



A. Practice (name or brief description):

**Implementation of tuition fee policy/Promotion of tuition fee information/Assessment and recording of students' tuition fee liability**

Strategic decisions on fee policy are agreed by the University's Fee Strategy Group and approved by the Central Management Group and the University Senate.

Governance and Strategic Planning coordinates the fee policy papers for consideration by the Fee Strategy Group and they are responsible for ensuring that the strategic issues relating to fees and planning processes are implemented.

Scholarships and Student Funding Services (SSFS) are responsible for:

- Action decisions made by the Fee Strategy Group;
- Ensuring the University's tuition fee goals and income are met to maintain the University's position within the Higher Education sector;
- Ensuring fee policy is administered fairly and equitably across the University;
- Ensuring that all applicants are informed of the tuition fee applicable to their programme of study, fee status and method of study on application;
- Ensuring that information regarding tuition fee and related costs is available to students and staff prior to the new academic year via the web, undergraduate and postgraduate prospectus, University funding booklets and other outside publications;
- Ensuring all students are invoiced correctly for the programme of study they are undertaking.

**B. Reason for screening (delete as applicable):**

- Undertaking a review of an existing practice

**C. Person responsible for the policy area or practice:**

**Name:** Robert Lawrie

**Job title:** Director of Scholarships and Student Funding Services

**School/service/unit:** Academic Registry

D. Screening Analysis

1. Does the practice affect primary or high level functions of the University? **Yes**
2. Is the policy or practice relevant to the promotion of equality (in terms of the Public Sector Equality Duty 'needs' set out in the introduction above)?
3. Is the policy or practice one on which interested parties could reasonably expect the University to have carried out an EqIA?

E. Screening outcome

**Equality Impact Assessment required:** Yes

F. Sign-off

**Screening undertaken by (name(s) and job title(s)):**

Rhona Anderson, Fees and Student Support Manager  
Geraldine Beattie, Senior Fees Officer

**Accepted by:** Robert Lawrie, Director of Scholarships and Student Funding

**Date:** 28 March 2013

G. Equality Impact Assessment

**1. Overview. Indicate the current status of the practice or the stage of development/review.**

The practice is continually under review as part of our commitment to enhancing the student experience. Students benefit from a transparent fee policy informing them of tuition fees charged for their programme of study. Applicants benefit from knowing in advance of starting their studies what fee levels will be due and they can apply for funding in good time.

**2. To which equality groups is the practice relevant? The protected characteristics under the Equality Act are (delete as applicable)**

- **Disability**

All fee information is available via our website and can therefore be accessed in various formats. There is a dedicated disabled access to the student centre for students with mobility problems, where staff are available to deal with queries.

**3. What evidence is available about the needs of relevant groups?**

We have a feedback process on our website which can be used by students and staff to highlight issues. We receive continual feedback via telephone and email correspondence and any issues raised are passed to a senior member of staff for response. This evidence is deemed as sufficient in assessing our practice.

**4. Might the application of this policy/practice lead to discrimination, harassment or victimisation? Might it result in less favourable treatment for particular groups or give rise to indirect discrimination?**

No

**5. Are reasonable adjustments built in where they may be needed?**

Yes

**6. Does the policy/practice contribute to advancing equality of opportunity<sup>1</sup>? Will it help to:**

- **remove or minimise disadvantage**
- **meet the needs of different groups**

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<sup>1</sup> This question does not apply to the protected characteristic of marriage or civil partnership

- **encourage increased participation of particular groups**
- **take account of disabled people's impairments?**

By making tuition fee information available to all applicants, they can compare the cost of study at their preferred universities.

**7. Is there an opportunity in applying this policy/practice to foster good relations between people in any protected group and those who are not<sup>2</sup>? Will it help to tackle prejudice and/or promote understanding?**

No

**8. Is there evidence (or an expectation) that people from different protected groups have different needs or experiences in relation to the policy/practice?**

No

**9. Is there evidence (or an expectation) of higher or lower uptake by any protected group(s)? If so, give details of the differences and the reasons for these (if known)?**

Inclusive practice for all groups

**10. Is any protected group excluded from participating in or accessing the service or functions? If so, why?**

No

**11. Does the policy/practice create any barriers for any other groups? For example, because of the time when the service is delivered or because of restricted income?**

No

**12. How are relevant equality groups or communities involved in the development, review and/or monitoring of the policy or practice?**

See 3 above

**13. Are there any other points to note regarding the potential or actual impact of applying the policy or practice, with regard to the need to eliminate discrimination, advance equality and promote good relations?**

No

#### **H. Equality Impact Assessment Outcome**

Outcome: Continue the practice.

<sup>2</sup> This question does not apply to the protected characteristic of marriage or civil partnership.

To be reviewed annually

### **I Action and Monitoring**

**1. Specify the actions required to implement the findings of this EqIA.**

We will monitor on an annual basis using data and feedback.

**2. State how the policy or practice will be monitored in relation to its equality impact (or note where this is specified above).**

A report will be presented to senior management on an annual basis.

**3. When will the policy/practice next be reviewed?**

April 2014

### **J. Publication of EqIA**

**Can this EqIA be published in full, now?**

Yes

### **J. Sign-off**

**EqIA undertaken by:**

Rhona Anderson, Fees and Student Support Manager  
Geraldine Beattie, Senior Fees Officer

**Accepted by:** Robert Lawrie, Director of Scholarships and Student Funding

**Date:** 28 March 2013