

Tuition fee policy

Students are liable for the prompt and full payment of course tuition fees for the academic year in which they are registered. Students should ensure that they have the funds available to pay their fees before they embark on a course/programme. Payment of tuition fees in full or payment of the first instalment (25%) is required prior to registration. Students will not be awarded their degrees or issued with their final marks unless they have paid all outstanding tuition fees.

1 UNIVERSITY OF LONDON ONLINE PAYMENT SYSTEM

The University of London Online Payment System is an online platform where payments are made in full or in instalments. Tuition Fee payments should be made online via the University of London online payment system as part of your online registration task. The outstanding tuition fee balance is also displayed.

Please note that Students must choose a payment method while registering online to complete their registration.

If you receive and accept an offer of a place before August, you will be given access to review your payable tuition fee balance. These details will be sent by email and with registration packs. If you have been offered and accept a place during or after August, these details will be sent as soon as formal acceptance is received.

2 FUNDED STUDENTS

2.1 Students with sponsorship/scholarship funding must ensure that Registry is furnished with written confirmation of any award and payment arrangements -- that is payment dates, contact details for invoicing etc. at their earliest convenience, and before the point at which they are due to formally register for their studies. Sponsorship evidence will have to be uploaded online via the student portal.

2.2 Externally funded students are responsible for their sponsors and ensuring that their fees are paid. Sponsors will be sent invoices once all the details have been received by the University of London.

2.3 At all times, the individual student retains liability for payment of their entire fee should the sponsoring body default on a payment, for whatever reason, or withdraw sponsorship.

3 OVERSEAS STUDENTS

3.1 Overseas students are expected to have secured funds for their entire tuition fee and maintenance, at the point of applying for a student visa, in line with UK Visas and Immigration (UKVI) requirements (Tier 4). Therefore, overseas students are normally expected to pay their fees in full. It is the responsibility of overseas students to check what evidence is required in order to gain UK entry clearance. Further information is available on the UKVI website: <http://www.bia.homeoffice.gov.uk/studyingintheuk/>

3.2 UK student visa regulations mean that students classed as overseas for fees purposes may normally only register on a full-time basis.

4 FEE PAYMENT OPTIONS

4.1 Payment is made via the University's [Student Portal](#). Fees can either be paid in full prior to registration, or in four equal instalments. Apart from the first instalment (25%) which is payable prior to registration, instalments are payable online. Click [here](#) for guidance on how to pay online. Students will not be able to register unless they have paid their fees in full, or paid their first instalment, prior to formal registration.

Please note: Overpayment of fees is not permitted under any circumstances as this is against University of London policy. If fees are overpaid deliberately then no refund will be issued.

- **Full payment**

Students can pay their full fees via the [University's Student Portal](#).

- **Instalments**

Students can opt to pay via instalment plans on the [University's Student Portal](#), which will allow payment of fees in four equal instalments of 25%, payable on the following dates:

- **September entry**

(Academic year will run from September to August)

Instalment 1: prior to formal registration

Instalment 2: 15 November

Instalment 3: 15 January

Instalment 4: 15 March

- **January entry**

(Academic year will run from January to December)

Students registering for January entry can pay the fees in 4 equal instalments of 25% on the following dates:

Instalment 1: 15 January (or on Registration)

Instalment 2: 15 March

Instalment 3: 15 May

Instalment 4: 15 July

There is no additional charge for paying in instalments. The first instalment (25%) is due prior/at the formal registration. The remaining three instalments are payable online only.

It is the responsibility of the student to check that the fee payment has been made and to ensure that sufficient funds are available in their accounts. Students who default on their payment will be given 7 days to pay the outstanding amount. If the due amount is not paid, then penalties will be applied and the debt pursued as set out in Sections 9 and 10 below.

5 FINANCIAL DIFFICULTIES

5.1 Any student who experiences financial difficulties is encouraged to contact Registry as soon as possible to discuss the options available to them.

5.2 Continuing students who have experienced financial difficulties and have had a previous non-standard payment plan agreed with Registry, but who later default on that plan, will not be granted another non-standard payment plan.

6 STUDENTS REGISTERING AFTER FORMAL SCHOOL ENROLMENT

6.1 Taught Masters Programmes

Students who register after formal registration (after 1 October or thereabouts) but during the first few weeks of term will be charged the full year's course tuition fee. The Fee Payment Options detailed in Section 4 above will apply.

With the exception of Distance Learning programmes, masters students will only be very exceptionally be accepted for a course of study on or after 1 November.

6.2 Research students – MPhil/PhD

The annual tuition fee for research students is set for a 12-month session, which usually runs from October to the end of September the following year. Some institutes will register students from the spring or summer terms. When a programme begins and/or ends mid-session, fees are normally charged on a pro rata basis.

Research students' fees can be paid in full at the point of registration online or offline. Students who register after formal registration but on or prior to 31 October will be able to pay online from the student portal, as detailed above in Section 4. The first instalment is always due at the point of registration.

Research students who register on or after 1 November or in the spring term will be able to pay online as well. Instalment amounts will be calculated to ensure that students have paid the correct amount of their total fee due at the corresponding instalment date (see section 4, above). Thus a student registering in the spring term (January entry) will be expected to pay their fee at the point of registration, with the remaining in three equal instalments at the 15 March, 15 May and 15 July collection dates.

Research students who register in the summer term are expected to pay their fees in full at the point of registration.

7 CONTINUING STUDENT FEES

Continuing students should be aware that fees for their subsequent years' study may increase, and that in accepting the offer of a place, they must take this into account.

8 PERMANENT WITHDRAWAL, DEFERRAL AND INTERMITTENCE

8.1 Permanent withdrawal

Students must submit a formal request to withdraw using the appropriate form. If a student has paid fees in advance, the School will review the withdrawal date to determine whether a credit should be made to the student's tuition fee account.

Students who are withdrawn by their Institute for non-attendance will be liable for the full tuition fee due. Students whose fees are paid to the University direct by Research Councils or other funding body are governed by the regulations set down by those bodies. It is usual that the funding body requires maintenance and fee refunds calculated from the exact date of withdrawal.

8.2 Deferral/intermittence

Students must submit a formal request to defer using the appropriate form.

If a student has paid fees in advance, the School will review the withdrawal date to determine whether a credit should be made to the student's tuition fee account.

Any subsequent credit balances created by any Deferred/Intermittent students will be carried forward to the following academic year/return date as agreed.

8.3 Credits to tuition fee accounts & refunds

Masters Students

The schedule set out below will be applied to requests for tuition fee credit for students on master's programmes:

Autumn term	Withdrawal within 2 weeks of start of autumn term	Full tuition fee credit, less £250 administration fee + retention of any course deposit paid
	After 2 weeks	Fee for whole term due
Spring term	Withdrawal within 2 weeks of start of spring term	Full tuition fee credit of any fees paid for spring term
	After 2 weeks	Two thirds of full tuition fee due
Summer term	Withdrawal within 2 weeks of start of summer term	Full tuition fee credit of any fees paid for summer term
	After 2 weeks	Full tuition fee due

Research Students (MPhil/PhD)

Research students who withdraw within 2 weeks of the start of the autumn term will be entitled to a full refund of any fees paid, less a £250 administration fee, plus the retention of any course deposit paid. After this 2 week period, refunds will be calculated as follows:

The annual tuition fee for research students is set for a 12-month session, which usually runs from October to the end of September the following year. For the January entry students the tuition fee is set for a 12-month session, which usually runs from January to December of the same year. Tuition fee credit will be calculated on the basis of the number of months remaining in the 12-month session. Students who formally withdraw after the first day in any month will be charged for that month in full.

Refunds

All requests for refunds must be made in writing. Withdrawn students in receipt of tuition fee credit are entitled to a refund of these funds.

Refunds will be issued using the same method of payment used (same card/bank details). No other alternative methods of refund will be considered.

Tuition fee credit for students who have deferred/intermitted will be retained by the School as fee payment towards a future term/year. However, refunds will be considered in exceptional circumstances and agreed by the School's Registrar to ensure a level of consistency in practice.

Students will be required to return their SAS ID Card to the Registry or their Institute before refunds are processed.

9 PENALTIES FOR NON-PAYMENT OF TUITION FEES

9.1 In addition to any academic requirements, continued registration and progression from one year to the next is conditional on the appropriate fee being paid. If the fee, or due portion of the fee, has not been paid by the due date, registration may automatically lapse without notice.

9.2 The School has at its disposal a number of penalties, which will be applied as appropriate, for non-payment of tuition fees. These include:

Masters students. The School is able to:

- Suspend students' institute/library access
- Prevent students from entering examination/proceeding to dissertation
- Prevent students from graduating
- Withhold students' graduation certificates
- For part-time students, prevent registration in the following academic year

Research students. The School is able to:

- Suspend students' institute/library access
- Prevent students from annual progression and progression from MPhil to PhD
- Suspend supervision
- Prevent students from proceeding to examination

9.3 The ultimate penalty for all categories of student is de-registration, which, once applied, cannot be revoked.

10 PROCEDURES FOR PURSUING STUDENT DEBT

10.1 Default on full fee tuition fee payment

Students who opt to pay their tuition fees in full and then default on that payment i.e. funds do not clear into the University's bank account, will receive initial written notification – to their SAS email account. The relevant institute will be informed. A two week time period within which to settle their account or to contact Registry will be given. If no action is taken, a second letter will be sent setting out the possible penalties for non-payment, giving a seven day deadline for settlement or to contact Registry and setting out that if neither payment nor contact is made within that period, steps will be taken to de-register.

10.2 Default on Instalment Payments

Students who opt to pay their tuition fees by instalment and then default on a payment—that is, payment not received on agreed dates, will receive initial written notification by email. The relevant institute will also be informed. A two week time period within which to settle their account or to contact Registry will be given. If no action is taken, a second letter will be sent setting out the possible penalties for non-payment, giving a seven day deadline for settlement or to contact SAS Registry and explaining that if neither payment nor contact is made within that period, steps will be taken to de-register.

Students who opt to pay their tuition fees by instalments but who subsequently fail to pay on time will be expected to pay the remainder of their tuition fees in full.

10.3 The School reserves the right to pass a student's debt on to a third party debt collection agency to collect fees that are overdue.

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