



For Vocational Training
Research and Consultancy
Reg. No. 926387



COURSE & FEE GUIDANCE NOTES

PROFESSIONAL STUDIES STUDENTS - 2011/2012

The parent body of Warsash Maritime Academy (WMA) is Southampton Solent University (SSU).

The information contained within this document is accurate at the time of publication and takes account of the Government's projected fee arrangements for students in Higher Education and Further Education. Warsash Maritime Academy reserves the right to amend this information should it be necessary in the light of the Government's finalised fee arrangements, or for any other reason, including the funding of maritime provision.

STCW 95

1. It should be noted that all courses leading to professional Certificates of Competency are under continuing review due to the requirements of STCW 95 and the Maritime and Coastguard Agency (MCA). Changes to the course structures and fees may therefore have to be made to reflect these reviews.
2. The STCW 95 Regulations require that students demonstrate 'competence'. To help fulfil this requirement students are required to bring discharge books or papers, watchkeeping certificates, testimonials of service, records of achievement, and any other sources of evidence that may help establish this 'competence'.

Short Courses (STCW 95 or CPD)

3. Any STCW 95 or Continuing Professional Development (CPD) Short Courses also being undertaken by the student should be booked separately whilst at the Academy so as to best fit the individual's timetable of study.

Notes: *Payment in full is required at the time of booking. Courses are booked via the Faculty Office.*

Courses are heavily subscribed and students should book as early as possible.

MCA Notice of Eligibility and Oral Examinations

4. Students are responsible for obtaining their own Notice of Eligibility (NOE) from the MCA prior to attending the Academy. Failure to do so may prevent them completing their course of study and/or cause unnecessary expense or delay.

Note: *Students enrolled on a course of study who subsequently claim and/or obtain MCA exemptions will not be eligible for any refund of fees.*

5. The Maritime and Coastguard Agency (MCA) Oral Examination fee is included in the payment made to the MCA at the time of application for a Notice of Eligibility. This fee is also inclusive of their administration charges and the subsequent issue of a Certificate of Competency (or Endorsement).

Notice of Eligibility (NOE) enquiries and Oral Examination applications must be made directly to the MCA at:

Maritime and Coastguard Agency
Seafarers' Standards Branch
Spring Place
105 Commercial Road
Southampton SO15 1EG

Telephone: +44 (0) 2380 329231
Fax: +44 (0) 2380 329252
E-mail: Exams_Section@mcga.gov.uk
Website: www.mcga.gov.uk

Scottish Qualifications Agency (SQA) Examinations

6. Application and payment for the Scottish Qualifications Agency (SQA) examinations should be made through the Faculty Office at Warsash Maritime Academy.

Notes: *Application and payment should be at least four weeks before the required examination. The SQA will levy an additional charge for late applications of £20 per subject.*

Candidates are reminded that they must produce their Notice of Eligibility (NOE) before sitting any Deck subject examinations, or Engineering Knowledge subject examinations. Failure to produce their NOE may lead to exclusion from the examination.

Students re-sitting the SQA examinations will be charged an administration fee of £75.00 per paper in addition to the SQA exam fee.

Students enrolled on a course at WMA who wish to undertake additional SQA examinations that do not require the candidate to have followed a course of study (i.e. they have exemptions), will be charged an administration fee of £75.00 per paper in addition to the examination fee.

It may be possible for external candidates who are not currently attending WMA to be able to take SQA examinations at the Academy in certain subjects. An administration charge of £240.00 will be charged for the first examination, and £75.00 for each additional examination taken at the same sitting.

Course Commencement

7. Students should be aware these are very intensive courses, and that many are of modular delivery. Therefore, students who fail to arrive within 10 working days of the course commencement date may be declined enrolment. Overseas students are strongly advised to arrive in the UK up to one week in advance of the course start date in order to carry out personal administration prior to commencing their studies.

Note: *Students are also reminded they must bring their Discharge Book with them when enrolling at the Academy. Overseas students may use their passport in lieu of a Discharge Book.*

Booking / Deposits / Visa Support

8. To be assured of a place on the course, all self-sponsored students wishing to reserve a place on a Professional Studies course(s) will, **at the time of booking**, be required to make a deposit payment for each course(s) as detailed below, or to make full payment if the course fee is a lesser amount:

Honours Degree top-up courses	UK/EU students	£1,000	Overseas students	£1,000
All other P/Studies courses	UK/EU students	£300	Overseas students	£1,200

Notes: *See Guidance Notes 15 & 16 regarding policies on refunds or transfer of course fees and deposits.*

Students from the Channel Islands or Isle of Man see Guidance Notes 28 and 29.

Prospective overseas students will not be issued with a 'visa letter' or 'Confirmation of Acceptance for Studies' until their deposit has been received, course booking confirmed, and personal identification details have been verified. Every effort must be made to take your written and oral examinations within the duration of the course and certainly within the initial period of your visa.

Overseas students are normally allowed to re-sit examinations up to two times per individual examination only. Overseas students needing to extend their stay to complete examinations (up to a maximum of two re-sits per examination) may apply for one visa extension only.

Overseas students booked on a course of study who are subsequently refused a visa and fail to commence the course will be eligible to transfer their deposit to the same course of study running at a later date, which is within 24 months of the commencement date for the original course booking. This transfer will be subject to a £200.00 administration and transfer fee.

Fees

9. All published UK/EU and Overseas Academy fees are deemed effective for the 12-month period from 1 August following publication of the fees. These fees are reviewed annually.
10. **All Academy fees are due for payment at enrolment.** Students **must** bring a 'letter of authorisation' (stating full details) along with them at the time of their enrolment if they are in receipt of an LEA award and/or are being sponsored by their company, whether for some or all of their fees. The fees levied include all tuition, registration, workshop and examination fees where appropriate.

Note: *Any external registration and/or examination fees (e.g. MCA, Edexcel, SQA etc.) shown within fee guides are for information purposes only, and may be subject to change by the external body concerned.*

Payment

11. If an advanced payment or deposit is accepted, this does not prejudice the rights of Warsash Maritime Academy/Southampton Solent University as described in Guidance Note 23.
12. Deposit and fee payment may be made by cash, cheque (payable to Southampton Solent University Income Account), or credit/debit card (MasterCard/Visa/Maestro). Payment of deposits should be sent, together with the Booking Form, to:

Faculty Office, Warsash Maritime Academy, Newtown Road, Warsash, SO31 9ZL.

Alternatively payment may be made by bank transfer as follows:

Bank Name:	Barclays Bank
Bank Address:	Apex Plaza, Forbury Road, Reading, Berkshire RG1 1AX
Account Name:	Southampton Solent University Income Account
Account Number:	50795429
Sort Code:	20-79-25
Swift Code:	BARCGB22
IBAN:	IBANGB58BARC20792550795429

Notes: *Please ensure you quote your full name and course of study when making any type of payment. Students remain liable for any bank 'handling' charge incurred.*

Payment by cheque should be made in good time for clearance by the bank. This usually takes at least 10 working days.

VAT

13. All prices quoted exclude VAT which will be charged according to current VAT legislation in force at the time of invoicing. Students and Companies are advised to check with the Academy regarding their VAT position in respect of fees at the time of booking.

Conditions

14. Fees are payable on the following basis:
 - i. Students are personally responsible for the payment of all fees, including course fees, accommodation fees and other charges even where a Local Authority or other sponsor has agreed to pay all or part of them.
 - ii. Students whose fees have not been paid by the required date may be asked to leave the course.
 - iii. No student will be eligible for the award of a degree or other qualification until all debts to Warsash Maritime Academy have been paid.

- iv. Warsash Maritime Academy reserves the right to take action to recover any outstanding debts.

Withdrawal from Course

- 15. A student withdrawing from a course must inform the Faculty Operations Manager, Warsash Maritime Academy in writing as soon as possible. Students who do not comply with this requirement will remain liable for the full fee.
- 16. Students withdrawing from a course of study remain liable for the full fee, except as provided below:
 - i. Students who withdraw before the start of the course may be eligible for a refund of any fees paid, less the deposit payment, providing that written confirmation of withdrawal has been received 4 weeks or more before the commencement of the course. The deposit payment may be transferred to the same course of study running at a later date, which is within 24 months of the commencement date for the original course booking, less a £200.00 administration and transfer fee.
 - ii. Students who withdraw within three weeks of the commencement of a course of study which lasts a full academic year or more, may be permitted a refund of their fees, less the non-refundable deposit payment, and less an administration fee equivalent to 10% of fees, up to a maximum of £150, providing that written notification of withdrawal has been received within the first three weeks of the course. Alternatively, the deposit payment may be transferred to the same course of study running at a later date, which is within 24 months of the commencement date for the original course booking, subject to a £200 administration and transfer fee.
 - iii. Students who withdraw from a course of study lasting less than a full academic year will not be eligible for any refund.
 - iv. Students who enrol on a Guided Studies or Distance Learning programme(s) will not be eligible for any refund once the study material(s) has been despatched to the student.
 - v. Refunds to Local Education Authorities are calculated in accordance with existing National guidelines.

Re-assessment

- 17. Candidates for internal academic re-assessment will be charged for re-examinations, re-submitted essays, projects or similar work as follows:
 - i. Re-assessment or re-submission of any element of a Unit of study - £60.
 - ii. Re-assessment of a final examination conducted at the end of a Unit of study - £60.

Note: *This only applies if re-submission or re-assessment can be accommodated within the normal course timetable. Outside this framework, an appropriate fee for each piece of work will apply.*

- 18. Candidates undertaking NVQ assessment will be allowed the following hours of NVQ assessment by Professional Studies' assessors before being charged for additional assessment at £60 per hour or per assessment:
 - i. 2 hours Deck NVQ Level 2
 - ii. 12 hours Deck NVQ Level 3 / Deck NVQ Level 4 / Engine NVQ Level 3

Note: *One hour will be deducted from a candidate's NVQ assessment allowance if he/she fails to cancel a scheduled assessment at least 24 hours in advance, fails to turn up for an assessment without notification, or fails to complete an assessment due to lack of preparation. The minimum NVQ re-assessment block will be 1 hour.*

- 19. Candidates requiring internal re-assessment for MCA Signals examination will be charged £100 per examination.

20. Candidates required to repeat a full NARASM (Navigation Radar and ARPA Simulation Training Management Level) simulation week will be charged £500. Candidates required to repeat a full NARASO (Navigation Radar and ARPA Simulation Training Operational Level) simulation week will be charged £500. Candidates requiring internal re-assessment for other NARASO elements will be charged as follows:

- i. NARAS Theory £60
- ii. NARAS Plotting £60
- iii. NARAS Practical £60

Further Education

- 21. Home and European Union students attending a course, which is funded by the Young People's Learning Agency, who are under 19 years of age on the date of the commencement of the course, are not charged tuition fees. Where an allowable registration or other fee is associated with the course, this remains payable.
- 22. Home and European Union students may make application to their Local Education Authority Awards Officer for assistance in the payment of fees.

Course Amendment/Closure

- 23. Warsash Maritime Academy reserves the right to:
 - i. discontinue any course at any time including after its commencement, but an alternative course will normally be offered.
 - ii. change the validating body for the academic award to which a course leads.
 - iii. alter the structure and content of any course.
 - iv. amend any other information without notice.

APL and CATS

- 24. Warsash Maritime Academy operates Accreditation of Prior Learning (APL) and Credit Accumulation and Transfer Schemes (CATS). The Academy reserves the right to charge for Accreditation of Prior Learning (APL).

NVQs

- 25. No additional charge is made for the taught component of a programme leading to all or part of an NVQ award which forms part of another course for which a fee is payable (e.g. Cadetship Programmes). NVQ fees outside of this framework are charged for separately as shown in the appropriate fees table.

Duplicate Certificates

- 26. A £50 fee is payable for a replacement certificate.
- 27. Warsash Maritime Academy reserves the right to levy a charge of £15 where a certificate needs to be amended and reissued through circumstances outside its control.
 - i. A £10 fee will be charged for the replacement of a Transcript.
 - ii. A charge of £35 will be made for the provision of unit data for accreditation.

Channel Islands & Isle of Man students

- 28. Tuition fees for students from the Channel Islands or Isle of Man who are in receipt of an LEA award will be as published by the Department of Education and Employment.
- 29. Tuition fees for students from the Channel Islands or Isle of Man who are not in receipt of an LEA award will be charged at Overseas fee rates.

Overseas students

30. Tuition fees for students from overseas are charged at the rates shown in the appropriate fees table.

Additional course materials and Field-trips

31. For any course, a charge may be made for additional course materials provided.
32. Additional fees for students attending field trips and/or visits may occasionally be charged and shall normally be paid by the student individually.

Campus Card

33. Each student must obtain a Campus Card, which is initially issued free. A replacement card costs £15.

Council Tax Certificate

34. A council tax certificate is issued free to all eligible full-time students. A charge of £15 will be made for a replacement Council Tax Certificate. Some local councils, such as Southampton City Council, will be automatically informed regarding students residing in this area. Such students will not need a council tax certificate. Please contact the Faculty Office for information.

Recovery of All Student Debt

35. A student is a debtor to Southampton Solent University if he/she:
- i. fails to pay any fees and charges by the specified due dates or fails to meet agreed payment plans.
 - ii. fails to return, or pay for the replacement cost of any library book, software, equipment or kit issued on loan.
36. Sanctions are imposed on students who have failed to pay tuition fees and charges on the due date and on those students who have defaulted on agreed payment plans. Students will be informed in writing of the intention to impose sanctions.
37. The application of sanctions results in the following restrictions:
- i. the removal of access to University IT network and hardware;
 - ii. the removal of the ability to withdraw books from the Library;
 - iii. the termination of enrolment by the Faculty Operations Manager. Students in debt will be unable to progress onto further stages of the course;
 - iv. the withdrawal of the invitation and permission to attend the graduation ceremony. In addition to this, students will not receive their award certificate.
40. The University reserves the right to take action to recover any outstanding debts, as per its Debt Management Policy. A copy of the Debt Management Policy is available upon request. This includes the use of debt collection agencies and County Court action. Further information about the University's Debt Management Policy may be obtained by contacting the Student Accounts Team, Tel: 023 8031 9970; Fax: 023 8023 3475; e-mail: student.accounts@solent.ac.uk or in person to room A101 (on the first floor of the Andrews Building).

Academic Progression of Students with Tuition Fee Debt

41. Students with tuition fee debt will be permitted to re-sit examinations or coursework before the commencement of the next academic session. Enrolment onto the next academic session, however, will not be permitted until the debt has been cleared.

Further Enquiries

42. Enquiries about the information shown within this guidance, or the provision of up to date information should be referred to:

Faculty Operations Manager
Warsash Maritime Academy
Newtown Road
Warsash
Southampton SO31 9ZL

Telephone: +44 (0) 1489 556168
Fax: +44 (0) 1489 576908
E-mail: wma@solent.ac.uk
Website: www.solent.ac.uk/wma

Abbreviations used

- UK/EU Fee payable by students ordinarily residing in the United Kingdom or European Union (but excluding the Channel Islands and Isle of Man: see Guidance Notes 28 & 29).
- O/seas Fee payable by students ordinarily residing overseas, (i.e. outside the United Kingdom or European Union).

Whilst every effort is made by Warsash Maritime Academy to ensure the accuracy of information provided at the time of publication, attention is drawn to Guidance Notes 23 and 42.