

# 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 US dollars (“dollars”) for students who applied to the US office and UK 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 will not be processed. Applications and the fee should be sent directly to the University or its in-country representatives. This can also be completed on the University’s website at <http://www.richmond.ac.uk/admissions/undergraduate/fees.html>.

## 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 May 1 for fall and summer entry and December 1 for spring entry. This becomes a security deposit on enrollment, and is held by the University as security for damage or non-payment of monies due. 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 last attending the University, it is forfeited and treated as a donation to the University.

A housing deposit must be paid by any student requiring housing. This must be paid by May 1 for fall and summer and December 1 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 is not 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. Note that commercial housing is unlikely to have the benefit of wireless networks and other services.

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. If such deductions occur, the deposit must be re-established at the beginning of the next semester.

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, it 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> or contact the Office of Admissions.

## 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 are available from the Finance Office or the website at <http://www.richmond.ac.uk/admissions/undergraduate/fees.html>. This insurance policy is in force only if all fees are paid by the due dates or 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 is charged on a per-credit basis. Summer school tuition is also 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 specialized fees. Classes with such fees are noted in their detailed descriptions. The fees are payable at the commencement of the course. These fees are refundable only if a student drops the course during the add/drop period.

## Payment Deadlines

For all students, tuition and fees are due as follows:

Fall	August 1
Spring	December 1
Summer	May 1

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### **Additional Fees and Charges** (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 charges is as follows:

- Debt Collection Fees
- Dishonored/Returned Check Fee
- Exam re-sit Fee
- Housing Code Violation Charges
- Incorrect Housing Check-out Fee
- Late Application Housing Fee
- Late Registration Fee
- Late Payment Fee
- Library Charge
- Lost I.D. Card Fee
- Lost key charge
- Payment Plan Fee
- Property Damage 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, fees, or charges as they fall due. This person is the fee-payer.

If the fee-payer is not the student, the University requires that the deposit is accompanied by a letter which states who the fee-payer is, gives their name and address, and confirms their acceptance of the liability to pay. More than one fee-payer is acceptable, but the fee-payers must make it clear which element of the tuition and fees they are individually 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 charges.

It is to the fee-payer that all invoices are sent once the student has registered. It is the fee-payer's responsibility to ensure that the University is kept up to date about a change of address, or a period 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 approximately 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 a student has applied for and been granted housing, the fee-payer is liable for the full amount of that housing unless the University can let the room to a student who has not yet been allocated housing and all other University housing is full.

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 due dates. If the due date falls on a weekend or bank holiday, the following 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 upon, a late payment fee (see Additional Fees and Charges) 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 US Federal Loans programs and eligibility has been certified 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 then 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.

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 payment plan fee. If a payment will be late, notice must be given to the Finance Office. A late payment fee

will be applied if a payment is missed altogether, or is not paid by the next installment, or if notice is not given. Failure to pay installments on the due dates may result in class registration being cancelled.

### **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 (however, not once classes have commenced)
- US 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 9:00 A.M. to 5:00 P.M., UK 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 are settled only 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.

To be in good financial standing, a student:

- has paid all fees, fines, and penalties, *or*
- has agreed a payment plan with the University, and this 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. Contracts are for one semester (for spring joiners or those expected to graduate in one semester) or are annual (fall and spring semesters). The semester rates are the same for both contracts, although 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 and granted, the fee-payer is liable for the full amount of the housing.

### **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 according to the date when the housing process (signed form and deposit paid) is completed, 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 204 beds in accommodation owned by the University, 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 according to the date when the housing process (signed form and deposit paid) is completed. 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, or 18 meals per week.

### **Withdrawal and Refunds**

To be eligible for a refund, the student must have completed fully and within the necessary time frame 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 be made only when 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 to enter the UK. The housing deposit is non-refundable and non-transferable in all cases. The confirmation deposit refund policy for visa denials is:

**Deposited students not appealing the decision**—the confirmation deposit will be refunded only if the University receives a copy of the visa refusal letter within four weeks of the date of issue.

**Deposited students appealing the decision**—the student must send the University a copy of the visa denial letter and written notice 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. The student will, however, have a right of appeal against forfeiture.

**Housing Deposit Refunds**

These are refundable only for Academic English students who do not academically progress to a Richmond degree program. Once housing is applied for and granted, the fee-payer is liable for the full amount of the housing.

Refunds will be made only if the University can let the room to a student who does not have housing 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 process of withdrawal or leave of absence 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, 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%

Students on the payment plan should note that the percentage refund is the percentage of the full tuition price.

**Medical Withdrawal Refund**

Medical withdrawals at any time during the semester are covered as part of the University’s medical insurance (although students are covered only if they have paid their fees, or agreed to a payment plan with the University, by the due date). Claims need to be verified with the insurance company, and the University can 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.

