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## Alternative format, support and information

If you need this document in an alternative format, please [Contact Us](#) (visit [www.open.ac.uk/contact](http://www.open.ac.uk/contact)), call us on +44 (0)300 303 5303, or get in touch with your Student Support Team via [StudentHome](#) if you are a current Open University student.

### Contact us:

If you need support and guidance regarding this document, please contact [scotland@open.ac.uk](mailto:scotland@open.ac.uk) or call on +44 (0)28 9024 5025

**Previous versions:** For changes made to this document please refer to the [change log](#) and for previous versions see the Fee Rules (Undergraduate Study) on the [Fee Rules landing page](#).

## 1. Introduction

- 1.1. This document outlines the rules about fees, fee liabilities and fee refunds for undergraduate students eligible for the Scotland fee. Eligibility requirements refer to the specific criteria that determine which fee you qualify for. For further information please refer to the [Fee Status Policy](#).
- 1.2. Fees may vary based on study level, modules, and when you start studying. This document also covers payment rules and policies if your circumstances change. You should read this alongside the [Conditions of Registration](#), which you agree to upon registration. The Conditions detail your fee obligations and consequences of non-payment. For personal guidance, contact your [Student Support Team](#).
- 1.3. Throughout this document The Open University will be referred to as “**We**”, “**Us**” or “**Our**” and students will be referred to as “**You**” or “**Your**”.

## 2. Scope

### What this policy covers

- 2.1. These Fee Rules apply to all students eligible for the Scotland fee who are registered for an undergraduate module (either standalone or as part of a qualification) or an Integrated Masters for the 2025/26 academic year. Future modules will follow the Fee Rules that are in effect at that time.

Updates to this policy may be made to correct errors, enhance clarity, or comply with legal changes.

## What this policy does not cover

2.2. These rules do not apply to the following:

- Students who are not eligible for the Scotland fee. See the [Fee Rules Policy](#) page for other related policies and the [Fee Status Policy](#) for details on the fee you will pay.
- Postgraduate modules or qualifications (except for Integrated Masters). For the relevant Fee Rules for your nation, please see the [Fee Rules Policy](#) page.
- Modules that fall within any academic year other than 2025/26.
  - Please see the [Fee Rules](#) in place during that academic year.
  - For Fee Rules prior to the 2025/26 academic year, note that all nations were contained in a single document.
- Postgraduate Research Degrees. Please see the [Fee Rules Policy page](#) for the relevant policies.
- Apprenticeship programmes. Please contact the [Apprentice Enrolment and Support Team \(AEST\)](#).
- Non-credit bearing Short Courses. Please see [Conditions of Registration \(Short courses\)](#).
- For modules or qualifications offered through a partnership with another educational institution (your 'Local Education Centre'), please contact them directly for information on fees, payments, and related policies.
- Open University Microcredentials. Please see the appropriate [Conditions of Registration \(Microcredentials hosted on the Virtual Learning Environment \(VLE\)\)](#).

### 3. Setting and changing our fees

- 3.1. We allow students to study at varying intensities and over extended periods. As a result, fee structures, rules, and policies may change during your studies. For detailed information on fee setting, please refer to the [Fee Status Policy](#).
- 3.2. Fees for the relevant academic year are published on each module description in the [online prospectus](#) in the spring of the previous year (e.g., fees for the 2025/26 academic year will be published in Spring 2025).
- 3.3. Fee changes reflect the costs of delivering courses and services. This includes staffing and operational costs, changes in government funding or the national funding body for Higher Education in Scotland ([Student Awards Agency Scotland](#)), inflation indices like the Consumer Price Index (CPI), Retail Price Index (RPI), changes in taxation and wage inflation. In Scotland, part-time tuition fees are not capped by a maximum limit set by the Scottish government.
- 3.4. Other fee changes may include the introduction, modification, or withdrawal of offers, discounts, and schemes to support study completion or further enrolment.
- 3.5. We will provide reasonable notice of any significant fee changes and when these changes will come into effect.

### 4. Understanding your fees and funding

#### Which fees apply to me?

- 4.1. **Registration:** You will be informed about your module fees, available payment methods, and enrolment deadlines before registration. Fees are in pounds sterling.
- 4.2. **Seasonal Academic Year (SAY):** When you start studying with us you are allocated a Seasonal Academic Year (SAY) of Autumn, Winter, or Spring. Your SAY is determined by the start date of the first module you study with us towards your qualification. Your SAY may change if you take a break in your studies or if you change to a new qualification:

- **Autumn SAY:** If your first module starts between 1 August and 31 December, the first day of the Seasonal Academic Year is 1 August.
  - **Winter SAY:** If your first module starts between 1 January and 31 March, the first day of the Seasonal Academic Year is 1 January.
  - **Spring SAY:** If your first module starts between 1 April and 30 June, the first day of the Seasonal Academic Year is 1 April.
- 4.3. **Home address:** Your fee is based on your home address on the first day of the SAY in which your first module begins. Your home address is where you are ordinarily and lawfully resident and must not be temporary or work-related. For further details see the [Fee Status Policy](#).
- 4.4. **Residency criteria:** If your residency changes during your studies, your fee liability may be affected. Residency criteria are used to determine if you are eligible for the Scotland fee. For more details, please refer to the [Fee Status Policy](#).
- 4.5. **Qualification status:** Your fee status will stay the same for the duration of your qualification if you remain resident in the UK and maintain your status as a continuing student. However, if you relocate outside of the UK or become a returning student, your fee will be reassessed. This will not affect the fees you are charged for the module(s) you are currently studying but will take effect for any future modules. For more details on the continuing and returning student criteria, and how any changes in your circumstances might affect your fees, please see the [Fee Status Policy](#).
- 4.6. **Standalone modules:** If you are not studying towards a qualification, your fee will be reassessed each time you register for a module.

## Funding information

- 4.7. You may be eligible for a tuition fee grant from SAAS. For detailed information on eligibility and how to apply, please refer to the [Part-time Funding Guide - Student Awards Agency Scotland \(SAAS\)](#) website.

## Additional funding support

- 4.8. [SAAS](#) does not offer maintenance funding to part-time students, however the Scottish Government has a [Cost of Living website](#) that includes information about the support that is available to help with increasing costs.
- 4.9. For information on other types of funding available, see our [Help with other costs webpage](#).

## 5. Paying your fees

- 5.1. Your obligation to pay fees and the consequences of non-payment are detailed in the [Conditions of Registration](#).
- 5.2. Our acceptance of third-party funding (e.g., grants) depends on you meeting the funding body's eligibility requirements. You can register for study before your [SAAS](#) eligibility is confirmed, however continued registration on your module or qualification is conditional on [SAAS](#) approving your Part-Time Fee Grant. We will cancel your registration if you do not have your funding in place by a deadline notified to you in advance.
- 5.3. For sponsorships, a signed sponsorship agreement must be submitted as a promise to pay. We accept this agreement as confirmation of payment. If the sponsorship agreement is not honoured, we may cancel your registration and recover any fees due.
- 5.4. **OUSBA:** You may be able to pay your fees using a loan from The Open University Student Budget Account Ltd (OUSBA). If you choose to pay this way, OUSBA pays your fees to The Open University on your behalf, and you repay OUSBA either in a single sum or in monthly instalments. For more details, visit the [OUSBA website](#).
- 5.5. If payment or an agreed payment method is withdrawn or insufficient, we may cancel your registration and recover any fees as detailed in the [Student Debt Policy](#).
- 5.6. If you owe us tuition fees, you may be prevented from registering for future study unless you can pay in advance or secure an accepted payment method.

- 5.7. If you need to repeat a module, you must register again and pay the full fee. You will pay the fee in place at the time you repeat the module.

## 6. Cancelling, deferring or withdrawing

### Cancelling

- 6.1. **Right to cancel:** You have the right to cancel your registration for a module or qualification within 14 calendar days of the date of the email or letter confirming our acceptance of your registration.
- 6.2. **Cancellation before the module starts:** If you wish to cancel your registration after the 14-day period, without incurring a fee liability, you must cancel before the module start date.
- 6.3. **Refund:** If either **paragraph 6.1 or 6.2** apply you will receive a full refund of fees paid or a waiver of any remaining fees.
- 6.4. Please follow the cancellation procedures set out in the [Changing Your Study Plans Policy](#).
- 6.5. If you cancel your registration in line with **paragraphs 6.1 and 6.2**, we will not request payment of any tuition fee grant from [SAAS](#). Any OUSBA grant agreement will be cancelled.

### Deferrals and Withdrawals

- 6.6. **Monitoring engagement:** We monitor your engagement in line with the [Attendance and Participation Policy](#). If you stop studying without following the proper deferral process, your registration may be cancelled.
- 6.7. **Effective date for deferrals and withdrawals:** The date you defer or withdraw is crucial as it determines your eligibility for fee refunds or waivers and affects your academic record. Withdrawal will take effect from the date you contact us to withdraw, or from the date on which you last actively participated in your studies, whichever is earliest. **Paragraphs 6.16 and 6.17** outline the dates used to calculate your fee liability and any fee refunds or waivers.

- 6.8. **Notification:** You must inform us of your intention to defer or withdraw using the procedure in the [Changing Your Study Plans Policy](#). Failure to notify us makes you ineligible for fee refunds.
- 6.9. **Fee payment:** You must pay the agreed fees even if you subsequently defer your studies, unless you are entitled to a refund.
- 6.10. **Final deferral date:** The final deferral date is the last date you can defer your module. This is the last working day before you sit the exam or submit the end-of-module assessment (EMA) or, for modules that do not have an EMA, the last working day before the submission deadline for the final piece of assessed work. Refer to [StudentHome](#) or your module website for specific deadlines.
- 6.11. **OUSBA loan deferral:** If you have paid your fees using an OUSBA loan, you must formally notify us of your intention to defer. Simply stopping your studies or payments without notification will leave you liable for the full fees and any payments due under your credit agreement. OUSBA will contact you directly if there are any changes to your loan balance or payment schedule due to deferral.
- 6.12. **Withdrawal by us:** In rare cases where we need to withdraw a module, qualification, or programme of study, reasonable steps will be taken to ensure you can continue your studies as outlined in the [Student Protection Plan](#) and [Conditions of Registration](#). If continuation is not possible, the [Refund and Compensation Policy](#) outlines the criteria for refunds or compensation.

### **Fees paid by you, a third party, or a sponsor**

- 6.13. If you or a third party or sponsor paid your fees (in whole or in part), you/they may be eligible for a refund as outlined in this section and **section 7**.

### **Changing modules**

- 6.14. If you change module, any refund due will be transferred to the new module. You must pay the difference if the new module costs more. If it costs less, you will receive a refund of the difference.



## Fee liabilities

- 6.15. This section outlines your fee liability:
- 6.16. **0% fee liability:** If you defer or withdraw from a module before it starts, you will not owe any fees.
- 6.17. **100% fee liability:** If you defer or withdraw after the module starts you will be liable for 100% of the fees. This means you will not be entitled to a refund.
- 6.18. **Tuition fee grant:** If you are using a tuition fee grant for your module fees and you defer or withdraw after the module start date, you may not receive the grant depending on the date of your deferral or withdrawal. In such circumstances, you may still be liable for the module fee and will need to contact us. You should also contact SAAS to inform them of your decision and they will explain how this may affect your funding. For the specific cut-off dates used to determine if you are eligible to receive funding, please contact [SAAS](#) directly.
- 6.19. If your total study intensity for the SAY falls below 30 credits, you will no longer meet the credit threshold for the tuition fee grant. This means you will be responsible for paying the full module fees for the SAY.

## 7. Discretionary Fee Credits

### Discretionary Fee Credits and refunds

- 7.1. **Eligibility:** You can apply for a Discretionary Fee Credit if you defer or fail a module due to unforeseen circumstances and can provide evidence of this. Examples of the supporting evidence we may require from you can be found on the Help Centre: [Applying for Discretionary Fee Credit or refund](#).

Unforeseen circumstances that can be considered are:

- death of a close family member, partner or dependent
- prolonged incapacity of yourself or a close family member due to serious illness, accident, or medical condition
- disability

- prolonged incapacity of yourself due to pregnancy, maternity/paternity, or surrogacy
- prolonged incapacity of yourself due to adoption
- prolonged incapacity of yourself due to gender reassignment
- a change in employment circumstances which means you cannot continue to study due to the extreme nature of the work
- maladministration by us
- a change in caring responsibilities
- other serious exceptional circumstances beyond your control

7.2. **How to apply:** If you believe you are eligible for a Discretionary Fee Credit or Refund, visit the Help Centre: [Applying for Discretionary Fee Credit or Refund](#) or contact your [Student Support Team](#) to apply. You will receive a written outcome from us within 10 working days.

7.3. **Application deadline:** You must submit your application for a Discretionary Fee Credit or Refund within 13 months of the start date of the module you have deferred from or failed.

7.4. **Using a Discretionary Fee Credit:** Discretionary Fee Credits can be used towards any module starting within 13 months of your deferred or failed module's start date. If you want to study the deferred or failed module again and the next available start date is beyond this period, the Discretionary Fee Credit can still be used. Unused Discretionary Fee Credits expire after this period with no refund given. Discretionary Fee Credits cannot be used for Microcredentials or Apprenticeship Programmes.

7.5. **Amount and time limit:** A Discretionary Fee Credit may be awarded for up to 100% of the fee paid for the module you have deferred from or failed and can only be used once. If you use a Discretionary Fee Credit in full or part payment and then defer or withdraw, you will not normally be eligible for another Discretionary Fee Credit for that module. In exceptional circumstances, permission can be given for a Discretionary Fee Credit to be used up to 25 months after the start date of the module you deferred from. Contact your [Student Support Team](#) for more details.

- 7.6. **Returning to study:** When you return to study, you must pay any additional fees due.
- 7.7. **Third-party payments:** If a third party paid your fees, the Discretionary Fee Credit will be credited to you.
- 7.8. A Discretionary Fee Refund can only be considered under these conditions:
- Death of a registered or enrolled student.
  - Unforeseen prolonged and serious illness of you or a close family member, preventing you from returning to study within 25 months of the module start date for the module you deferred from.
  - Serious maladministration by us which has led to you wanting to stop studying and this has been jointly agreed with us.
- 7.9. **Exceptional awards:** The Vice-Chancellor's Delegate may approve exceptional awards for cases outside the normal criteria.

## 8. Additional Costs

- 8.1. You may incur extra costs when studying such as for a computer, internet access, travel to tutorials, and set books. This list is not exhaustive. Financial help may be available for low-income students. Contact your [Student Support Team](#), see the [Study costs funding](#) page or the SAAS [Cost of Living](#) for more information.
- 8.2. If you register for a module with a residential school, you are responsible for any additional expenses you may incur to attend. This includes the cost of accommodation and meals provided during attendance at the residential school. You will be informed of any extra costs during registration and told when and how this must be paid.
- 8.3. Students studying Science modules with a residential school may be required to contact an external provider directly to book their place and make payment. Further information is available on the module description on the [online prospectus](#).
- 8.4. You do not need to pay a fee for your resit examinations, postponed resit examinations, or for resubmitting End-of-Module Assessments.

## Related Policies and Legislation

- [Assessment Banking Rules](#)
- [Attendance and Participation Policy](#)
- [Changing Your Study Plans Policy](#)
- [Conditions of Registration](#)
- [Equality and Diversity Statement](#)
- [Fee Status Policy](#)
- [Refund and Compensation Policy](#)
- [Safonau'r Gymraeg \(Welsh Language Standards\)](#)
- [Student Charter](#)
- [Student Complaints and Appeals Procedure](#)
- [Student Debt Policy](#)
- [Student Protection Plan](#)

## Feedback

If you have any feedback on this policy please email [SPR-Policy-Team@open.ac.uk](mailto:SPR-Policy-Team@open.ac.uk).

## Charity Statement

The Open University is incorporated by Royal Charter (RC 000391), an exempt charity in England and Wales and a charity registered in Scotland (SC 038302). The Open University is authorised and regulated by the Financial Conduct Authority in relation to its secondary activity of credit broking.

## Document Information

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