

# Tuition Fees Policy

## 1. Context

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

## 2. Purpose

The purpose of this policy is to:

- 2.1. Ensure that tuition and fees assessed by CHARM-EU for its MSc in Global Challenges for Sustainability (120 ECTS version) is properly authorized and publicized.
- 2.2. Ensure that the Strategic Board retains responsibility to set the direction regarding tuition fees in order to guarantee financial sustainability. The Executive Board is responsible for the execution of this.
- 2.3. Establish clear and transparent financial relations between CHARM-EU institutions.
- 2.4. To ensure equity in access to education and boosting access for low-income students.
- 2.5. Ensure that students' needs are respected in the process of setting tuition fees.
- 2.6. To provide an adequate level of service related to tuition fees to students and staff.

### 3. Benefits

- 3.1. Provide reliable and transparent information on the mechanisms used to set fees for CHARM-EU partners.
- 3.2. Provide clarity on the implementation of tuition fees for students, prospective students, funders and sponsors in order to make better informed decisions 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).
- 4.2. The provisions set out in this Tuition Fees policy will be limited by the scope set in the CHARM-EIGHT Grant Agreement & MSc in Global Challenges for Sustainability Cooperation Agreement and the applicable law.
- 4.3. The scope of this policy is solely for the CHARM-EU MSc in Global Challenges for Sustainability (120 ECTS version).

### 5. Principles

- 5.1. **Affordability and accessibility:** In conjunction 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 Policy).
- 5.2. **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.
- 5.3. **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. Admissions fee: amount to be paid for the administrative costs of admission.
- 6.2. Reservation fee: amount to be paid to confirm the place in a programme once the student has been admitted and before registration. This amount has the consideration of partial payment of the tuition fee and will not be refunded even if the student does not finalize the registration in the programme.
- 6.3. 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, admissions fee, or student levies or charges that may be compulsory in some CHARM-EU partners. The reservation fee is considered as a partial payment of the tuition fee.
- 6.4. Other levies and charges: Student levies and charges that can be compulsory in some members of the alliance.
- 6.5. Student: An individual who has formally applied, admitted, and enrolled in the CHARM-EU MSc in Global Challenges for Sustainability.
- 6.6. Applicant: An individual who has applied for the CHARM-EU MSc in Global Challenges for Sustainability or has engaged with CHARM-EU staff to that end, but is not formally registered or admitted as a student.

## 7. Policy

### Setting Tuition Fees for Financial Sustainability and Risk-Sharing

- 7.1. The Strategic Board is responsible for making strategic decisions regarding CHARM-EU financing and budgeting, including those related to tuition fees. The Executive Board is tasked with implementing the budgetary and financing decisions set by the Strategic Board.

- 7.2. Tuition fees must receive approval by the Executive Board 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.
- 7.3. The Strategic Board 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.
- 7.4. The Executive Board, as denoted in the MSc in Global Challenges for Sustainability Cooperation Agreement, 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 Strategic Board may authorise an increase outside of this band. The Strategic Board has the final decision-making power over tuition fees.

### Implementing tuition fees

- 7.5. After approval, all fees will be published in EUR € euros, unless stated otherwise.
- 7.6. Tuition fees are identical for all CHARM-EU MSc EU enrolled students, and for Non-EU enrolled students. This fee covers enrolment in all institutions.
- 7.7. CHARM-EU may apply differential tuition fees to students from non-EU / non-EEA countries.
- 7.8. Information about tuition fees will be published on the website and issued to students in their registration receipt. The exact tuition fee will be calculated once students have enrolled 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 reservation fee 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. 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 a phase needs to be retaken to continue on the programme, fees will be calculated based on the applicable tuition rate for that phase.
- 7.11. Payment options: Tuition fees must be paid by the student in one instalment by academic year and the receipts should be paid by the options proposed by university coordinating the enrolment. In any case, the coordinating university will guarantee and enable the payment by credit or debit card.
- 7.12. Failure to pay tuition fees: Defaults on payments are treated seriously and may lead to the loss of the right to study on the programme. Students may reapply to another cohort, but they may be subject to the standard admissions process and are not guaranteed re-entry due to the competitive nature of the programme.
- 7.13. Complaints and Appeals: Students that have a concern regarding the incorrect application of this policy should follow the procedures indicated in the Complaints and Appeals policies and procedures.

## 8. Responsibility

- 8.1. The Strategic Board is responsible for making strategic decisions regarding tuition fees. The Executive Board is responsible for executing these decisions.

## 9. Related Documents

- 9.1. Grants Policy

9.2. Complaints Policy

9.3. Appeals Policy

## 10. Document Control

**Date of initial approval:** Executive Board on behalf of the Strategic Board 06/02/2025

**Date policy effective from:** 06/02/2025

**Date of next review:** Academic year 2027/2028