

## A GUIDE TO THE PAYMENT OF TUITION FEES IN 2010/11 FOR INTERNATIONAL UNDERGRADUATES AND INTERNATIONAL AND UK/EU POSTGRADUATES

### Tuition Fee Policy

It is University policy that all tuition fees are due on or before the commencement of studies. You must pay your tuition fees at Bonar Hall when you matriculate in September if they have not already been paid. Any payment of fees or enquiry thereafter should be directed to the Cash Office which is situated on the ground floor of the Tower Building (see plan). You can pay your fees by any of the methods listed on page 2.

The University permits students to pay their tuition fees by instalments by direct debit only. The direct debit scheme allows fees of £200 or over to be paid directly from a UK bank account either each semester, the first half instalment due at the end of October followed by a second instalment at the end of January, or in 7 end-of-month instalments from October to April, or in 8 mid-month instalments from October to May. A Direct Debit Instruction is enclosed which you should only complete if you wish to pay your fees by instalment.

If you have not paid your tuition fees in full within 30 days of the commencement of your studies or arranged a direct debit instalment plan you will be liable to pay a late payment fee of 3.5% on the whole amount of your tuition fee (maximum charge £400 for 2010/11). In the event that you default on one of the payments due under your instalment plan, the University reserves the right to cancel the Direct Debit Instruction and your fees will become due in full immediately. In the event that you have insufficient funds to cover the Direct Debit payment the University will not amend or re-schedule the Direct Debit Instruction. You should also note that a late payment fee of 3.5% will be applied when a direct debit instruction is cancelled.

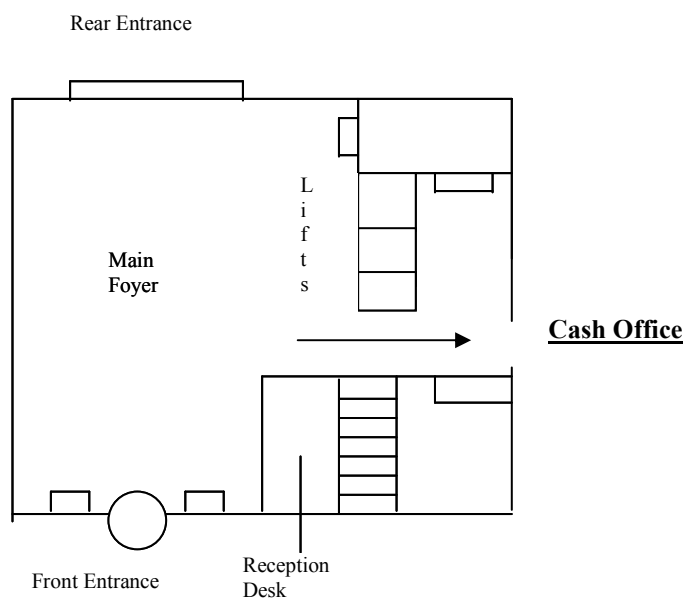
The consequences of non payment of fees are; your access to University facilities e.g. Library and IT services will be revoked; you will be withdrawn from your studies e.g. unable to receive tuition and sit exams; you will be unable to attend the graduation ceremony and will not receive your certificate; your details will be passed to a debt collection agency.

If your fees are to be paid by a sponsor then you are responsible for ensuring the fees are paid in full and on time. If we haven't received payment of your fees from your sponsor within 3 months of the start of your studies then you will be billed direct. In the event that the University does not receive full payment from your sponsor, for example, where bank charges have been deducted from the amount paid by your sponsor, you will be liable to pay the difference. You will be notified of any shortfall or non-payment by the Cash Office. The University will not pursue any sponsor for amounts of £90 or less; therefore all bank charges and postgraduate continuation of study fees must be paid by the student. It is your responsibility to pursue your sponsor for any fees or bank charges you consider to be your sponsor's liability. If you are a UK postgraduate funded by a UK award body, please ensure you bring your assessment letter to your matriculation in September.

### **Self Funding Students on part-time basis (charged per Module)**

Module fees can be paid in full prior to commencement of the module or by Direct Debit with 3 equal instalments, the first instalment due in the first month after commencement of the module.

### Plan of Tower Building, Ground Floor



## **Methods of Payment**

The University will accept the following:

1. Cash in sterling
2. A sterling cheque drawn on a UK bank
3. A sterling bank draft drawn on a UK bank
4. A sterling bank transfer
5. Credit or debit card
6. Instalment by direct debit
7. On Line Payment

### **1. Cash**

For reasons of security, the University would prefer tuition fees to be paid by a more secure method e.g. cheque or bank transfer. If you choose to pay the University in cash then you must ensure you receive a receipt. Cash will be accepted at Bonar Hall during the week of matriculation in September for new students and at the Cash Office for returning students.

### **2. Cheque**

Cheque payments should be in sterling drawn on a UK bank. Any cheque in a foreign currency or in sterling but drawn on an overseas bank may take several weeks to clear the banking system and will incur bank charges. If the cleared amount is less than the tuition fee you must settle the difference at the Cash Office.

### **3. Bank Draft**

Bank drafts should be in sterling drawn on a UK bank. Any bank draft in sterling drawn on an overseas bank will incur bank charges and you will have to settle the difference between the tuition fee and the amount received at the Cash Office. Most overseas banks will have a UK branch and you should ask your bank to ensure that the draft is drawn in the UK.

### **4. Bank Transfer**

If you choose to pay the University by bank transfer then your bank will require the following information:

Currency and amount	- you must quote the sterling fee amount
Payment details	- it is important that we can identify the sender when the money is received into our bank account therefore please quote your full name beginning with your family name and please also state "tuition fees"
Beneficiary's name	- The University of Dundee
Beneficiary's address	- Nethergate, Dundee, DD1 4HN, UK
Beneficiary's bankers	- The Royal Bank of Scotland plc, 3 High Street, Dundee, DD1 9LY, UK Sort Code: 83-50-00 SWIFT/BIC: RBOSGB2L IBAN - GB60RBOS83500000279759
Beneficiary's account no.	- 00279759

You must also instruct your bank that **all** charges (including those of the beneficiary's bank) are paid by the sender. Any difference between the tuition fee and the amount received will have to be settled at the Cash Office. Please retain your copy of the bank transfer document as it may be necessary for you to prove to the University authorities that you have made the correct payment.

### **5. Credit/Debit Card**

The only cards acceptable are MasterCard, Visa, Switch, Solo, Visa Electron, JCB and Maestro. Before paying by this method, you must ensure that your credit limit is high enough to cover the value of your fees.

### **6. Direct Debit**

The University allows tuition fees with a total value of more than £200 to be paid in instalments by direct debit. Direct debits allow regular payments to be made from a UK bank account and cannot be set up on an overseas bank account. Direct Debit Instruction forms will be available at matriculation and from the Cash Office. The form should be returned to the Cash Office as soon as you have opened a UK bank.

### **7. On Line Payment**

Payment can be made on-line at <https://www.ecommercegateway.co.uk/dundee/epay>. Please quote your name and matriculation number as the payment reference.