



18 February 2019

Dear 

Freedom of Information Act 2000– Information request (ref: FOI_19-042)

We have now considered your request of 05 February 2019 for information relating to student tuition fees.

Our response is on page 2 of this letter, together with a copy of your request.

On this occasion it is not possible to provide the requested information. In line with your rights under section 1(1)(a) of the Act to be informed whether information is held, we confirm that the University does not hold any of the information requested relating to how fees for a course are calculated for an offer letter. The University does not calculate course fees for students at the offer letter stage, therefore we are unable to provide explanation as to how they are calculated.

We hope this information will meet your requirements, however if you are not satisfied you have the right of appeal. If you wish to appeal, please set out in writing your reasons for appealing and send to the above address. You must appeal within 40 working days of the date of this letter. In line with section 5.3 of the UK Government's Freedom of Information Act Code of Practice, we are not obliged to accept internal reviews after this date.

You also have a subsequent right of appeal to the Information Commissioner's Office. Further information is available on their website:

https://ico.org.uk/Global/contact_us, or by telephone on 0303 123 1113.

Please note that any material over which UEA has copyright is released on the understanding that you will comply with all relevant copyright rules regarding reproduction and/or transmission of the information provided.

Please quote our reference given at the head of this letter in all correspondence.

Yours sincerely

Kirsty McDonald
Information Compliance Assistant
University of East Anglia

Response to Freedom of Information Act 2000 request (FOI_19-042)

I would like to ask the below FOI in relation to the process of how you set and maintain tuition fees.

Please note the below questions relate to the mechanics of how tuition fees are set, and calculated within a system. It is not related to the individual cost of any course, or how the institution made the determination to change a specific amount (i.e. the formula of how the university decided to charge a specific amount).

How are your tuition fees structured? i.e. do you have different fees for UK and International, do you have different fee bands for different types of course.

Yes, there are different fees for UK and international students. International student fees are further broken down by fee bands depending on course. Please see the current fee tables in the following web page:

<https://portal.uea.ac.uk/planningoffice/tuition-fees? ga=2.37381927.68492759.1549460060-1159010665.1549460060>

Do you have exceptions to this structure, (i.e. courses in a fee band that do not behave exactly as others within the fee band either for new students or continuing students) if so how many plans sit out with structure/exception fees created?

On occasion, a student commencing their studies earlier than the start date listed on the fees table may be subject to a lower rate. Exceptions to the structure will be on an individual basis.

Are sponsors charged a different rate compared to students who are self-funded? If so is this invoiced separately, or discounted?

No. Sponsored and self-funded students are charged the same rates.

Do you hold rates based on the students entry year?

Yes, our rates are based on student entry years.

Do you adjust fee bands mid academic year based on the prior session's recruitment?

No. Fee bands are reviewed at the end of each academic year.

Which department is responsible for completing the tuition fee setup in your system and how long does this set up take?

Staff within the University's Finance, Planning and Governance (FPG) department are ultimately responsible, and it takes this team roughly one week to complete tuition fee set-ups.

Technically, how are fees for a course calculated for an offer letter before the student has enrolled?

[Information not held, s.1 (1)(a) Freedom of Information Act]

Course fees are not calculated for an offer letter.

How do applicants determine what tuition fee is charged for a course?

Course fees are listed on webpages related to the courses on the University's main website.

How often do you review tuition rates for each course?

Reviews are undertaken annually.

Who makes the decisions about what tuition fees are charged in your institution (is this different for new entrants and continuing entrants) and who owns and governs the tuition fee policy?

Faculties within the University are consulted on fee rates and are asked to provide input into a fees paper. The University's Admissions team and the Recruitment Executive then liaise to agree rates for tuition fees, which are then forwarded to the Finance Committee who signs off the recommendations of Admissions Executive.