

**Mr John Gilchrist**  
Freedom of Information Officer

28 February 2019

Ref: FOI/February 2019/ Jenna King

By email to [jennaking0001@gmail.com](mailto:jennaking0001@gmail.com)

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Dear Ms King

Your request for information received on 5 February 2019 has been dealt with under the provisions of the Freedom of Information Act 2000 (FOIA).

You asked:

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).

1. 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.
2. 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?
3. Are sponsors charged a different rate compared to students who are self-funded? If so is this invoiced separately, or discounted?
4. Do you hold rates based on the students entry year?
5. Do you adjust fee bands mid academic year based on the prior sessions recruitment?
6. Which department is responsible for completing the tuition fee setup in your system and how long does this set up take?
7. Technically, how are fees for a course calculated for an offer letter before the student has enrolled?
8. How do applicants determine what tuition fee is charged for a course?
9. How often do you review tuition rates for each course?

10. 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?

### **University Response**

1. Yes, we do have different bands for entry year, programme level and residential category, and additionally in some cases for individual courses.
2. No
3. No
4. Yes
5. No
6. Financial Services
7. Manually applied using a fee pricing schedule.
8. Published on our website and included in offer letters.
9. Annually.
10. Marketing and Recruitment

I trust this satisfies your request sufficiently. Under the Freedom of Information Act 2000, you have the right to complain about the University's response to your request for information. If you have such a complaint, you may contact Mr David Maplas, Director of Student Affairs, Middlesex University, Hendon campus, London NW4 4BT, tel: 020 8411 5830, [d.malpas@mdx.ac.uk](mailto:d.malpas@mdx.ac.uk) within 40 days of the date of this letter for a review of the University's decision. If you remain unsatisfied with the outcome of that complaint, you may seek further recourse by lodging an appeal with the Information Commissioner.

Yours sincerely

**John Gilchrist**

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