University of Reading

FEES POLICY

2027/28

This policy sets out important financial aspects governing your time at the University of Reading ("the University"). It should be read alongside your Terms and Conditions (if applying for or studying an undergraduate or postgraduate taught programme) and your Offer Letter. The information contained within this policy forms part of the contract between you and the University.

This policy will be reviewed annually and may be revised for the new cohort of students. If, exceptionally, any change is made to it which relates to existing students, such change will be made and notified to you in accordance with your Terms and Conditions.

1. What are my Tuition Fees?

You are required to pay the Tuition Fees applicable to your Programme.

Your Tuition Fees will be determined based on your fee status, your mode of attendance for each period of enrolment and the fee regime in force at the time of your initial enrolment.

Your Tuition Fees will be payable to the University unless otherwise stated in your Offer Letter.

The level of your Tuition Fees for your first year of study will be set out in your Offer Letter. Tuition Fees may increase for new cohorts commencing the Programme each year.

Any Tuition Fee increases made during your programme shall be made in accordance with section 3 of this Fees Policy and will normally be applied from the 1st of September of each year, unless your Offer Letter sets alternative dates.

All Tuition Fees are in GBP £ sterling, unless stated otherwise.

'Home' students are defined as British and Irish citizens as included under the Common Travel Area and those who meet one of the relevant categories as indicated in the UKCISA guidance.

The Tuition Fees apply to full time students and will be pro-rated accordingly for part-time students.

(a) Home Undergraduate Students

The University's standard Tuition Fees for home undergraduate students for each academic year and those applicable to you are set out in your Offer Letter.

These Tuition Fees shall be set no higher than the maximum amount of Tuition Fees that an institution may charge, based on rules set by the UK Government.

(b) International Undergraduate Students

The University's Tuition Fees for full time International Undergraduate students for each academic and those applicable to you are set out in your Offer Letter.

(c) Home Postgraduate Taught ("PGT") Students

The University's Tuition Fees for full and part-time Home PGT students for each academic year and those applicable to you are set out in your Offer Letter.

(d) International PGT Students

The University's Tuition Fees for full and part-time International PGT students for each academic year and those applicable to you are set out in your Offer Letter.

(e) Henley Post-Experience Students

The University's Tuition Fees will be set out in your Offer Letter.

(f) Postgraduate Research ("PGR") Students

The University's Tuition Fees for postgraduate research students for each academic year and those applicable to you are set out in your Offer Letter.

Home PGR Students: The University aligns its Tuition Fees for Home PGR Students with the levels set out by the UKRI, which are not published until the start of the year in which students will commence their studies. **This means that the Tuition Fees published prior to that date will be indicative only.**

If you have accepted an offer from the University prior to the Tuition Fees being finalised, you will be notified of that in your Offer Letter and you will be provided with full information on Tuition Fees as soon as it is available.

Research Expenses/Supervisory Visit Fees are payable in addition to Tuition Fees for some doctoral research Programmes. If Research Expenses/Supervisory Visit Fees are payable then these will be set out in your Offer Letter.

(g) International Foundation Programme ("IFP") Students

The University's Tuition Fees for each academic year for International Foundation Programme students and those applicable to you are set out in your Offer Letter, along with details of any refundable deposit required to be paid.

(h) Part-time Students on PGT Programmes

Part time PGT students cannot register for more than 100 credits in a single academic year. Tuition Fees are calculated according to the criteria shown below:

- If the charge is per year of study, it will cover the standard expected credits for the year: normally 60 for Undergraduate Students or 90 for PGT Students which is 50% of a full time programme.
- If a student takes less than the standard number of credits for their award in a year of study, the fee will be reduced to reflect the total number of credits taken in the year.
- If a student takes more than the standard number of credits for their award in a year of study, the additional module(s) will be charged at the appropriate credit rate.
- If the charge is based on the number of credits taken, the charge will be made based on the credits and will cover only those credits.
- Where students are required to retake modules, additional fees may be due.

2. Fee status

(a) What is my fee status?

Your fee status is determined according to set criteria provided in regulations, and guidance, provided by the Government of the four countries of the UK: England, Scotland, Wales or Northern Ireland.

Further information is provided by the UK Council for International Student Affairs (UKCISA).

Applicants are able to request a review of the fee status indicated in their Offer Letter at any point prior to enrolling at the University. All requests from applicants for a review of fee status should be made by completing the Fee Status questionnaire as instructed in their Offer Letter.

(b) Can my fee status change during my studies?

An assessment of a student's fee status will apply for the duration of the programme, except in a small number of cases as indicated below, where it can be reviewed:

- You or a relevant family member obtains British nationality or settled status in the UK you may, depending upon your circumstances and rules in force at the time, be eligible for your fee status to be reviewed. You should seek advice from the University's Student Financial Support Team. No refunds or credits for previous Tuition Fees paid in previous years will be considered. If your fee status is altered, it will normally be changed from the start of the next academic year of your Programme.
- You, or a relevant family member, are granted refugee or humanitarian protection status or any other scheme applies which affects your fee status part way through the Programme. In this circumstance your fee status will be reviewed and will normally be changed from the start of the next academic year of the Programme. However, if the status is changed from the start of the next academic year, no refunds or credits for Tuition Fees paid in previous years will be considered. Exceptionally, if the status is changed from the start of the Programme, you will be refunded any overpayment of Tuition Fees

Terms defined by the relevant fees regulations. These definitions are beyond the control of the University as they are set by the Government and as such the University accepts no liability for any changes to it.

These rules concerning fee status reflect the legal position at the time these terms were written. Applications for changes in fee status after that date may also be subject to change.

In each of these categories additional definitions and restrictions may apply when reviewing your fee status. These will be explained at the time of any review.

All requests from current students for a review of fee status should be sent to the Student Fees Manager using the email address studentfees@reading.ac.uk

3. Will the University increase my fees?

Your Tuition Fees may change during your Programme. Your Tuition Fee will normally increase at the start of a new academic year (September) in accordance with this Fees Policy unless set out otherwise in your Offer Letter.

Should your Tuition Fees change during your Programme, the new fee will be communicated to you in good time.

The University will not normally increase Tuition Fees during the course of an academic year.

Should you suspend your studies, defer your date for admission or re-enter onto a Programme, the University will increase your Tuition Fees to the level determined in accordance with your fee status, your mode of attendance for each period of enrolment and the fee regime in force at the time of your enrolment for deferring students and re-enrolment for suspended or re-entering students. In these circumstances, the proposed Tuition Fees will be communicated to you in good time.

(a) Home Undergraduate Students (including Home Foundation Programme Students)

Tuition Fees shall be set at, and increase in line with, the maximum amount of Tuition Fees that an institution may charge by law, based on rules set by the UK Government.

From time to time there may be a change to the fee regime for Home Undergraduate Students, such that the University is permitted by law to charge higher Tuition Fees than those in place at the start of your Programme. Should such a change to the fee regime occur, the University may increase Tuition Fees for Home Undergraduate Students at the start of the academic year (September) in line with this change.

(b) International Undergraduate Students, International Foundation Programme ("IFP") and International Foundation Year Students

The University will increase Tuition Fees for International Undergraduate, IFP and Foundation Year Students at the start of each academic year (September) in line with the UK Consumer Prices Index (CPI) figure for July two years ahead of the applicable year, capped to a maximum of 4% (rounded to the nearest £50).

(c) Home Postgraduate Research ("PGR") Students

The University will increase Tuition Fees for Home PGR Students at the start of each academic year (September) in line with the published UKRI Fees where applicable.

(d) Home Post Graduate Taught ("PGT") Students

The University will increase Tuition Fees for Home PGT Students at the start of each academic year (September) in line with the UK Consumer Prices Index (CPI) figure for July two years ahead of the applicable year, capped to a maximum of 4% (rounded to the nearest £50).

Unless the Programme is eligible for tuition fee loan funding where the maximum amount as set by the UK Government for the relevant academic year will be charged, or a fee cap set by a third party institution.

(e) International Postgraduate Research ("PGR") and Postgraduate Taught ("PGT") Students (including PGCE)

The University will increase Tuition Fees for International PGR and PGT Students at the start of each academic year (September) in line with the UK Consumer Prices Index (CPI)

figure for July two years ahead of the applicable year, capped to a maximum of 4% (rounded to the nearest £50).

4. Will my fees change if I agree changes to my studies?

Withdrawing or suspending your studies:

(a) Undergraduate students and postgraduate taught students

If you suspend or withdraw your studies you will be liable for Tuition Fees during that year in accordance with the table applicable to your start date:

If your Programme starts at the commencement of Semester 1 (September), termination between the following dates:

Timing	%
Up to and including Monday of week 4 of Semester 1	0%
From Tuesday of week 4 of Semester 1 up to and including Monday of week 1 of Semester 2	25%
From Tuesday of week 1 of Semester 2 up to and including the Monday of week 8 of Semester 2	50%
From Tuesday of week 8 of Semester 2 onwards	100%

If your Programme starts at the commencement of Semester 2 (January/February), termination between the following dates:

Timing	%
Up to and including Monday of week 4 of Semester 2	0%
From Tuesday of week 4 of Semester 2 up to and including Monday of week 8 of Semester 2	25%
From Tuesday of week 8 of Semester 2 up to and including the Monday of week 1 of Semester 1	50%
From Tuesday of week 1 of Semester 1 onwards	100%

Students who are funded through the Lifelong Learning Entitlement (LLE): The points at which you will become liable for tuition fees (should they differ to the above) will be communicated to you when the final regulations and arrangements have been confirmed by the Student Loans Company.

Students on Institute of Education ("IOE") Programmes: For those on IOE Programmes, you will be liable for Tuition Fees in accordance with the tuition fees liability points table for IOE students.

Programmes of less than one year: If your Programme is of less than one year's duration or commences at a different date to the tables set out above different dates may apply, you should contact the relevant Support Centre or, for Henley Business School students studying at Greenlands, the Programme Administration Team, for details of the dates that are relevant to your Programme.

International Foundation Programmes: For those on the International Foundation Programmes you will be liable for Tuition Fees in accordance with the table applicable to your start date, as above. If you programme starts at a different date, please contact Student Finance for further information.

Suspension: If you suspend and then wish to return to the University on a date outside the academic year in which you suspended, the University will increase your Tuition Fees to the level determined in accordance with your fee status, your mode of attendance for each period of enrolment and the fee regime in force at the time of your re-enrolment for suspended students. In these circumstances, the proposed Tuition Fees will be communicated to you in good time.

If you are returning from suspension and were charged for, but did not take, the original assessment, you will not be required to pay a further Tuition Fee for that assessment unless you are also receiving or entitled to receive further teaching. This does not apply to students who have taken the original assessment and are taking a resit.

If a discount has been applied to your Tuition Fees, and you subsequently suspend your studies and return to the University on a date outside the academic year in which you suspended, the unused element of the discount (i.e. the proportion of an academic year for which you were suspended) will be available for the year in which you return to the University. **For example**, if you suspend and in line with the table above, you are only liable for 50% of the fees in the year you suspend, you will be able to carry over the remaining 50% of the discount to the year in which you return.

(b) PGR students

If you suspend your studies, then your Tuition Fees will be reduced pro-rata for the equivalent period of time. When you resume your studies, further Tuition Fees will be charged and your Tuition Fees will be determined in accordance with your fee status, your mode of attendance for each period of enrolment and the fee regime in force at the time of your re-enrolment for suspended students. In these circumstances, the proposed Tuition Fees will be communicated to you in good time.

If you withdraw from your studies then your Tuition Fees will be calculated pro-rata rounded up to the nearest month.

Students should contact the Doctorial Research Office at dro@reading.ac.uk for queries relating to withdrawing or suspending.

(c) Mode Shift and Module Credit Fee Charging

Sometimes students on full time awards may switch to a part time equivalent.

If you change your mode of attendance in this way, rather than transferring between programmes, you can defer the charges for any module(s) not taken (but paid for as part of a whole award or year fee) until you are able to take the module(s) as part of the part time award.

Refunds in respect of modules where you commenced study and subsequently withdrew will be subject to the provisions of the standard refund provision, as set out in paragraph 11 of this policy.

(d) Fee Variation for Alternative Study Patterns on Standard Awards

Sometimes it will be necessary for students to change how they study their awards either by taking fewer modules or by taking more. Depending on the mode of attendance and programme of study this may result in additional fee charges or a reduction in fees.

If a change results in a student studying fewer than the standard credits:

- If the original charge is per award or per year the fee will be reduced if the total number of credits taken drops below the threshold for full time status.
- If the original charge is by credit, the fee charged will be reduced to reflect the number of credits actually taken.
- In all cases where students have commenced study on a module and withdraw from it as part of the change in mode of study, a partial charge for the withdrawn module may be charged.

(e) Undergraduate Students Switching from Honours to Non-Honours Awards

There is no reduction in the fee if you opt to change to a non-honours award.

5. Tuition Fee Loans

If you are a Home student on a designated undergraduate programme, Post Graduate Teacher Training, MSc in Speech and Language Therapy, Master of Architecture Programme or other postgraduate master's or doctoral programme, you may be eligible for a Tuition Fee loan ("the Loan") from the relevant Student Finance Authority ("the Authority"). Please see the UK Government website for more details on loans.

You are responsible for entering the correct Programme and fee information when applying for a Loan from the relevant Authority.

Please note that not all applicants may be eligible for a Loan from the Authority and you should check your eligibility before replying to your offer if you are interested in paying your Tuition Fees by this method.

It is your responsibility to apply for a Loan for each year of study, in a timely manner and for the correct Programme, programme year and amount, and to inform the Authority of changes to your household circumstances.

During online registration, if you are being funded through an Authority, you must follow the instructions on the sponsorship screen to ensure that the University can manage collection of your Tuition Fees.

However, please note that the University is required to adhere to a final assessment on eligibility and entitlement to a Loan made by the Authority. Regardless of University provisions, policy and regulations, all students in receipt of funding from Student Finance are ultimately subject to the provisions of the Student Support Regulations in regards to maximum funding and maximum number of repeat years.

If, by the date of registration, you are waiting for confirmation of your Loan from the Authority or after the date of registration your application for a Loan is rejected, you should contact Student Financial Support via studentfunding@reading.ac.uk as soon as possible to discuss your options.

(a) Equivalent or Lower Qualification (ELQ) Students

If you are a UK undergraduate student who already has a Higher Education qualification (regardless of the awarding institution) and who is now studying for an equivalent or lower qualification, you are unlikely to be entitled to Student Finance Authority funding to cover your Tuition Fees or living costs.

6. When do I pay?

You must pay your Tuition Fees in full at or before registration unless the following applies to you:

- You are receiving a loan from one of the Student Finance Authorities; or
- You have provided evidence of sponsorship from an approved sponsor; or
- You are eligible to pay the tuition fees in instalments (please see below); or
- Alternative payment arrangements are set out in your Offer Letter.

If you pay by module, you must pay the relevant module fee before or at registration.

(a) Payment by instalment

You may pay your Tuition Fees to the University, or to the institution as stated in your Offer Letter, in two equal instalments if all of the following conditions apply:

- You are charged the full amount of the Tuition Fee at the start of your Programme (i.e. you are not billed by module);
- the amount of the Tuition Fees owed at enrolment is greater than £2,000 per year;
- your Programme runs for longer than 10 weeks.

You may pay your Tuition Fees to the University in three instalments if one of the following conditions applies:

- Your Tuition Fees are paid through a U.S. Direct Loan which is disbursed in three instalments; or
- Your Tuition Fees are funded by the Student Loans Company as a Masters or Doctoral Loan.

Any reductions to your Tuition Fees, for example because you are eligible for a discount, fee waiver scholarship and/or prize, the reduction will be applied to the whole amount of your Tuition Fee, and then the amount of each instalment calculated. This means that reductions will be spread equally across any Tuition Fee instalments.

(b) Payment following transfer from another institution

If you have an approved Tuition Fee Loan and transfer to the University following enrolment at a different institution, the University will expect to receive Tuition Fee funding from the start of the next liability period following the transfer in accordance with the relevant updated table at paragraph 4.1 of this Policy.

7. How do I pay?

Full or partial payment of fees must be paid online, for more information on ways to pay and paying your fees.

If you experience difficulties in paying by any of the above methods you must contact the Receipts Office immediately who can be contacted at receipts@reading.ac.uk

Your Tuition Fees may be paid by a third party. It is a condition of the University accepting payment by a third party that you understand and accept that the University will contact the original payer concerning matters relating to your Tuition Fees, including to process refunds.

Normally the University will invoice Tuition Fees in GB sterling. In certain circumstances the University may raise a fee note in another currency. Where it does so the Tuition Fees must be paid in that currency. If a different currency is used to pay a fee then the University reserves the right to refuse to accept such payment. It will not be liable for any exchange differences that may arise under any circumstances and you will have to reimburse any such costs to the University. It also reserves the right to levy an administrative fee of £100 to cover any extra costs that may arise in dealing with such a receipt.

(a) Allocation of money paid against money owed

During your time at the University, you may owe money for a number of different things, such as Tuition Fees, accommodation fees or Additional Fees (for example, payment for field trips).

When you pay money to the University, by any of the mechanisms set out above, you may, if you wish, indicate what the money paid is for. For example, although you have outstanding Tuition Fees, you may wish to make sure money paid to us goes towards a field trip or your accommodation fees. It is your responsibility to make the University aware of any preference you have when paying money to us. Money received and allocated cannot be reallocated at a later date.

If you do not indicate the item for which a particular payment is for, money paid to us will be applied as follows:

1. Tuition Fees; then
2. Accommodation fees and charges; then
3. Any other item, and if more than one, in the order in which these other items became payable.

8. What happens if I am being sponsored or receive a bursary?

If you are being sponsored, wholly or in part, you must provide evidence of sponsorship to:

During the admissions process	The Admissions Office
If you are a current undergraduate or PGT student	Student Financial Support
If you are a current PGR student	Doctoral and Researcher College
If you are a current student on a Henley Post Experience programme delivered by Greenlands	Applicable Programme Admin and Henley Operations Team

This must include the full amount of sponsorship and details of the sponsor. You will not be able to complete registration until the University has received confirmation of sponsorship from your sponsor and this has been approved by the University and/or the Tuition Fees are paid by the student or your sponsor.

If you are entitled to a refund of Tuition Fees or any other monies received by the University, for any reason, sponsorship or bursary amounts will be returned to your sponsor, and not to you, in accordance with the terms of your sponsorship arrangement.

9. What happens if I don't pay my Tuition Fees?

You have ultimate liability for the payment of your Tuition Fees.

(a) Responsibility for payment

You remain responsible for the Tuition Fees even where sponsorship agreements have been approved. If a sponsor fails to pay the University for Tuition Fees owed, you will be ultimately responsible for any debt accrued.

The University will ultimately always seek to recover Tuition Fees directly from students in cases where payment from other approved sources is not forthcoming.

The only exception to this is for students on programmes directly commissioned by a third party and where the programme enrolment is at the request of an employer. In such circumstances, where sponsorship is withdrawn or payments default, you will be withdrawn from the Programme. A commissioned programme is one where an employer or organisation has contracted the University to supply educational services.

If you or the University withdraws you from your Programme, the amount of the Tuition Fees to be paid or refunded as appropriate is calculated in accordance with the relevant table set out at section 4 of this Policy.

(b) Non-payment of Tuition Fees

If, for any reason, you are unable to pay your Tuition Fees by the date they are due, you should contact Student Credit Control at studentcreditcontrol@reading.ac.uk

In cases of genuine difficulty, the University will take reasonable steps to support you, which may include agreement to payment by instalments or another payment plan arrangement. Please note that the University has no obligation to agree alternative arrangements and any arrangements are only applicable if the first instalment (if relevant) has been paid in full

The University reserves the right to take appropriate action against students who fail to pay their Tuition Fees, or to make satisfactory arrangements to pay in line with the Fees Policy.

On initial default, unless alternative arrangements have been agreed, the University may withdraw your student digital technology rights or disable your student ID card and any controlled access privileges.

Should you continue to fail to make arrangements to pay your Tuition Fees or should you default in meeting agreed payment terms the University may, at its discretion (and where applicable following the appropriate process):

- not permit you to re-register and/or withdraw you from the programme of study;
- issue 'no recommendation' when assessing your final award, meaning no confirmation of pass/fail is made whilst Tuition Fee debt is outstanding;
- not issue you with a final award certificate;
- not permit you to attend the Graduation Ceremony; and/or
- not be issued with any academic reference.

This may include legal action to recover unpaid Tuition Fees and/or withdrawal from your Programme.

The University will refer unpaid accounts to legal debt recovery and/or external agencies to pursue payment. The University will also seek recovery of the costs associated with the legal process.

If you are in the UK under a Student Route visa, suspension of or withdrawal from your programme of study will result in the University of Reading notifying UK Visas and Immigration (UKVI) of this.

(c) Charges

In addition, the University will charge a late payment administration fee at the following rate at each payment point in which all, or any, of the Tuition Fee remains unpaid.

Debt	**Fee**
If debt less than £1,000	£40
Debt over £1,000 but less than £10,000	£70
Debt over £10,000	£100

The payment points are 31 October, 28 February and 31 May each year and the late payment charge is applied to outstanding payments at that point. This is the case even if a prior charge has already been applied in preceding Semesters.

If you do not make payments due to us by the date on which they are due, the University may charge interest on to you on the overdue amount at the rate of 2% a year above the Bank of England base rate from time to time. This interest will accrue on a daily basis from the due date until the date of actual payment of the overdue amount. You must pay us interest together with any overdue amount.

10. What do my fees cover?

(a) What do fees cover?

Your Tuition Fees cover the provision of tuition for your Programme and of academic, pastoral and other resources made available to you while you are a Student. Your Tuition Fees also cover resit fees.

You may, as part of your Programme, have to pay some Additional Costs, as descripted in the Terms and Conditions. These are set out in your Programme Specification or, for optional modules, the relevant module description form.

Your Tuition Fees do not cover your accommodation or living costs.

(b) Postgraduate Taught Students Writing Up Fees

Where you have applied for and been granted an extension to the write up of your dissertation, a writing up fee may be applied.

(c) Additional Terms for PGR students

PGR students have some additional terms regarding fees as follows:

- Extension of research registration period

  In the exceptional case where you have applied for and been granted an extension of your research registration period, you are required to re-enrol on payment of the appropriate fee. You may not re- enrol after your Maximum Registration Date unless this has been formally agreed by the Head of Doctoral Research Office and you have been invited to do so.

- Research Students' Writing Up/Continuation Fees

  If you have started your programme before 2024-25, you have passed your Minimum Registration Period and are considered to be "writing up" then the Continuation Fee will be payable thereafter.

  Your School/Department will determine whether you qualify for the Continuation Fee based on whether you have passed the Minimum Registration Period and whether you are writing-up your thesis.

  PGR students starting in 2024-25 and beyond, will be charged full fees for the duration of their programme. Exceptions may be permitted for students who have passed their

minimum registration period and are 'writing up' by providing a written case to the Dean of Postgraduate Research Studies and Researcher Development.

To find further information about the Continuation Fee please see Fees beyond the Minimum Registration Period.

- Research Examination Period and Re-examination Fees

  Tuition Fees for PhD students cease to be due from the point of submission of the thesis to the Examinations Office in accordance with the University's rules on submission. An appropriate refund of the Continuation Fee may be payable depending upon the timing of the thesis submission. For further information please see Fees beyond the Minimum Registration Period.

Following your viva voce examination you may be required to:

- Undertake Major or Minor Amendments. In these cases, you are not required to pay a resubmission fee.
- Re-submit following a Failure within a further 3 years (and be fully re-examined). In this case you are required to pay a re-examination fee.

(d) Placement and Study Abroad years

You will be required to pay 15% of the total annual Tuition Fee whilst on your placement year.

11. When might my fees be refunded? How do I apply for a refund?

(a) Refunds on suspension or withdrawal

Students wishing to apply for a refund should contact studentfees@reading.ac.uk.

Refunds of Tuition Fees as a result of suspension or withdrawal from the University will be determined and calculated in accordance with the tables set out at section 4 of this Policy.

Payment of a refund in these circumstances is dependent upon you following the correct procedure for suspension or withdrawal. The University is not liable for you failing to follow the correct procedure in this regard.

The University will deduct the value of any scholarship or bursary paid to you from any refund.

A refund in excess of the prescribed levels will only be considered if a withdrawal or suspension is due to serious and unforeseen exceptional circumstances. In such circumstances you should seek advice from a member of the Student Support Centre.

(b) Changes by the University

If the University cancels an award or compulsory module meaning you are prevented from completing that award or compulsory module, you will receive an automatic full reduction of Tuition Fees for the relevant award or compulsory module.

(c) You do not meet the terms of your offer

If you do not meet the terms of the offer made to you, or you do not get the visa you need to study at the University, and you have already paid some or all of the Tuition Fee, the University will refund Tuition Fees already paid.

(d) Method of repayment

Refunds will only be made via the method and account used for the original payment. As such, if someone else has paid your Tuition Fees, the refund will be made to that person or organisation. Refunds will not be made in cash.

Refunds will be made as quickly as reasonably possible.

(e) Circumstances in which refunds are not due

Other than as set out in 12(a) below, there is no refund available of non-refundable deposits.

There is no reduction or refund available if the duration of a module is one teaching block (normally 15 weeks or less) and withdrawal takes place after the official start date of the module.

There is no reduction or refund available in respect of module(s) where the credit has been awarded, or recommended, following the completion of the process of assessing a claim for Accredited Prior Experiential Learning (RP(E)L).

The University does not refund monies to students that they have not paid but that are accounted for on the student record in the form of fee reductions, scholarships or bursaries.

12. Do I have to pay a deposit?

You may be required to pay a deposit and if you are required, it will be indicated in your Offer Letter and payment of the deposit may be a condition of acceptance. If you are required to pay a deposit you will need to do so before we will issue you with a Confirmation of Acceptance for Studies (CAS).

The balance of the first instalment of your Tuition Fees is payable at enrolment.

(a) Is my deposit refundable?

You will be informed in your Offer Letter whether your deposit is refundable or non-refundable.

Refundable deposits may be subject to an administration charge.

Where deposits are non-refundable they will only be returned (less any applicable administration charge), where:

- you fail to meet the conditions of your offer;
- you are unable to be issued with a visa;
- you decide to cancel your contract with the University within 14 days of the later of your acceptance of the offer or the University receiving the deposit monies; or
- as otherwise set out in your relevant Deposit Terms and Conditions.

(b) Am I exempt from paying a deposit?

You may not be required to pay a deposit if you are:

- sponsored in full by a Government (UK or other);
- sponsored for the full tuition fees by the University;
- sponsored in full by another (UK or non-UK) Educational institution;
- sponsored in full by an International Scholarship Agency (e.g. a Chevening Scholarship);
- sponsored in full by a recognised company or organisation;
- in receipt of US Federal loans or any other US Government Financial Aid which is certified and received by the University; or
- in receipt of a Norwegian or Swiss Government Loan.

In each case you must provide the University with proof of sponsorship as requested by it.

13. Where can I find more information?

This section of the Fees Policy provides you with links to additional information. It does not form part of your terms and conditions with the University. The University is not responsible for the content of external sites.

If you have any questions arising from this Fees Policy or these sites, you should contact Student Financial Support and Helpdesk Manager.

The relevant Student Finance authority or Government website can provide more information on student tuition fees:

- Student Finance England
- Student Finance Wales (SFW) or Local Education Authority (LEA)
- Student Finance Northern Ireland (SFNI)
- Student Awards Agency for Scotland (SAAS)

Further information regarding payment methods.

The University offers a variety of bursaries, scholarships and discounts to its students. Full details of these, including the eligibility criteria, are available via your School or Department.

Fees Policy for Students year of entry 2027/28

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