

# Student Fees Policy

## From August 2025

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## 1. Scope

### 1.1. What does this policy cover?

1.1.1. This policy applies to all OCA students. It explains:

- 1.1.1.1. How we set student fees.
- 1.1.1.2. How you can determine which fee applies to you and how you can pay or fund your fees.
- 1.1.1.3. The rules that affect the fees and fee liabilities for students studying with OCA.
- 1.1.1.4. How fees might be changed.
- 1.1.1.5. The circumstances in which you may receive a discount in fees (we call this a fee liability reduction).
- 1.1.1.6. Any additional costs including fees for retaking units or programmes of study.

1.1.2. This document may be updated throughout the year to correct errors, improve clarity or accessibility, or to reflect changes in legal or regulatory requirements.

### 1.2. What does this policy not cover?

1.2.1. This policy does not cover student debt, how that is incurred and the consequences of failing to pay fees. Please refer to the [Student Debt Policy](#).

1.2.2. Detail about refunds and compensation, this is available in the [Refund and Compensation Policy](#).

## 2. General Principles

2.1. OCA may charge different fees for students in different countries, for different levels and types of study, and for students who start or change their studies in different academic years. This is in line with the different ways in which higher education may be funded, the costs of providing educational services, or because OCA provides a different range of services.

2.2. This document explains how to determine which fees apply to you and what this means, so that OCA can charge you the correct fee for your circumstances.

2.3. In addition, it explains the rules that apply to you for the payment of fees, and the policy that applies if your circumstances change during your studies.

- 2.4. This policy should be read in conjunction with OCA's [Terms and Conditions](#), which you sign up to when you enrol to study with us. The OCA [Terms and Conditions](#) set out your obligation to pay fees and the implications if these fees are not paid.

### 3. Setting and changing fees

- 3.1. Fees are set annually by OCA's Board of Trustees and are published online by 1 May each year for the following academic year. Information on fees, funding and other costs for the current academic year are provided on the [OCA Website](#).
- 3.2. OCA offers students the flexibility to study over an extended period of time, and it may therefore be necessary to make changes to fees, rules and policies during your studies. Fee changes reflect the costs of delivering courses and services. This includes staffing and operational costs, changes in government funding for Higher Education, inflation indices like the Consumer Price Index (CPI), Retail Price Index (RPI), changes in taxation and wage inflation.
- 3.3. Other fee changes may include the introduction, modification, or withdrawal of offers, discounts, and schemes to support study completion or further enrolment.
- 3.4. If there are any significant changes to fees or to this Student Fees Policy, OCA will give reasonable notice of the changes and the date they take effect. Where any fees are to be increased, these will be announced on the [OCA blog](#) and students will be notified by email no less than three months before the new fees are introduced. Any increases are effective from 1 August of each calendar year. Payments are made in line with the [Student Fees Schedule](#).

### 4. Fees and fee liability

- 4.1. During the enrolment process you will be asked for information about where you live and your residency status. This will include where you are ordinarily resident (including any planned residency changes), where you have previously resided, and your immigration status if you are a non-UK national resident in the UK. The information and any applicable evidence provided will be used to determine the fees you are liable for.
- 4.2. The [OCA website](#) gives details of the fees for your selected study, and accepted payment methods. Your fee will be confirmed in the Confirmation of Enrolment Notification (the email or letter confirming

our acceptance of your enrolment). All fees are quoted in pounds sterling.

- 4.3. Enrolments are processed once full payment of fees is received, or funding is confirmed either by a funding body or third party, or you have paid a deposit and entered into an instalment agreement for the remaining fees.
- 4.4. Your fee is based on your Home Address on the first day of the Seasonal Academic Year in which your first unit begins. The first day of the Seasonal Academic Year refers to the period within the academic year when your first unit starts, such as Autumn, Winter, Spring or Summer.
  - 4.4.1. Autumn - if your unit or course starts between 1st August and 31st December, your Seasonal Academic Year starts on 1st September.
  - 4.4.2. Winter - if your unit or course starts between 1st January and 31st March, your Seasonal Academic Year starts on 1st January.
  - 4.4.3. Spring - If your unit or course starts between 1st April and 30th June, your Seasonal Academic Year starts on 1st April.
  - 4.4.4. Summer - If your unit or course starts between 1st July and 31st July, your seasonal academic year starts on 1st July.
- 4.5. Your Home Address is where you are ordinarily and lawfully resident and must not be temporary or work-related. You are considered ordinarily resident in a country if you live there by choice for a settled purpose and conduct your day-to-day life there.
- 4.6. You are liable to pay the UK fees if you are studying from England, Northern Ireland, Scotland, Wales or if you are a member of the British Armed Forces or are a family member of someone who is, and you meet the residency requirements. We use the UK government regulations to assess and determine your fee status. To find out more about the specific residency requirements for your Nation please review the relevant UK government guidance and applicable funding authority eligibility criteria from the list below:
  - [Eligibility for home fee status and student support in England](#)
  - [Student Finance England \(SFE\)](#)

- [Eligibility for home fee status and student support in Wales](#)
- [Student Finance Wales \(SFW\) \(Fersiwn Gymraeg\)](#)
- [Eligibility for home fee status and student support in Scotland](#)
- [Student Awards Agency Scotland \(SAAS\)](#)
- [Eligibility for home fee status and student support in Northern Ireland](#)
- [Student Finance Northern Ireland \(SFNI\)](#)

4.7. You are liable to pay the Rest of World fees if you are studying from any country not identified for UK fees in 4.6 above.

4.8. Unless you exercise your right to cancel within the Cancellation Period (which is 14 days inclusive from the date you receive the Confirmation of Enrolment Notification), you are liable for the fees in full, including in the event of deferral or withdrawal.

## 5. Payment and funding of your fees

5.1. Your obligation to pay fees is set out in the OCA [Terms and Conditions](#), which also contain information on what may happen if those fees are not paid.

5.2. Where you enter into a Contract with OCA to pay fees via an instalment schedule, you acknowledge that, except as expressly stated in the OCA [Terms and Conditions](#), you will remain liable for the payment of those fees in all respects, including (without limitation) any additional charges incurred if we have to recover fees from you as a consequence of non-payment, late payment or failed payment.

5.3. If you are in receipt of funding from a third party or public body, for example Student Finance England or equivalent, you acknowledge that you are primarily responsible and liable for the payment of your fees, whether or not the third party or public body is in a position to pay or continue funding, and that you are also responsible for the consequences of non-payment, late payment or failed payment by the third party as outlined in the [Terms and Conditions](#).

5.4. OCA's acceptance of any form of third-party funding for part or full payment of your fees (including tuition fee loans, tuition fee grants or sponsorship) is dependent on you meeting any requirements set by the funding body for your eligibility to receive such funding. OCA will normally require confirmation of your eligibility before we agree to your enrolment. If you are permitted to enrol before the confirmation is received, OCA may cancel your registration if you do not obtain that

confirmation within a reasonable time. You will be notified in advance if this is the case.

- 5.5. We must confirm to the funding body who is awarding any funding you may receive, that we are satisfied you are committed to studying with us and are engaging with your studies. We inform the funding body about your participation. Upon receipt of this confirmation, the funding body will release payment. Further details about the ways we might monitor your engagement and how we will use this information are outlined in the [Active Study Policy](#) and [Data Protection & Confidentiality Policy](#).
- 5.6. If you are due to receive a payment directly, registration will not be confirmed to the funding body before the first day of the first unit in the seasonal academic year. This is the point that you become liable for your tuition fees. This means that any maintenance payments due will not be received before this date. You should not expect to receive payment of any funding until at least three weeks after the start date of your unit.
- 5.7. Additional information regarding funding for Students in England:
  - 5.7.1. Undergraduate students in England paying the UK fee who began their qualification after 1 September 2012 may be eligible to apply for a part-time tuition fee loan.
  - 5.7.2. There is a limit to the fees that OCA is legally entitled to charge undergraduate students in their relevant seasonal academic year (SAY). The maximum fee that can be charged for all study undertaken as part of a qualification during the 2025/2026 SAY is £7,145.
  - 5.7.3. Undergraduate students studying a qualification will be required to delay enrolment on to new Units if the fee limit will be exceeded in any one seasonal academic year. OCA will advise you if this is likely to be the case.
  - 5.7.4. Postgraduate Masters students in England who pay the UK fee and began their qualification after 1 August 2016 may be eligible to apply for a postgraduate loan.
- 5.8. Additional information regarding funding for Students in Wales:

- 5.8.1. Undergraduate students in Wales paying the UK fee who began their qualification after 1 September 2014 or resume study after stopping for at least one academic year may be eligible to apply for a part-time tuition fee loan.
- 5.8.2. Undergraduate students in Wales who began their qualification after 1 September 2018 can apply for additional funding products as well as a part-time tuition fee loan. These additional products are the Welsh Government Learning Grant, the Special Support Grant and/or a Maintenance Loan. Students who are continuing qualifications which began before 1 September 2018 are not eligible to apply for these additional products.
- 5.8.3. The maximum funding available to part-time Undergraduate students in Wales per seasonal academic year, studying with OCA is currently £2,625. If you plan to study more than one unit in an academic year, please note that the funding from Student Finance Wales will not cover the full cost. You will need to pay the difference between the funding you receive and the total cost of the units.
- 5.8.4. Postgraduate Masters students in Wales who began their qualification after 1 August 2019 may be eligible to apply for a combination of loan and grant funding.
- 5.8.5. Postgraduate Masters students in Wales who pay the UK fee and began their qualification after 1<sup>st</sup> August 2024 may be eligible to apply for a postgraduate loan.
- 5.8.6. Students may be eligible to apply for support from the OCA [Learner Support Scheme](#).
- 5.9. Additional information regarding funding for students in Northern Ireland:
  - 5.9.1. Undergraduate students in Northern Ireland who began studying after 1 August 2017 are eligible to apply for a part-time tuition fee loan in addition, or as an alternative, to part-time fee grant support.
  - 5.9.2. Part-time fee grant support is means tested and eligibility can only be confirmed following the submission of a formal application, accompanied by appropriate evidence of household income, to Student Finance Northern Ireland.

- 5.9.3. Where an award of fee grant support is insufficient to cover your full unit fees and you do not cover the additional amount using a part-time tuition fee loan, you will be liable to pay the remaining balance in full by an alternative method to complete your enrolment as outlined in the [Terms and Conditions](#).
- 5.9.4. Postgraduate students in Northern Ireland who pay the UK fee and began their qualification after 1 August 2017 may be eligible to apply for a tuition fee loan for programmes up to a maximum duration of three years. You will be required to pay the difference between your fees and the funding you receive.
- 5.10. Additional information regarding funding for students in Scotland:
- 5.10.1. From 1 August 2023, all OCA Undergraduate students in Scotland became eligible to apply for Student Awards Agency Scotland (SAAS) part-time fee grant.
- 5.10.2. The part-time fee grant is means tested and eligibility can only be confirmed following the submission of a formal application, accompanied by confirmation of your personal income, to SAAS.
- 5.10.3. Where the fee grant awarded is insufficient to cover your full Unit or course fees, you will be liable for the remaining fees for your Unit or course. In order to enrol you must pay a deposit and sign an instalment agreement for the remainder of the fees, or you can pay the remainder in full. Fees paid by you are refundable up to the end of the Cancellation Period.
- 5.10.4. Postgraduate Masters students in Scotland paying the UK fee who began their qualification after 1 August 2023 may be eligible to apply for a Postgraduate tuition fee loan.
- 5.10.5. Students may be eligible to apply for support from the OCA [Learner Support Scheme](#).
- 5.11. Maintenance Funding
- 5.11.1. To receive any maintenance funding you have been awarded, we must confirm to the funding body that we are satisfied you are engaging with your studies.
- 5.11.2. This process is known as Registration Confirmation and involves us using information about your participation to confirm that you are studying. We then report this to the funding body to enable

them to release your funding. Further details about the ways OCA might monitor your engagement and how we will use this information are outlined in the [Active Study Policy](#) and [Data Protection & Confidentiality Policy](#).

- 5.11.3. Registration will not be confirmed to the funding body until the Cancellation Period has ended (which is 14 days inclusive from the date you receive the Confirmation of Enrolment Notification). This is the point at which fees are no longer refundable and you become liable for your tuition fees in full. You should not expect to receive payment of any maintenance funding until at least three weeks after the start of your Unit.
- 5.11.4. You will not be entitled to receive maintenance funding if you are not making progress on your qualification. For example, if you are repeating a period of study. If you are not fulfilling the attendance requirements of your course, and you are in receipt of maintenance funding we may inform the funding body to suspend your funding. For more information, see the [Active Study Policy](#).
- 5.12. If OCA has accepted payment from you or an agreed payment method has been confirmed, and subsequently that payment or confirmation is withdrawn or does not fully meet the cost of your study, OCA may cancel your enrolment, withdraw you from the college and recover any fees which are due from you in line with the [Student Debt Policy](#).
- 5.13. If you are in debt to OCA for your tuition fees, you will not be able to enrol for any further study unless all tuition fee debts are cleared. Any future study will then be subject to being paid for in full in advance, or by you having in place an acceptable secured method of payment for those fees.
- 5.14. Further information about what OCA may do if you fail to pay your fees can be found in the OCA [Terms and Conditions](#) and the [Student Debt Policy](#).

## 6. Changes in your residency or immigration status

- 6.1. You must notify us of any changes to your address, residency or immigration status as soon as possible. We may ask you to provide evidence of any such changes. If your residency or immigration status changes, your fee status (and therefore the fee that applies to you) may also change.

- 6.2. Depending on the timing and nature of the change to your residency or immigration status, fee status changes may be backdated to the start of the current Seasonal Academic Year or apply from your next unit enrolment.
- 6.3. Changes to your status will not impact the fees for the unit(s) or courses you are currently studying, but they will apply to any future units or courses.
- 6.4. Some units or courses may not be available if you move to a different country. This may affect your future qualification module planning, and potential professional accreditation or recognition. You should speak to the [Information, Advice and Guidance Team](#) for further advice about your specific situation.
- 6.5. We may cancel your registration if the unit and/or qualification is not available in the country in which you are resident. This is in line with your [Terms and Conditions](#).

## 7. Cancellations and reductions in fee liability

- 7.1. This section should be read in conjunction with the OCA [Terms and Conditions](#), [Extenuating Circumstances Policy](#) and [Student Protection Plan](#).
- 7.2. Under the [Consumer Contract \(Information, Cancellation and Additional Charges\) Regulations 2013](#), you have a right to cancel your enrolment to study with us, without giving any reason, within 14 calendar days inclusive of the date of enrolment i.e. the date when you receive the Confirmation of Enrolment Notification (“The Cancellation Period”). To exercise this right to cancel, you should follow the procedure set out in the OCA [Terms and Conditions](#). If you cancel during this period, or more than 14 calendar days inclusive after the receipt of Confirmation of Enrolment Notification but before the start date of your study, you will not be liable for any fees and you will receive a full refund of any fees you have paid.
- 7.3. In extenuating circumstances, you can apply to be considered for an exceptional fee liability reduction. This is an application that asks us to consider reducing the fee amount you are liable for. These decisions are made by OCA panels on a case-by-case basis. In determining whether to award a fee liability reduction, OCA panels may request further information and evidence from you in order to make their decision; this is set out in OCAs [Extenuating Circumstances Policy](#).

Any amounts paid by you or your funding provider above the agreed reduced fees will be refunded.

- 7.4. Discretionary fee liability reductions for cases that fall outside of those assessed by OCA panels may be considered and agreed by the Principal.
- 7.5. If you have entered into a contract subject to paragraph 17.4.4 of the [Academic Regulations for Subsidiary Institutions of the Open University](#) and section 2 of the [Progression and Continuation Policy](#), meaning you have enrolled on to the next unit of your qualification before receiving the results of your previous unit, you will not be liable for fees and any amounts paid by you or your funding provider in respect of those fees will be refunded, for the unit you have joined in the event that:
  - 7.5.1. You have failed a previous unit at assessment and exhausted all resubmission or retake options and;
  - 7.5.2. You are unable to progress on your specified Undergraduate Programme of Study, and;
  - 7.5.3. The 14-day cancellation period specified in the [Terms and Conditions](#), has passed.
- 7.6. If OCA notifies you of changes to your study after a contract has been formed, as outlined in the [Terms and Conditions](#), and you decide to withdraw, any refunds, compensation, or alternative study options will be offered in line with the [Refunds and Compensation Policy](#).
- 7.7. If OCA notifies you of a withdrawal of a Unit, Programme of Study, or Course after a contract has been formed as outlined in [Terms and Conditions](#) and the [Student Protection Plan](#), and there is no suitable alternative qualification at either OCA, the awarding institution, or another institution, or the proposed options are reasonably rejected, any refunds or compensation will be considered in line with the [Refunds and Compensation Policy](#).
- 7.8. In the event of the death of a registered student any outstanding fees would be written off.

## 8. Fees for retaking study

- 8.1. If you are required to retake a unit, course or Programme of Study you will be required to re-enrol and the full fee for that study option will apply. The fee you pay is the fee in place at the time when you re-enrol

as displayed on the [OCA Website](#). In exceptional circumstances, such as a change in awarding body, this fee may be waived at OCA's discretion.

## 9. Additional costs

- 9.1. Unit transfer or Recognition of prior certified or experiential learning (RPCL/RPEL) are chargeable and the applicable fees can be found on the [OCA Website](#).
- 9.2. If you have paid UK fees and have requested study materials to be delivered to an address outside of the UK, you may be required to cover additional postal costs in order to receive your physical study materials. These additional costs may include VAT and customs charges (for larger items).
- 9.3. Depending upon your choice of study and mode of study, you may be required to submit physical work to your tutor for the provision of formative or summative feedback (see [Learning and Teaching Policy](#) for further information), or for summative assessment. In such circumstances, you are liable for the costs associated with safe posting of physical work to either your tutor and/or OCA. OCA will be liable for the costs of the safe return of work to student home addresses.

## 10. Complaints and appeals

- 10.1. All complaints should be submitted in line with the provisions of the [Student Complaints and Non-Academic Appeals Procedure](#). Complaints and appeals must be made within 28 calendar days of the issue occurring.
- 10.2. Administrative appeals where you are contesting an administrative decision that has been made are covered by the [Student Complaints and Non-Academic Appeals Procedure](#). Administrative appeals must be made within 28 calendar days of the decision being made.

## 11. If you need support

- 11.1. If you need any help with this policy, please contact our Student Services team [studentadvice@oca.ac.uk](mailto:studentadvice@oca.ac.uk) who will be able to answer any queries you have.

## 12. Linked and other policies and legislation

- 12.1. This policy is subject to OCA's [Terms and Conditions](#).

- 12.2. This policy is informed by [The Education \(Fees and Awards\) \(England\) Regulations 2007](#) and [Consumer Contract \(Information, Cancellation and Additional Charges\) Regulations 2013](#).
- 12.3. This policy should be read in conjunction with [OCA's Admissions Policy](#), [Academic Regulations for Subsidiary Institutions of the Open University](#), [Progression and Continuation Policy](#), [Learning and Teaching Policy](#), [Student Protection Plan](#) and [Extenuating Circumstances Policy](#).
- 12.4. Other associated policies include [Active Study Policy](#), [Data Protection & Confidentiality Policy](#), [Study Discount Policy](#), [Refund and Compensation Policy](#), and [Student Debt Policy](#).

### 13. Changes since previous policy

- 13.1. Document reviewed for clarity and accuracy of information.
- 13.2. New section added on Changes in your residency or immigration status.