

## **Partner Sanction Policy**

### **1.0 Introduction and background**

- 1.1 This policy is designed to mitigate against the potential loss of student tuition fee income for the University or one of its partner organisations. The University has sought to ensure that students are not unfairly disadvantaged during their studies if it is found necessary to apply this policy.

### **2.0 Purpose and scope**

- 2.1 To provide the university and partner organisations with leverage to collect in full tuition fees due from students.
- 2.2 To outline clearly what sanctions can be applied at the progression/re-enrolment or award stage to halt progression or withhold certification where tuition fees remain outstanding to either the University or the partner organisation.
- 2.3 This policy applies to outstanding tuition fees greater than £50 and will not be applied to accommodation debt, library fines or other non-tuition fee related debt.
- 2.4 To outline clearly what information would be required from a partner organisation and what information would be communicated to a student upon the application of a sanction.
- 2.5 To provide sanctioned students a right of appeal to the University.

### **3.0 Definitions**

- 3.1 'Tuition fees' relate to the total annual charge for teaching and does not include accommodation debt, library fines or other non-tuition fee related debt owed to the Partner organisation

3.2 'Partner organisation' relates to an academic partnership of the university for which a signed Memorandum of Understanding and Financial Agreement is held.

3.3 'University' is the University of Northampton

#### 4.0 Key principles

4.1 A P01 sanction can be applied to a student record which would prevent them from progressing or re-enrolling to the next stage of study or from receiving their final certificate.

4.2 The sanction will not prevent access to the virtual learning environment or online library resources, or prevent a student from *submitting items of assessment*.

4.3 For the sanction to be applied, a partner organisation will need to notify the university Academic Partnership Office (APO) [in writing](#) and in good time (see 4.7). The notification must include accurate information regarding tuition fee debt that is outstanding against specifically identified students.

4.4 Following a review of the information supplied by the partner organisation, the University will inform the student(s) directly that a sanction has been applied on behalf of the partner.

*The communication will:*

- *Detail the consequences of the sanction*
- *Refer them to the partner organisation to resolve the dispute*
- *Include/link to this policy*
- *Include grounds/procedure for appealing the decision*

4.5 For a sanction to be removed, a partner organisation will be expected to confirm to the APO that the debt has been satisfactorily addressed.

4.6 Any evidence received from a student can, if necessary, be handled within the right of appeal which will include verification of the information with the partner organisation.

4.7 A partner organisation can put forward a request for a sanction under this policy at any stage during the teaching schedule but no later than one month prior to the relevant Award and Progression Board for the student(s) in question.

4.8 A Partner organisation must agree to this policy in advance and have it documented in the Collaborative Operational Handbook if it wishes to have the right to apply sanctions.

## 5.0 **Right to appeal**

5.1 A student who has a sanction applied has a right of appeal. An appeal must be submitted using the Sanction Appeal form and sent to [academic.partnerships@northampton.ac.uk](mailto:academic.partnerships@northampton.ac.uk). The appeal should:

- Detail the reason for the appeal; and
- Provide evidence of payment of tuition fees.
- The appeal may be submitted at any time whilst the sanction is in force.

5.2 The appeal will normally be dealt with by the APO Manager at the University within 5 working days of receiving evidence.

5.3 The decision of the APO Manager is final.

5.4 A student whose appeal is unsuccessful will be issued with a letter outlining the reasons why and referred to the partner organisation to resolve the financial dispute. The sanction will remain in force until the debt issue is resolved.

5.5 A student whose appeal is successful will be issued with a letter outlining the reasons why, a copy of which will be provided to the partner organisation. The sanction will also be lifted.

## 6.0 **Key responsibilities**

6.1 Partner organisation – makes request for any sanction(s) to the APO providing the details required by this policy and within timescale required.

6.2 Dean of Academic Partnerships or APO Manager – responsible for applying or refusing sanction(s) requested by partner organisation.

6.3 APO Departmental and Finance Administrator – responsible for maintaining a record of all requests, decisions, appeals and actions taken, applies and removes the sanctions, tracks requests and outcomes and informs relevant teams if progression or certification currently being withheld.

6.4 APO Manager – consider Sanction appeals.

6.5 Student(s) – resolve debt issue with partner with option for right of appeal.

6.6 Student Records – report on students with sanctions where progression is affected.

6.7 Certification team – ensure certificates are withheld for students with sanctions.

## **7 Links to related University documentation**

7.1 Collaborative Operational Handbook

7.2 Partner Resource Centre

## **8 Appendices**

8.1 Summary sheet

8.2 Sanction Request Form (electronic copy via Microsoft Forms)

8.3 Sanction Appeal Form (electronic copy via Microsoft Forms)

## 8.1 Summary Sheet:

<b>Policy Title:</b>	
Partner sanctions Policy	
<b>Purpose of Policy and to whom it applies (please specify cohorts):</b>	
To support partner organisations in the collection of tuition fee debt from students	
<b>Owner and Department:</b>	
Hayley Tomlin, Academic Partnership Office	
<b>Principal contact:</b>	
Hayley Tomlin	
<b>Dissemination and implementation plan:</b>	
Finance, ACE, Student Records, Partner organisations Onto Partner Resource Centres and Collaborative Operational handbook	
<b>Date of initial committee approval (state committee name):</b>	UMT 22 <sup>nd</sup> September 2020
<b>Date of Senate approval:</b>	Senate 9 <sup>th</sup> December 2020
<b>Date for implementation and cohorts to which it applies:</b>	January 2021
<b>Proposed date of annual update:</b>	December 2021
<b>Date of last annual update:</b>	
<b>Proposed date of full review:</b>	
<b>Date of last full review:</b>	
<b>Version number and date:</b>	1.1 September 2020

## 8.2 Sanction request form

### Sanction Request Form

The form should be submitted to the Academic Partnership Office when requesting a tuition fee sanction on a student account, this can be requested at any stage but no later than 1 month prior to the final Award and Progression board.

The form is electronic and can be completed [here](#) or alternatively the table below can be completed and should be submitted to the Academic Partnership Office by email [academicpartnerships@northampton.ac.uk](mailto:academicpartnerships@northampton.ac.uk)

Date of Request	
Partner name:	
Submitted by:	
Position / job role:	

UoN Student ID	Student Surname	Student Forename	(Currency) Amount owed	APO Office use	
				Date sanction applied	Date sanction removed

(For official use)

Date Received:	Logged:	By:
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### 8.3 Sanction Appeal Form

## Sanction Appeal Form

This form should be submitted to the Academic Partnership Office at any point after a sanction has been applied and may only be used whilst a sanction is in force. [Online version](#) or alternatively the table below can be submitted to [academic.partnerships@northampton.ac.uk](mailto:academic.partnerships@northampton.ac.uk)

<b>Student name:</b>	
<b>Student number:</b>	
<b>Correspondence address:</b>	
<b>Email address:</b>	
<b>Programme and year of study:</b>	
<b>Grounds for appeal (you should include the reason for your appeal and full details of any tuition fee payments you have made):</b>	

I declare that in making this appeal any information I have provided is factual and accurate and that I understand that I may be required to answer further questions or provide further information if necessary:

Signed: .....

Date:.....

(For official use)

Date Received:	Logged:	File created
Appeal Acknowledged:		