

Additional Course Costs Policy



1. Introduction

- 1.1 This policy articulates the University's policy on the charging of any 'additional course costs' to students on undergraduate and postgraduate taught programmes, over and above their tuition fee.
- 1.2 The purpose of this policy is to ensure a consistent approach across the University in relation to any additional costs that students may be subject to as part of their programme of study.
- 1.3 The policy seeks to provide transparency in the way additional costs are articulated to students; and can be used to guide academic staff during the process of programme design and modification.

2. Scope

- 2.1 This policy applies to all Bath Spa University registered undergraduate and postgraduate taught students.
 - Students repeating a year, or retaking modules will be subject to pro-rated tuition fees or reassessment fees;
 - Postgraduate students subject to continuation and resubmission fees following the end of prescribed periods of study and/or re-submission of final thesis or dissertation are out of scope of this policy.

3. Principles

- 3.1 In establishing whether additional course costs should be charged to students, the University follows the following principles:
 - i. Ensuring that where additional costs are charged this is considered fair, reasonable and proportionate to students
 - ii. In establishing whether additional costs are fair and reasonable, the item/activity the cost is attributed to, as well as the actual financial cost, are considered in decision making.
 - iii. Ensuring that additional course cost information is made available to applicants, and changes to any additional course costs are subject to the University's [Modifications Procedure](#).
 - iv. Only approving additional course costs where there is no or limited risk to equality of opportunity for the student experience.

4. Policy

- 4.1 Tuition fees for courses generally cover access to the following services and facilities:
 - i. All Lectures, Seminars, Tutorials, Workshop, or Practical sessions delivered for taught programme, and all supervision sessions for research programmes

- ii. Attendance, including all travel to and from all UK¹ and non-residential field trips, visits and trips offered on the course
 - iii. Access to the University Library at Newton Park and the digital and physical learning resources that students need for their course, including key texts unless specified otherwise.²
 - iv. Access to computer labs, specialist spaces, machinery and equipment required for the course.
 - v. Access to a range of student wellbeing services, to enable, guide and support students throughout their studies and student life
 - vi. Access to career education, information, advice and guidance.
 - vii. Access to academic skills and support services
 - viii. Central and school level course administration services
- 4.2 Registered Bath Spa University students studying at partner providers may have some of these services and facilities provided by the partner provider and/or Bath Spa University.
- 4.3 Students may incur additional costs for consumable items such as pens, paper, stationery; personal computers, laptops or tablets, as well as any personal IT equipment.
- 4.4 Students may also incur costs for any photocopying and printing charges; and the travel and parking costs for work experience, placements, and attendance on campus.
- 4.5 International and/or residential field trips and visits offered on the course, as well as trips and visits that students choose to undertake as part of a dissertation or project may be subject to an additional cost.
- 4.6 Personal equipment and kit required for the course that would be consumable and/or for personal or single use by an individual student may be subject to an additional cost.
- 4.7 Specialist protective or personal clothing that a student would otherwise be unlikely to own where it cannot be provided by the University may be subject to an additional cost.
- 4.8 Professional and regulatory fees including DBS/Occupational Health checks required by the course, and personal registration or membership fees paid to professional or regulatory bodies required by the course may be subject to an additional cost.

¹ For BSU registered students studying on with partner providers not based in the UK, read 'in-country' for 'UK'.

² Students studying at partner providers will be provided either by BSU and/or the partner provider with the digital and physical learning resources that are needed for their course.

- 4.9 Required and listed reading material will only be listed as an additional course cost in limited circumstances (e.g some language courses); or where this constitutes a requirement for the purchasing of a text or book to be considered a personal item.
- 4.10 Where practical/creative courses incur otherwise significant material outlay on consumable items the cost of standard materials will normally be included within tuition fees and not subject to an additional cost.
- 4.11 Additional course costs will be considered and approved as part of the procedures for programme design and modification, in accordance with this policy.
- 4.12 Any course specific additional costs will be recorded on programme and module descriptors in Definitive Programme Documents (DPDs) to ensure applicants and current students have access to this information.

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