Courses of Study: Costs to Students Policy

# Normal Expectations

It is the normal expectation for a student to complete their course only paying tuition fees. The exception to this is where a student is required to buy a particular textbook in order to meet an accrediting body requirement. The cost of such books must be notified to students as early as possible.

Each school should produce a rough indicative analysis of a cost of a module to set the expectation for students of how much they need to pay. This will be made clear through the module catalogue and in module outlines, and as early as possible for compulsory modules.

Where a module has a very high expected cost, this must be made explicitly clear. In addition, there normally should be a no cost option to do this module.

# Additional Support Availability

Additional support should be available for students who cannot afford to take high-cost modules. This should be investigated to see if it might be combined with the Access to Learning Fund.

# Mandatory Printing

Mandatory printing for assignments and classes should always be covered by the School, through the process of providing printing credits or reading booklets. This does not cover printing by choice from non-university printing sources.

# Reading Materials and Textbooks

Reading material for modules, where possible, should be available in electronic book or journal format. It is still the normal expectation for students to purchase core textbooks, however, this is to be stated as early as possible. These textbooks are to be supplemented by copies also held by the library.

Information Services will provide a taxonomy of book requirements, to be used by all Schools to ensure consistency.

# Everyday Costs

This policy does not cover everyday costs such as stationery and notepads, as well as charges from the University.