

Tuition & Fees

University Fees

Tuition and fees are set annually, in advance of the start of the academic year, by the Board of Trustees. The tuition will not change for the duration of the academic year. The official University document setting out tuition and fees is the "Fee Sheet" available at (<http://www.richmond.ac.uk/admissions/undergraduate/fees.html>). Copies are also available from the Finance and Admissions Offices.

Tuition, fees and other charges are set and invoiced in U.S. dollars ("dollars") for students who applied to the U.S. office and U.K. sterling ("sterling") for all other students. Tuition and fees must be paid in the currency of invoicing.

Application Fee

A non-refundable application fee is due with the initial application for a place at the University. If the fee is not paid the application can not be processed. Applications and the fee should be sent directly to the University or its in-country representatives.

Deposits

Once a student has accepted a place at Richmond, a non-refundable and non-transferable confirmation deposit is due. The deposit must be paid by 1st May for fall and summer entry and 1st December for spring entry. This becomes a security deposit on enrollment, and is held by the University as security for damage or non-payment of fines. If the student does not attend Richmond the deposit is not refundable and non-transferable except in special circumstances (See withdrawals and refunds). The security deposit is returnable on request when the student graduates or officially withdraws from the University. If the deposit is not requested within three months of graduation or withdrawal then the deposit is forfeited and treated as a donation to the University.

If the student requires housing there is a housing deposit. This must be paid by 1st May for fall and summer and 1st December for spring to be assured of a University room at the published rates. Deposits from new students received after this time may mean that the student can not be allocated housing or is allocated housing that the University has had to purchase on the commercial market and any additional costs will be charged to the student. Any such charges will be agreed with the student in advance. The housing deposit is non-refundable and non-

transferable and will be held for the duration of the student's occupation of University housing. Deductions will be made in respect of any damage or fines not paid for at the time. The deposit will be returnable on request when the student officially leaves University housing. If the deposit is not requested within one month of leaving housing then the deposit is forfeited and treated as a donation to the University.

Tuition

For the current rates please see the "Fee Sheet".
<http://www.richmond.ac.uk/admissions/undergraduate/fees.html>

Full-time/Part-time and Summer Tuition

For fall and spring semesters all students registered, or attending, three or more courses (9 credits) are regarded as full time and will be charged full time tuition. Full-time tuition includes an insurance element that covers some medical costs and the theft or loss of some personal belongings (full details available from the Finance Office). This policy is only in force if all fees are paid by the due dates and an agreed payment plan made. Full time students are eligible to apply for the award of a scholarship.

Tuition for part-time students registered, or attending, less than three courses – are charged on a per-credit basis. Summer school tuition is charged on a per-credit basis. No scholarship is available for per-credit students. There is no insurance element in per-credit fees.

Special Course Fees

Some courses attract laboratory or other specialist fees. Classes with such fees are noted in their detailed descriptions. The fees are payable at the commencement of the course.

Payment Deadlines

For all students tuition and fees are due as follows:

Fall	1st August
Spring	1st December
Summer	1st May

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Additional Fees and Fines (see non-mandatory fees)

The University reserves the right to charge additional fees in circumstances where its policies and procedures have not been followed. The current list of fees and fines is as follows:

- Debt Collection Fees
- Dishonored/Returned Check Fee
- Exam re-sit Fee
- Housing Code Violation fines
- Late Application Housing Fee
- Late Registration Fee
- Late Payment Fee
- Library Fines
- Lost I. D. Card Fee
- Lost key charge
- Payment Plan Fee
- Refund Fee
- Transcript Fee
- Stopped Check Charge

It is possible that two or more charges can be levied for one failure, for example a dishonored check can result in a Dishonored Check Fee, a Late Payment Fee and a Late Registration Fee.

Liability to Pay and Invoicing

The University requires that one individual, personally or via an embassy or company, agrees to pay the student's tuition and fees and penalties as they fall due. This person is the fee-payer.

If the fee-payer is not the student then a letter will be required with the deposit stating who the fee-payer is, giving their name and address and confirming their acceptance of the liability to pay. It is possible for there to be more than one fee-payer, but in these instances each fee-payer must make it clear what element of the tuition and fees they are responsible for. For example, an embassy may accept responsibility for the tuition, a parent for the room and board and the student for fines and penalties.

It is to the fee-payer that all invoices are sent. It is the fee-payer's responsibility to ensure that the University is kept up to date about changes of address or periods of absence from the address that may delay actual receipt of the invoice. Invoices can also be e-mailed or faxed to fee-payers where the postal service is problematic. Invoices will be dispatched six weeks before the due date.

The fee-payer, becomes liable to pay any outstanding debt:

- For new students: when the student pays the confirmation deposit.
- For continuing and returning students: when the student registers.

This liability can be removed or reduced if the student withdraws officially, within published deadlines. (See Withdrawals and refunds.)

Once housing is applied for the fee-payer is liable for the full amount of the housing unless the University can let the room to a student who does not have housing, on either campus, allocated to them.

For tuition and fees to be received on time the University, or its bankers, must have received the full invoiced amount as cleared funds by the above dates. If the above dates fall on a weekend or bank holiday then the proceeding business day is the due date. If the full fees are not received by the due date and a University approved payment plan has not been agreed, a late payment penalty (see Additional Fees and Fines) will be applied and the student's registration may be dropped, which may incur a further fee to have the registration re-instated. Students may be considered to have a valid payment plan if they are eligible participants of the U. S. Federal Loans programs and eligibility has been certified as approved by the Financial Aid Office by the due date for payment.

Payment Plan Options

The University recognizes that not all fee-payers can pay the full fees at once. Therefore, the University has a payment plan available on request. The University must agree to the plan and the fee-payer, or the student, must complete a payment plan form. Fee-payers will not be allowed to have a further payment plan if they have not satisfactorily completed a prior payment plan.

The standard plan has four monthly payments commencing on the due date. The first payment must include the full housing liability. The balance should be paid equally over the next three months on the agreed dates. If this timing is not appropriate the Finance Office is available for individual proposals from fee-payers.

The completed payment plan form must be returned to the Finance Office and the first payment made by the due date of the semester to which the plan relates. All payment plans incur a service fee charge. If a payment will be late then notice must be given to the Finance Office. If a payment is missed altogether, or is not paid by the next installment, or notice not given a late payment fee will be applied.

Methods of Payment

All payments must include the student's name and I.D. number. The University does NOT accept American Express or Diners cards. The University accepts the following methods of payment:

- Bank transfers
- Personal and company checks
- U.S. Government loan checks
- Credit cards: VISA and MasterCard in Pound Sterling only.
- Debit cards: Switch, Solo and Delta
- Cash or Bank Drafts

Credit and debit card payments may be made by fax or telephone. Office hours are 09:00 to 17:00 U.K. time Monday to Friday. Using credit cards currently requires that the amounts be taken in sterling so a dollar/sterling exchange difference may arise. The difference will be applied to the student's account. Invoices can only be settled in the currency of invoicing.

Good Financial Standing

To be eligible to register for the next semester's courses and then to attend the University for that semester the student must be in good financial standing. Neither transcripts nor grades will be issued to students, fee-payers or others at the request of the student, unless the student is in good financial standing.

Good financial standing is defined as: All fees, fines and penalties must have been paid or be the subject of a University agreed payment plan that is currently up-to-date.

Housing and Meals

The University has rooms available for full-time students only. These rooms may be on or off campus. There are one-semester and annual (fall and spring semesters) contracts. The semester rates are the same for both contracts, however the annual contract does allow the student to neatly store items in their room during the Christmas vacation. Students on a one-semester contract must vacate their rooms fully by the time residences close for the Christmas break.

Once housing is applied for the fee-payer is liable for the full amount of the housing unless the University can let the room to a student who does not have housing allocated to them.

Richmond Hill

The Richmond Hill campus has 189 beds in the Main Building and 40 in a satellite building – Montford House – about 100 yards from the Main Building. These beds are mainly in single and double rooms, with some triples. Most rooms have a sink. Housing is allocated on a first-come first-served basis based on the date the housing deposit is received, with some beds being reserved for new students. The University can not guarantee a bed at the published price if the deposit is received after the due date (see Deposits). A limited number of rooms in Montford House are self-catering, with a fully equipped kitchen, including a cooker, microwave, fridge-freezer and a washing machine. All other rooms come with a compulsory meal-plan for 18 meals per week.

Kensington

The Kensington Campus has 185 beds in University owned accommodation and other beds are purchased as required. These beds are mainly in double rooms, with some triples. Most rooms have a sink. Housing is allocated on a first-come first-served basis based on the date the housing deposit is received. The University can not guarantee a bed at the published price if the housing deposit is received after the due date (see Deposits). A limited number of beds are self-catering, otherwise there are compulsory meal plans for 10, 14 and 18 meals per week.

Withdrawal and Refunds

To be eligible for a refund the student must have completed fully and within the necessary timeframe the University's requirements for payment and withdrawal. To withdraw a student must complete the University's withdrawal form.

Refunds

Where refunds are possible they will only be made where the student has followed all of the University's rules and procedures prior to the request of a refund. This includes the payment of the application fee.

Confirmation Deposits

The only time a confirmation deposit is refundable or transferable is when a student is refused a student visa. The housing deposit is non-refundable and non-transferable in all cases. The confirmation deposit refund policy for visa denials is:

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Deposited students refused a visa – not appealing decision: If a deposited student is denied a student visa to enter the UK, and chooses not to appeal the decision, the University will refund the confirmation deposit if we receive a copy of the visa refusal letter within four weeks of the date of issue.

Deposited students refused a visa – appealing decision: If a deposited student is denied a student visa to enter the UK, and chooses to appeal the decision, the student must send a copy of the visa denial letter and written notice informing us of the intention to appeal within four weeks of the visa denial. The University will hold the confirmation deposit for a maximum of 12 months from the date of the original refusal letter.

In all other circumstances the withdrawing or deferring student will forfeit the deposit. There will be a right of appeal against forfeiture.

Housing Deposit Refunds

These are only refundable for Academic English students who do not academically progress to a Richmond degree program. Once housing is applied for, the fee-payer is liable for the full amount of the housing. Refunds will only be made if the University can let the room to a student who does not have housing, on either campus, allocated to them. The refund will be for the amount the room is sold for, less a processing charge.

Tuition Refunds

Tuition is refundable for all students who complete the University's withdrawal process appropriately. Withdrawals during the semester will forfeit any scholarship awarded to the student and the full fees will be due. If the amount of refund is less than the amount owed then the University will require payment of the balance.

The amount of refund depends on when the withdrawal process is completed:

Prior to the first day of Orientation	100%
By the end of Orientation:	75%
By the end of the first week of classes:	50%
By the end of the second week of classes:	25%
Thereafter	0%

Medical Withdrawal Refund

Medical withdrawals (excluding psychiatric medical withdrawals) at any time during the semester are covered as part of the University's medical insurance (although students are only covered if they have paid their fees, or agreed a payment plan with the University, by the due date). Claims need to be verified with the insurance company and the University will assist with this. Claims will be made for the gross fees excluding scholarship. Refunds will be up to the amount paid by the fee-payer(s). If the claim is denied by the insurance company or is for a lesser amount than owed by the fee-payer(s) the outstanding portion of the semester's fees will remain payable. Psychiatric cases are not covered by the insurance so medical refunds can not be given for these withdrawals.

