

A Guide to the Payment of Tuition Fees in 2010/2011 for Entrant UK/EU Undergraduate Students

You may be able to apply to an award body for payment of your fees. The relevant award body is determined by your domicile i.e. your normal place of residence. It is generally not possible to change your domicile in order to apply to an award body other than the one associated with your place of residence. Please read the guidance notes below for your country of domicile.

You should also note that if your fees are to be paid by an award body then you are responsible for ensuring the fees are paid in full and on time.

Students Domiciled in Scotland or EU (except England, Wales or Northern Ireland)

As a student starting full-time Higher Education in September 2010, you will not have to contribute to your tuition fees if you are fully funded by the **Student Awards Agency for Scotland (SAAS)**, www.student-support-saas.gov.uk. Although you will not have to contribute to your tuition fees, you must remember **TO APPLY TO SAAS EVERY YEAR** for payment of your fees otherwise you will be assessed as a self-funding student. If you have not received your letter of award from SAAS by matriculation, the University will regard you as a self-funding student and you may be expected to make arrangements to pay the tuition fee due at matriculation (see note below). Refunds will be given should you subsequently receive a letter of award.

Do NOT complete the enclosed Direct Debit Instruction if you have confirmation of SAAS funding.

Students Domiciled in England, Wales or Northern Ireland

As a student starting full-time Higher Education in September 2010, you may have to contribute up to £2,895 (Medicine) or £1,820 for all other degree programmes per year as your share of tuition fees if you are studying for an undergraduate degree (see note below). The amount payable will depend on your own income (and/or the income of your parents or spouse). Please see Student Loan Company website, www.slc.co.uk and click onto relevant area where you live to apply for funding e.g. England, Wales or Northern Ireland. The award body to which you have made application for support will send you a written assessment, setting out how much of the £2,895 (Medicine) or £1,820 fee for all other degree programmes will be paid on your behalf. The balance must be paid direct to the University by you.

You will be liable to pay fees from the first day of the academic session. If you have received your assessment by the time you matriculate or if you know that because of the level of your parental/guardian's/spousal income you will be required to pay the full fee, you should pay your contribution when you matriculate in September.

If you have not received your assessment at the time of matriculation you are required to provide a copy of your assessment/letter of award to the Registry as soon as you receive it. If you have not received your assessment by matriculation, you may be regarded as a self-funding student and be expected to make payment of the £2,895 (Medicine) or £1,820 fee for all other degree programmes. Refunds will be given should you subsequently receive information regarding your contribution.

European Free Movers and Visitors

European Free Movers and Visitors who are self funded can pay as per note below.

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.

How will I pay my contribution?

You should bring a cheque or cash for the full amount of your contribution to Bonar Hall on the day scheduled for you to matriculate. You will also be able to pay the full amount of your contribution by credit or debit card. The University also offers a Direct Debit instalment scheme. This scheme allows fee assessments of over £200 to be paid 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 or 8 monthly instalments from October. A Direct Debit Instruction is enclosed which you should only complete if you wish to pay your contribution by instalment.

If you have not paid your tuition fees in full or made arrangements to pay 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 in 2010/11). You should also note that a late payment fee will be applied in the event that you default on any of the payments due under your instalment plan and the University reserves the right to cancel the Direct Debit Instruction which will result in your fees becoming 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 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.

Please Note:

For students domiciled in Scotland or EU (except England, Wales and N.I.), who have been assessed as self-payers or are being treated as self-payers pending a successful application to SAAS, the tuition fee due of £2,895 or £1,820 may be eligible for a partial fee waiver from the Scottish Executive of £1,610 or £535 respectively.

Self-funding Students

You will be regarded as a self-funding student if you have not applied or are not eligible to apply for funding from any of the award bodies noted above. You may also be regarded as a self-funding student if the University has not received notification, by matriculation, from your award body confirming that you are to be funded.

How will I pay my fees?

You will be liable to pay fees from the first day of the academic session and you should bring a cheque or cash for the full amount of your fees to Bonar Hall on the day scheduled for you to matriculate. You can also pay by credit or debit card. The University also offers a Direct Debit instalment scheme. This scheme allows fee assessments of over £200 to be paid 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 or 8 monthly instalments from October. A Direct Debit Instruction is enclosed which you should only complete if you wish to pay your fees/contribution by instalment. Please note that after you have matriculated any payment of fees or enquiry should be directed to the Cash Office which is situated on the ground floor of the Tower Building (see plan below).

If you have not paid your tuition fees in full or made arrangements to pay 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 in 2010/11). In the event that you default on one of the instalments due under your instalment plan, a late payment fee will be applied against the defaulted instalment and the University reserves the right to cancel the Direct Debit Instruction, which will result in your fees becoming 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.

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Plan of Tower Building, Ground Floor

