



Tuition fees

1. Context

Balancing incomes and expenditures at the university level is necessary in order to guarantee sustainable finances. An important part of universities income is linked to tuition fees and due to differences between public funding schemes, staff costs and active involvement of participating institutions, adequate mechanisms are required in order to achieve an adequate financial equilibrium to ensure long-term sustainability.

2. Purpose

The purpose of this policy is to:

- Ensure that tuition and fees assessed by CHARM-EU for its programmes and related services are properly authorized and publicized.
- Ensure that the Rector's Assembly retains responsibility to set the institutional direction regarding tuition and fees in order to guarantee financial sustainability in the long-term.
- Establish clear and transparent financial relations between the partner institutions.
- To ensure equity in access to education and boosting access for low-income students.
- Ensure that students' needs are respected in the process of setting tuition fees.
- To provide an adequate level of services to students and staff.



3. Benefits

- 3.1. Providing reliable and transparent information on the mechanisms used to set fees and the way they are implemented in CHARM-EU is clearly helpful for students, prospective students, funders and sponsors in order to make better informed decisions, but it is also a relevant aspect to guarantee CHARM-EU's long-term sustainability and to minimize financial risks among its members.

4. Scope

- 4.1 The scope of this policy is specific to tuition fees (see definition below).

5. Principles

- 5.1. Long-term sustainability: to ensure that CHARM-EU sustainability of its programmes
- 5.2. High quality: to provide high-quality academic programs and an adequate level of services to students and the staff.
- 5.3. Affordability and accessibility: to safeguard equity in access to and participation in higher education for students with various backgrounds, own lived experiences, access needs (implemented through the CHARM-EU Grants).
- 5.4. Transparency and predictability: Ensuring that students' needs are respected in the process of setting tuition and fees while providing an indication or forecast of tuition rates over a multi-year period to support longer-term planning and budgeting for students and the university.
- 5.5. Comparability: ensuring that the cost and quality of academic programs are comparable and competitive with other European and international educational institutions with similar programmes.



6. Definitions

- 6.1 **Tuition Fee:** includes lectures, seminars, tutorials, access to library and information technology facilities and course administration. It does not include living expenses, accommodation, travel and visa costs, textbooks or additional services. It does not include either the application fee nor the Student levies and charges that can be compulsory in some members of the alliance (this will be reviewed while the project develops)

7. Policy

Setting tuition fees to ensure financial sustainability and risk-sharing among participants

- 7.1. Tuition fees must receive approval by the Rector's Assembly prior to publication on the CHARM-EU website and notification to students. The procedures for tuition approval will be determined through a coordinated effort between academic units and financial units in order to identify full/operational costs of the programmes and the public funding received. This coordination will ensure the alignment of strategic decisions arising from planning and resource allocation activities with operational processes required for effective and efficient tuition administration. This process should be in line with the procedures for budgetary approval and monitoring adopted by the alliance.
- 7.2. The Rector's Assembly will also guarantee that tuition fees are in line with those set by other European and international educational institutions offering similar high-quality programs as much as possible, considering the wide differences between national regulations.
- 7.3. CHARM-EU project directors and project managers will review fees annually. Any annual increase will generally be limited to a maximum of 3-5% of the previous year's



fees. In exceptional circumstances, the Rectors Assembly may authorise an increase outside of this band.

Implementing tuition fees

- 7.4. After approval, all fees will be published in EUR € euros, unless stated otherwise.
- 7.5. Tuition fees are identical across all CHARM-EU participating institutions for any CHARM programme being delivered, as mentioned in the Consortium Agreement (art 6.1).
- 7.6. CHARM-EU may apply differential tuition fees to students from non-EU / non-EEA countries.
- 7.7. Tuition fees may differ from one programme of study to another and reflect the resources required to deliver that programme. The tuition fee for each student is determined by the subject, the level, the course, the mode of study, the number of academic credits that the student is taking and any other individual circumstance that is relevant in this context (CHARM-EU grants).
- 7.8. Information about tuition fees will be published in the web site and issued to students in their registration receipt. The exact tuition fee will be calculated once students have registered depending on their eligibility for scholarships, partial fee waivers, financial penalties, fee status and other factors as indicated in the CHARM-EU grants.
- 7.9. CHARM-EU reserves the right to require a reservation fee towards student tuition fees. Details of any deposit that a student is required to pay will be set out in the offer letter. Where a reservation fee is required, a place will not be guaranteed until it is paid and CHARM-EU reserves the right to withdraw the offer of a place on the programme without further notice if the reservation fee is not paid by the date stipulated in the offer letter. Deposits paid are non-refundable.



- 7.10. If modules need to be retaken in order to continue on a programme, the need to apply fees will be analysed
- 7.11. Payment options: Tuition fees must be paid in one instalment by academic year and the receipts should be paid by the options and collaborating entities proposed by university coordinating the registration. In any case, the coordinating university will guarantee the payment by electronic banking via the internet and credit or debit card.
- 7.12. Failure to pay tuition fees: Defaults on payment are treated seriously and may lead to sanctions being taken against the student and that could imply losing the student status.
- 7.13. Complaints and Appeals: Students that have a concern regarding the incorrect application of this policy should follow the procedures indicated the Complaints and Appeals policies and procedures.

8. Responsibility

- 8.1 Rector's Assembly, or delegated authorities, are responsible of setting, revising and implementing tuition fees policies annually.

9. Related Documents

- 9.1 Grants Policy
- 9.2 Complaints Policy
- 9.3 Appeals Policy
- 9.4 Programme Financial Management



10. Document Control

10.1 Date of initial approval: Rectors Assembly 10/06/2020

10.2 Date policy effective from: I edition of the Master, Academic year 2021-2022 and 2022-2023

10.3 Date of next review: II edition Academic Year 2022/2023 and 2023-20224
