receive any discount or rebate if you are in receipt of a tuition fee scholarship, whether or not funded by the university, as you cannot be classified as a fully self-funded student.

#### 1.4 Discounts Used in Combination

UoB Alumnus discount and the early settlement discount can be used in combination. Both will be calculated from the gross fees due (i.e. the fees due before being discounted).

#### 1.5 Discounts for Prior and Future Years

As the assessment of students' eligibility is undertaken for each academic year, it is not possible for you to apply for a retrospective discount for previous academic years. The criteria, rate and value of discounts can alter from year to year. Therefore you should not rely on receiving the same level of fee reduction from one academic year to the next.

## 2. Terms and Conditions - Specific Discount Scheme Regulations

### 2.1 UoB Alumnus discount – (also subject to general terms)

You must already hold a University of Brighton academic award, gained either at the university or one of its academic partner institutions, and be a registered member of the University of Brighton Alumni Association. To register or update your details please see <http://www.brighton.ac.uk/alumni>.

Brighton Polytechnic graduates are also eligible.

Please contact the Philanthropy and Alumni Engagement Office ([alumni@brighton.ac.uk](mailto:alumni@brighton.ac.uk)) for confirmation of your alumnus status before submitting your application.

### 2.2 Early settlement rebate – (also subject to general terms)

Students can receive a 5% rebate of their gross annual tuition fees if they pay their total 2017-18 tuition fees **in full** before 1<sup>st</sup> November 2017 (or within four weeks of the start of a course beginning after 1<sup>st</sup> November). Form DW117 must be submitted before this date or at the time the settlement payment is made, providing this is within the time limits specified below, to ensure that the discount has been formally requested.

The rebate can only be paid into the UK bank account on your student record on StudentCentral. To submit your bank details for payment go to the Personal tab in [studentcentral](#) and use the link to update your bank details.



If your record does not include complete bank account details, the discount cannot be processed.

The discount will usually be paid into this bank account by way of a rebate of tuition fees within four weeks of 1<sup>st</sup> November. If your settlement payment has been received by the university within four weeks of the start of a course that begins after 1<sup>st</sup> November, your rebate will usually be paid within four weeks of this settlement date.

Providing bank account details does not authorise the University to take your tuition fee payment from this account. To receive the early settlement rebate, payment must be made by the method indicated in Section C of the application form.

The rebate does not apply to the language element of an extended masters route, as this element of the tuition fee is required to be paid in full prior to enrolment.

Settlement payments must be cleared by the university's bank before a rebate will be paid. Bank charges and international exchange costs will be deducted from any payments made prior to settlement of the tuition fee account. The rebate will not be applied if an unpaid balance remains on the tuition fee account after the deduction of charges and costs.

For any enquiry related to the 5% early settlement rebate please contact the Income Section, Finance Department by email [income@brighton.ac.uk](mailto:income@brighton.ac.uk) or on 01273 642959.

### 3. Terms and Conditions - Further Information

#### 3.1 Regulated Fees and Tuition Fee Loan Eligibility

Discounts are **not** available to students who are paying regulated fees (i.e. fees that are capped by the UK Government) if they are eligible to receive a tuition fee loan (whether or not they have applied for a loan) or a tuition fee grant.

You may not be eligible for a tuition fee loan for the following reasons (please use the appropriate code on your application):

- A** your course has been designated as being an Equivalent or Lower Qualification (ELQ);
- B** you are studying a non-designated course. Most postgraduate courses (master and postgraduate diplomas/certificates are non-designated and therefore students on these courses **are** eligible to apply for the discount(s). Most undergraduate courses are designated (including integrated masters). These include (but are not limited to) BA, BSc, LLB, MPharm, MArch, therefore students on these courses **are not** eligible. Please contact Fees Team if you are not sure;
- C** you have run out of eligible tuition fee loan years due to prior study (repeat years or transferring to an earlier year of a new course);
- D** you are paying International tuition fees.

If your funding status changes during the academic year and as a result you become eligible to pay regulated fees and receive a tuition fee loan or grant, you will cease to be eligible for a discount and your fee liability will be recalculated to the gross regulated fee.

#### 3.2 Withdrawing from your Course

Students who withdraw from their course prior to completion may be eligible for a refund against fees already paid within the academic year. Any refund due will be calculated on the discounted fee amount in accordance with the university's tuition fee policy. This can be accessed through section 19 of the Student Contract, in the Main Terms and Conditions section at <https://www.brighton.ac.uk/current-students/my-studies/student-policies-and-regulations/index.aspx>

Further information about leaving the university can be found at: <https://www.brighton.ac.uk/current-students/advice-and-support/withdrawing-or-transferring/leaving-university.aspx>

#### 3.3 Appeals

Appeals regarding the non-granting of a discount should be made in writing to:

Director of Finance,  
Finance Department,  
University of Brighton,  
Mithras House,  
Lewes Road,  
Brighton, BN2 4AT

Alternatively by email to: [hof10@brighton.ac.uk](mailto:hof10@brighton.ac.uk) . The appeal must clearly state the reason why a discount should be granted and enclose copies of any relevant documentation or evidence.

#### 3.4 Further Information

For further queries please contact Fees Team, Academic Services on (01273) 642449, or by email [fees@brighton.ac.uk](mailto:fees@brighton.ac.uk), or in writing at the following address:

Fees Team, Academic Services Student Administration and Systems,  
University of Brighton,  
Watts House,  
Lewes Road,  
Brighton, BN2 4GJ

Information for prospective students can also be found on the university's website at [www.brighton.ac.uk/studentlife/money](http://www.brighton.ac.uk/studentlife/money) , and for current students at [www.brighton.ac.uk/current-students/my-finances/index.aspx](http://www.brighton.ac.uk/current-students/my-finances/index.aspx)