

End of Year Processes for Students with Tuition Fee Debt

1. The Tuition Fee Regulations state that students in debt for their tuition fees cannot re-enrol for the following academic year or receive an award.
2. Awards and progression decisions for students in debt will therefore not be ratified at the Board of Examiners (BoE).
3. A full list of debtors will be provided by Finance to Student Services, the Exams Team and Course Administration at the beginning of May (following final fees deadline). The list will include all debtors including those who have a payment plan which goes beyond 1st May and those with debt from previous academic years, they will be considered a debtor until their fees are paid. Payment plans should not go beyond 1st May.
4. Finance communications to students will cover consequences for reenrolment and awards.
5. Student Services will write to students in March/April to warn them that they must resolve their debt before they can re-enrol for the next academic year and set out the process and deadlines for this (see *Communications to Students* below) this can be done using a standard letter on SITS which will then be recorded. Course Teams will be copied in and may follow up as appropriate.
6. For debtors Student Services will update the next enrolment status to “RF” on the current SCE record. If the student is progressed in SITS this will be inherited in the enrolment status on the next year SCE record and will prevent the student re-enrolling. However, while the student is in debt, no progression decision should be made.
7. Student Services will be informed by Finance where a student clears their debt and will update the flag on SITS and will in turn notify the Exams and Course Administration Teams.
8. Prior to the BoE Exams and Course Administration will refer to the next enrolment status flag on SITS, and, for students who are in debt, will ensure that the BoE ratifies the student’s marks and results but does not ratify any progression or award decision. They should appear on the Progression Lists for Student Systems showing a blank progression.
9. Note that where RF appears on the SCE enrolment record for the latest academic year record the student will lose access to buildings. RF will not suspend IT account, email, Canvas or Library or prevent attendance at Placement.
10. Debtors will be able to take resits where they have them in the current academic year. They will retain access to buildings and services.
11. Students have a deadline to re-enrol for the next academic year within 21 days of the start date of their course year.
12. Students are required to clear their debts at least 3 weeks before the start date of their next course year (according to published Term Dates) in order to give sufficient time for their funds to clear, progression to be ratified etc and for them to meet the re-enrolment deadline.

Student clears debt

13. When a student clears their debt, Finance will inform Student Services, the course and exams teams.
14. The Course Team will arrange for their BoE decision to be ratified and will inform Student Systems of progression or final award.
15. If this is in time for the student to re-enrol for the new year, Student Systems remove the RF from the ‘next status’ field and send an enrolment invite (i.e. within 3 weeks of start date of course).

Student does not clear debt in time to enrol for the new academic year

16. Where a student is too late to re-enrol for the new academic year due to debt, the Course Administrator must inform the Systems Team.
17. Course Admin must remove any module registrations for the new academic year and write to the student to confirm that they cannot now enrol for the new academic year and are essentially interrupted for the year. The student will not be able to recommence their studies until the start of the subsequent academic year (and only then if they have paid their fees).
18. The Systems Team will roll the students over onto a record in the new academic year with an enrolment and next enrolment status code of RF, complete a SAB record with type "FIN" and set the study load to zero.
19. If the student clears their fees in the new academic year, Student Services will inform the Course Team and Student Systems.
20. Student Services will update the enrolment status from RF to RI and remove the RF from the next enrolment status.
21. The Course Team will include the student in the Progression List Spreadsheets for Student Systems at the end of the year out to enable the student to re-enrol for the subsequent year.
22. The Course Administrator is a point of contact for student to ensure results are ratified, suspended services restored and that the student re-enrols promptly.

Interruption of Studies

23. If a student goes on IoS as a debtor Student Systems will update their enrolment and next enrolment status to RF and create a SAB record indicating that the IoS is for financial reasons.
24. They will continue to appear on the list of debtors from Finance which will continue to delay their progression decision.

Communications to student

25. Students sign up to Tuition Fee Regs when they enrol, but the following must be highlighted to them. This will be covered in the letter from Student Services sent in March/April.

Students to be informed

- If you have not cleared your tuition fee debt in full one week in advance of the Board of Examiners your progression decision or award will not be ratified by the Board. This means that you will not be able to progress into the next year of study. The dates of all Boards of Examiners for the current academic year are listed [here](#), it is your responsibility to be aware of these dates and make the payment by the appropriate date.
- If you do not settle your outstanding fees by one week before the Board of Examiners but are able to do so no later than three weeks before the start of term, you must contact your Course Administrator who will be able to arrange for the Board to ratify your progression and for you to re-enrol (so long as this is before the start date of the new course year). Please note that all students settling outstanding fees after the relevant Boards of Examiners, may experience delays in full reinstatement of services, and so are strongly advised to settle promptly to avoid any disruption to their studies.

- You will not be able to re-enrol or continue your studies (or placements) in the new academic year unless you clear your tuition fee debt at least three weeks, before the start date of the new course year (please see published Term Dates for your course).
- If you have outstanding fees you will still be permitted to undertake resits before the beginning of the new academic year, where appropriate.
- You must not attend or engage with your studies for the new academic year while you are not enrolled. You must not attend placements while you are not enrolled, *you will not be insured and undertaking a placement in these circumstances will be treated as a professionalism issue by St George's.*
- If you are not able to clear your debt three weeks before the start date of the new course year you will not be able to recommence your studies until the subsequent academic year (and only then if you have cleared your debt). Your studies will be suspended for a year which will have implications for your student finance and, where relevant, for your immigration status.
- Please note that if you have a payment plan which goes beyond 1st May you will be considered a debtor for the purpose of these processes until your tuition fees are paid in full.
- You should seek advice from the Student Finance Policy Officer regarding the implications of a year out for Student Finance, NHS Bursary or other funding. Where relevant you should consult the International Advising Team regarding your Immigration status (e.g. student visa or settlement under the EU Settlement Scheme).
- Any year out will count toward your Maximum period of registration, so you may need to apply for an extension, please see [here](#).
- Please note that the deadline for re-enrolment is three weeks after the start date of your course year. You must complete re-enrolment by this date.

Support

1. Students can seek support from their Personal Tutor.
2. Support can also be obtained from the [Students Union](#).
3. Students can discuss fees and finance difficulties with the Student Finance Policy Officer, studentfinance@sgul.ac.uk.
4. International students should discuss implications for their immigration status with the International Advising Team, student.immigration@sgul.ac.uk.

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October 2022