

TUITION FEE CHARGING POLICY



This document sets out the University's approach to the charging of tuition fees and the sanctions in the event of non-payment.

Version	1.3
Executive Sponsor	Chief Operating Officer
Officer Responsible for Policy/ Procedures	Director of Finance
Consultation Process	Finance Academic and Student Services Office of the General Counsel
Date of Approval and Committee and/or Executive Officer	Executive
Effective Date	[16th] [July] 2023

1. SCOPE OF THE POLICY

1.1 Purpose of the Policy

The purpose of this Policy is to ensure the correct and lawful treatment of students with respect to payment of tuition fees.

1.2 What is covered by the Policy

This Policy sets out:

- The basis on which students will be charged for tuition fees and their liability at each stage of the academic year if they withdraw or take leave of absence; and
- the sanctions associated with any non-payment of tuition fees.

1.3 Who is covered by the Policy

All those who undertake a role relating to the payment of tuition fees at the University, including staff, must be aware of and comply with the Policy.

1.4 Breach of this Policy

Any breach of this Policy and its associated procedures by staff will be investigated in accordance with the University's disciplinary procedure. Any breach of this Policy and its associated procedures by non-staff will be investigated and steps taken in accordance with the law and any relevant contract.

1.5 Policy Ownership

The Executive has approved this Policy, the Chief Operating Officer is the Executive sponsor, and the Director of Finance is the officer responsible for the Policy. Any questions about the operation of this Policy or any concerns that the Policy has not been followed should be referred in the first instance to the Director of Finance.

2. THE POLICY STATEMENT

2.1 Guiding Principles

The guiding principles of this Policy are that the University will act lawfully and in a fair and transparent manner in relation to the fee charging and always in accordance with Policy.

2.2 Procedures

The following procedures implement this Policy:

- Tuition Fee Charging Procedure (see Appendix 1).

3. GLOSSARY OF TERMS

The terms set out in this section 3 apply to this Policy.

Academic year: a 12-month period which begins on 1st August and end on the 31st of July in the following year.

Academic cycle: The anniversary of the commencement of the programme studied.

Full continuation fee: the continuation fee payable by the student as notified by the University in the student's offer letter from the University.

Full tuition fee for the academic year: the tuition fee payable by the student as stated in the student's offer letter from the University.

Full writing up fee: the tuition fee payable by the student during the writing up period of the programme as stated in the student's offer letter from the University.

Home student: The rules about qualifying as a home student depend on nationality, the immigration status of you and your family members and where you have all been living. This is a student who qualifies to be considered for a tuition fee loan and grants and loans for living costs from the UK government.

Initial period: 7 calendar days after the beginning of each term, which can be found at [insert link].

Leave of absence: This is when a student stops their studies for a period (normally longer than 60 days) for reasons such as illness. Applications to take leave of absence must be made through MAP. An application to take leave of absence has been formally approved when it has been considered by the relevant College of study and a final decision has been made. The status of the request in the MAP task at this stage will normally show as "Request approved and processed by academic College."

Overseas student: This is a student who is a non-UK national who does not meet any of the other eligibility criteria to pay 'home' fees. Overseas students will not be eligible for loans from the UK Government and will need to pay for their own tuition fees and living costs in the UK.

Term: Portions of the Academic year specified on the University website.

Withdrawal: A student may apply to withdraw from their programme at any time and requests to do so must be made through MAP. An application to withdraw from a programme of study has been formally approved when it has been considered by the relevant College of study and a final decision has been made. The status of the request in the MAP task at this stage will normally show as "Request approved and processed by academic College."

4. PRINCIPLES

The University must comply with the following principles in relation to tuition fee charging:

4.1 For Undergraduate students

- a) A student will not be liable to pay tuition fees if the student makes an application for withdrawal or leave of absence in accordance with this Policy within the initial period (see above).
- b) If a student makes an application for withdrawal or leave of absence in accordance with this Policy in teaching period one (but after the initial period has passed) and within the initial period of teaching period two, the student will be responsible to pay twenty-five per cent of the full tuition fee for the academic year.
- c) If a student makes an application for withdrawal or leave of absence in accordance with this Policy in teaching period two (but after the initial period has passed) and within the initial period of teaching period three, the student will be responsible to pay fifty per cent of the full tuition fee for the academic year.

- d) If a student makes an application for withdrawal or leave of absence in accordance with this Policy in teaching period three (but after the initial period has passed), the student will be responsible to pay the full tuition fee for the academic year.
- e) Sections 4.1(a)-4.1(d) inclusive apply to any student commencing their studies outside the main September/October entry point and their tuition fee liability will be calculated with reference to the dates of the teaching period relevant to that course of study.

4.2 For Postgraduate Taught Students On Campus

- a) A student will not be liable to pay tuition fees if the student makes an application for withdrawal or leave of absence in accordance with this Policy within the initial period.
- b) If a student makes an application for withdrawal or leave of absence in accordance with this Policy in teaching period one (but after the initial period has passed) and within the initial period of teaching period two, the student will be responsible to pay one third per cent of the full tuition fee for the academic year.
- c) If a student makes an application for withdrawal or leave of absence in accordance with this Policy in teaching period two (but after the initial period has passed) and within the initial period of teaching period three, the student will be responsible to pay two thirds per cent of the full tuition fee for the academic year.
- d) If a student makes an application for withdrawal or leave of absence in accordance with this Policy in teaching period three (but after the initial period has passed), the student will be responsible to pay the full tuition fee for the academic year.
- e) Sections 4.2(a)-4.2(d) inclusive apply to any student commencing their studies outside the main September/October entry point and their tuition fee liability will be calculated with reference to the dates of the teaching period relevant to that course of study.

4.3 Student Loan Company Information (Home Students ONLY)

- a) If the student has taken a tuition fee loan from the Student Loans Company Limited (SLC) to pay their tuition fees, then Aston University will notify the SLC of any change in the student's circumstances and their revised tuition fee liability for that academic cycle. Students must also contact the SLC themselves to confirm this information.
- b) Students who have been assessed to receive maintenance support for living costs and / or supplementary funding from the SLC may be asked to repay part of this funding if they withdraw or take leave of absence. The SLC will calculate on a pro rata basis the level of funding a student is entitled to receive.

4.4 Postgraduate Research and Postgraduate Taught Distance Learning students

- a) Other than in the circumstances set out in section 4.4 b, a student's tuition fee will be recalculated where a student has made an application to be withdrawn from their programme or take leave of absence part way through an academic year. The student will be liable to pay tuition fees for the number of full calendar months that they have completed and any calendar months that they have partially completed. The recalculated fee is the full fee divided by 12 calendar months multiplied by the number of full calendar months and part calendar months completed on the programme. For example, a leave of absence from 15 January to 22 February will mean that the student is still liable to pay tuition fees, because the student will have partially completed January and February.
- b) Where a writing-up student withdraws from their programme or takes leave of absence, the writing-up fee will not be adjusted, and the student will continue to be liable to pay the full writing-up fee.

- c) Where a continuation fee is payable by the student and a student withdraws from their programme or takes leave of absence, the continuation fee will not be adjusted. The student will continue to be liable to pay the full continuation fee. Where a student submits prior to their expected end date they will continue to be liable to pay the full continuation fee.

4.5 Pre-sessional English Programmes

Where a student withdraws from their programme or takes leave of absence part way through their programme, their tuition fees will only be considered if the reason for withdrawal or leave of absence is beyond the control of the student as identified in section 6 (Refunds).

4.6 Aston Online Learning and Modular Learning

Where a student's application to be withdrawn from their module or take leave of absence is approved prior to the "withdrawal deadline," as identified in the Aston Online Learning - Academic Calendar, the student will not be liable to pay the full fee, and a full refund will be granted. Where a student's application to be withdrawn or take leave of absence is not approved before the "withdrawal deadline" then the student will be liable to pay the full fee.

4.7 Tuition Fees – General

The University believes that it is in the interests of both the student (or student's sponsor), and the University, that applicants and students should be notified as early as possible of the total fees due for their programme of study, including any additional costs, along with the arrangements for payment.

For each programme of study, the University will set, publish, and charge tuition fees for the full duration of that programme.

Tuition fees will be confirmed in the Offer letter sent to students.

5. DEPOSITS

The University must comply with the following requirements in relation to deposits.

5.1 Calculation of a deposit

Where an applicant is required to pay a deposit to secure a place on their programme, the amount of the deposit will be deducted from the total tuition fee payable for the academic year.

5.2 Cancellation by the student

Students have a legal right of cancellation as set out in the student's offer letter (the cancellation period). If a student cancels acceptance of their place within the cancellation period, the University will refund any deposit paid. If a student cancels acceptance of their place outside that cancellation period, the University will not normally refund the deposit paid (subject the retention of £50 fee to meet additional administrative costs) other than in the following circumstances:

- the requirements for the conditional offer have not been met by the applicant. Evidence will be required to prove that a genuine attempt had been made to meet the conditional offer.

- where the applicant is an overseas student and the application for entry clearance is refused (documentary evidence of refusal will be required). No refund will apply where entry clearance is refused due to submission of fraudulent documents/deception or any act of omission by the applicant in connection with such visa application; and
- in cases of exceptional mitigating circumstances (documentary evidence will be required). Please refer to section 6.4 for further information.

6. REFUNDS

The University will comply with this section 6 and specifically the circumstances under which refunds will be considered are outlined in section 6.4 (Mitigating Circumstances).

6.1 Deposit Refund

The University will refund the applicant the amount of the deposit payable to the student in accordance with this Policy without undue delay. The University will refund using the same means of payment as the applicant used for the initial transaction, and to the same account, unless the applicant and the University have expressly agreed otherwise. In any event, the University is not responsible for any bank charges incurred by the applicant because of the refund.

6.2 Tuition Fee Refund

Where a student has paid their fees in advance and subsequently applies to withdraw or take leave of absence, any refund will be calculated in accordance with this Policy. Payment of any refund will be made using the same means of payment as the applicant used for the initial transaction, and to the same account, unless the applicant and the University have expressly agreed otherwise. (My Aston Portal) within 14 calendar days after approval of the request by their college of study.

6.3 Agency Fee Refund

Any refunds made will not include a refund of any agency fee paid by the applicant to an agent.

6.4 Mitigating Circumstances Specifically Relating to Tuition Fee Deposits

The University shall consider each case of mitigating circumstances on a case-by-case basis, however, please be aware that academic and financial difficulties are not normally regarded as acceptable reasons for any refund. Such cases must be submitted to the Associate Pro Vice Chancellor (Students) who will consult with the appropriate College. The following table sets out an indicative and non-exhaustive list of mitigating circumstances list that are acceptable and non-acceptable to the University.

Usually accepted by the University	
	Notes
1. Recent (< 1 month) death or serious illness of a close relative	"Close" means parents (& guardians), children and siblings, and a spouse/partner. It may include in-laws, grandparents, and grandchildren if it can be shown that the relationship was close, but not usually aunts, uncles, or cousins.
2. Recent (< 1 month) diagnosed illness or serious accident of the student	Illness or accident affecting study that is an incapacitating illness or an unexpected deterioration in an ongoing illness or medical condition which includes bone fractures and serious sprains. Medical certification must be obtained, and medical evidence must

	bear the GP's practice stamp and/or be on appropriate headed paper.
3. Recent (< 1 month) Change of employment circumstances	Unforeseen changes in employment for example; a. withdrawal of sponsorship by an employer (letter from employer must be provided). b. loss of employment removing the ability to progress with the course financially (letter from employer must be provided).
4. Recent (< 1 month) other unforeseen significant circumstances	Political unrest, natural disaster, national emergency.
Visa related	Overseas Students must refer to sections 5.2.
Not accepted by the University	
	Notes
Minor ailments and other conditions	Minor ailments where symptoms may be relieved by over-the-counter medication, sprains, long-standing medical conditions for which special arrangements could have been made or treatment anticipated and taken. Accidents/illness affecting relatives or friends (unless serious or the student is the sole carer).
Social	Difficulty integrating to university life or home sickness or a decision to commence with employment rather than academia.
Non-serious domestic or personal disruptions which could have been anticipated	Moving house, holidays, weddings, religious festivals, or other events where the student either has control over the date or may choose not to participate. Change of job or "normal" job pressure (exceptional crises at work might be acceptable), illness or death of pets.
Study-related	Decision to transfer to an alternative institution, computer difficulties, late distribution of materials by the College, delays in printing, photocopying and issues with predefined timetabling of modules.

6.5 Other Requests for Refunds

In relation to requests for refunds in any other circumstances, students are referred to the Student Refund and Compensation Policy and the Student Complaints Procedure.

7. NON-PAYMENT

The sanctions for debt to the University are set out in the following table:

Debt	Sanction
'Substantial': academic debt of £1,000 or over (include: tuition fees, library fines, non-returned library books, overpayments of bursaries, overpayments of scholarships and unpaid disciplinary fines).	<p>Student's Library borrowing rights and access to the University's networked learning systems (including the ability to view learning materials, submit assignments and take exams) are normally withdrawn.</p> <p>Enrolment with the University for the following year normally prevented (unless satisfactory arrangements have been made with Finance for repayment).</p> <p>The University reserves the right to insist that full or partial fees are paid up front prior to commencing</p>

	<p>subsequent year of study, where there has been historic and consistent evidence of poor payment.</p> <p>Returning students who are in debt from the previous year will have their student status withdrawn from the University at the end of the <u>second</u> week after the due date for their re-enrolment (unless satisfactory arrangements have been made with Finance for repayment).</p> <p>Possible debarment from the Conferment of Degrees (decision of the Associate Pro Vice Chancellor (Students) or their nominee).</p> <p>University letters relating to academic performance, references, formal transcripts (see 3i for transcripts processing), diplomas and certificates normally withheld.</p> <p>Where the Finance Department has made every reasonable effort to obtain payment and where it is apparent that the student is unlikely to pay the amount owed, the Director of Finance (or their nominee) and Treasury, having consulted with the appropriate College, shall inform the student that they will be required to withdraw from the University, within 14 calendar days of being notified. The student shall be informed, that they have the right to submit a written appeal within 14 calendar days of this decision. The Associate Pro Vice Chancellor (Students) (or their nominee) shall consider the appeal.</p> <p>The University reserves the right to commence legal action to recover unpaid fees which may include the use of a Debt Collection Agency for any outstanding fees not paid within 90 days from the invoice due date if no payment arrangements are requested and agreed with the University.</p>
<p>'Non- substantial': academic debt under £1000 ((include: tuition fees, library fines, non-returned library books, overpayments of bursaries, overpayments of scholarships and unpaid disciplinary fines).</p>	<p>Students Library borrowing rights normally withdrawn.</p> <p>Enrolment with the University for the following year normally prevented (unless satisfactory arrangements have been agreed with Finance for repayment).</p> <p>The University reserves the right to insist that full or partial fees are paid up front prior to commencing subsequent year of study, where there has been historic and consistent evidence of poor payment.</p> <p>Returning students who are in debt from the previous year will have their student status withdrawn from the University at the end of the <u>second</u> week after the due date for their re-enrolment (unless satisfactory arrangements have been agreed with Finance for repayment).</p>

	<p>Possible debarment from the Conferment of Degrees (decision of the Associate Pro Vice Chancellor (Students) or their nominee).</p> <p>University letters relating to academic performance, references, formal transcripts (see 3i for transcripts processing), diplomas and certificates normally withheld.</p> <p>Where Finance has made every reasonable effort to obtain payment and where it is apparent that the student is unlikely to pay the amount owed, the Director of Finance (or their nominee), having consulted with the appropriate College, shall inform the student that they will be required to withdraw from the University within 14 days. The student will be informed that they have the right to submit a written appeal within 14 days of this decision. The Associate Pro Vice Chancellor (Students) (or their nominee) shall consider the appeal.</p> <p>The University reserves the right to commence legal action to recover unpaid fees which may include the use of a Debt Collection Agency for any outstanding fees not paid within 90 days from the invoice due date if no payment arrangements have been requested and agreed with the University.</p>
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8. COMPLAINTS

Students should refer to the University's published Student Complaints Procedure if they wish to make a complaint in relation to any matter addressed under this Policy.

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1. Background

- a. This Tuition Fee Charging Procedure reflects the practical steps that Aston University takes to achieve the purpose of the Tuition Fee Charging Policy.
- b. The purpose of the Tuition Fee Charging Policy is to ensure the correct and lawful treatment of students with respect to their payment of tuition fees.
- c. The Director of Finance is the officer responsible for the Tuition Fee Charging Policy and associated procedures. The requirements of the Policy and this supporting procedure require actions by students and staff throughout the University.

2. Tuition Fees

- a. Tuition Fees are stated in the Offer letter to a student.
- b. Students are responsible for payment of tuition fees whether they are paying themselves or if a third party (e.g., a commercial sponsor or SLC) is funding them.

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3. Payment Methods

- a. The University website will be used to communicate the Payment Methods to enable students to pay tuition fees: <https://www.aston.ac.uk/current-students/fees-and-finance/tuition-expenses-payments/tuition-fees/payments>
- b. Students that are not paying their tuition fees in full at enrolment will be required to pay two further equal instalments, after paying instalment one prior to face-to-face enrolment (for International Post Graduate students) and by the due date for all other students. See Appendix A.
- c. An instalment plan can be set up at enrolment using this link - <https://epay.aston.ac.uk/invoice>
- d. If a student or the tuition fee bill payer wishes to pay by bank transfer, please use the following link - <https://epay.aston.ac.uk/open>.

4. Payment Terms and Conditions

- a. The University requires the use of online payment to ensure that student tuition fees are paid on time. Aston University does not accept cash payments.
- b. There are terms and conditions relating to online payment that the University communicates to students, which are also available at <https://www.aston.ac.uk/current-students/fees-and-finance/online-payment-terms-conditions>
- c. Aston University Terms and Conditions for On-Line Payment
 1. Using the online payment facility on this website indicates that you accept these terms. If you do not accept these terms do not use this facility.
 2. All Terms and Conditions shown below are secondary to the rules and regulations of the University as defined in the Student Handbook.
 3. About your payments:
 - i. Your payment will normally reach your university account within one working day, but in some instances can take up to 5 working days.
 - ii. Please ensure that you enter your details accurately – we cannot accept liability for payment not reaching the correct University account due to you entering incorrect details.
 - iii. If the card supplier declines payment, the University is under no obligation to bring this fact to your attention. You should check with your bank/credit/debit card supplier that payment has been deducted from your account.

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- iv. All payments must be made in Pounds Sterling – you are responsible for any currency conversion costs or other charges incurred.
 - v. In no event will the University be liable for any damages whatsoever arising out of the use, inability to use, or the results of use of this site, any websites linked to this site, or the materials or information contained at any or all such sites, whether based on warranty, contract, tort, or any other legal theory and whether or not advised of the possibility of such damages. Refunds, if applicable, will only be made to the debit/credit card used for the original transaction.
4. Refunds: - If you think that the amount you have been debited is incorrect, You can contact us at [Financial Operations](#) with full details of the relevant circumstances. The University will refund using the same means of payment as the applicant used for the initial transaction, and to the same account, unless the applicant and the University have expressly agreed otherwise. In any event, the University is not responsible for any bank charges incurred by the applicant because of the refund.
 5. You must provide your student no and a telephone number so we can contact you as we may need to speak with you.
 6. Security: - If you would like to pay your fees with this facility, but you are concerned about the security and reliability of the service, please be assured that your payment details are automatically secured and encrypted when you enter them.
 7. Privacy and Data Protection: The University provides this online payment facility as a service to you. We are committed to respecting and protecting your privacy.
 8. We will only use information entered on this site for the following purposes:
 - i. Administration of your payment and maintenance of your account with us, including the issue of receipts by e-mail and the administration of over payments and refunds.
 - ii. To contact you about payments you have made.
 - iii. Prevention of fraud.
 - iv. Debt recovery
 - v. Occasionally, we might need to share your information with other organisations to fulfil the above purposes. We will not otherwise sell, licence, or trade your personal information to others. We do not provide your personal information to direct marketing companies or other such organisations.
 - vi. We do not store your credit or debit card information after payments have been processed.
 - vii. By using this facility, you consent to the collection and use of your personal information in accordance with this policy. Though the policy has been developed to take account of changes in Internet technology it is subject to change and any such changes will only be notified on this page. The processing of personal data is regulated by the Data Protection Act 2018.
- d. Fees must be paid by the due dates as set out in Appendix A, to avoid sanctions and potential withdrawal for non- payment of fees if the cooling off period (initial period) has passed. The impact of sanctions is described in section 7 of the Tuition Fee Charging Policy.

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- e. Sanctions will be applied if fees are not paid 10 days after the due date and will not be lifted until all due fees have been paid. See Appendix A.
- f. The University will send you three reminder letters and monthly statements outlining the fees that are due and the consequence of non-payment. It is the student's responsibility to make payment for all outstanding fees by the due dates (see Appendix A) below.
- g. Students who enter into a Payment Plan agreement with the University must make payment as agreed. Failure to adhere to the Payment Plan agreement will result in the Payment Plan agreement being cancelled and the full fees outstanding will become immediately due for payment. Non-payment of fees may result in a request for withdrawal for non-payment of fees due.
- h. The University can withdraw a student for non-payment of fees outstanding after the due date (See Appendix A) below.
- i. Tuition Fee Invoices for a new academic year will only be available after the University has closed the previous academic year. For details of your tuition fee for your course, refer to the offer letter. The offer letter can also be used as evidence of what you will be required to pay to the University.

5. Self-Funding Students

- a. Self-funding students are students that have not applied (or are not eligible) for Student Finance and are not sponsored.
- b. Enrolment will usually take place in the four-week period before teaching starts.
- c. Invoices for tuition fees will be sent to Self-Funding Students after face-to-face enrolment. Payments may in some cases be made in instalments. Details of the split of the total fees for the year and when payments are due is set out for each category of student in Appendix A.
- d. Self-funding students are required to pay the first instalment by the date set out in Appendix A, depending on their student status.
- e. Home Postgraduate Students are required to pay the first instalment by the date set out in Appendix A, depending on their student status.
- f. Home UG students that have not applied for Student Finance, do not intend to apply for student finance, or do not have a sponsor will be required to pay the first instalment by the date set out in Appendix A, depending on their student status.
- g. If you are a registered student domiciled in Nigeria, you must submit your form A (if you are using this method of payment) at least 16 weeks before your payments are due. Please

Appendix 1 - Tuition Fee Charging Procedure

provide a copy of your submitted Form A to show you have met this requirement. You will not be able to complete your enrolment face- to- face unless payment of your Deposit and Payment 1 (see Appendix A) is received into the University bank account (totalling 50% of your total annual tuition fees) before the end of the face-to-face enrolment period.

- h. If a student is experiencing financial hardship, they may request a payment plan to spread the payment of fees over a period. Each request will be considered individually. Once a payment plan has been agreed with a student, failure to meet on time any of the payments in the plan will result in the full fee becoming payable immediately. No re-negotiating of an agreed plan will be entered into.

6. Students with External Sponsors

- a. An approved external sponsor may pay tuition fees on behalf of an enrolled student.
- b. It is the responsibility of the student to provide supporting evidence from the named sponsor of a commitment to pay the fees on behalf of the student. See Appendix A for details required for supporting evidence.
- c. If a sponsor fails to pay fees after being invoiced, and 90 days after the due date payment for these fees in full will become the responsibility of the student.

7. Students Funded through Student Loan Company (SLC)

- a. It is the individual student's responsibility to apply and receive confirmation of funding from SLC prior to face-to-face enrolment.
- b. Students are responsible for completing this process prior to the start of each academic year of their studies.

8. Tuition fees funded through the Government support apprenticeship levy

- a. For a student that has met the requirements of the apprenticeship contract the University will receive the payment for the fees, directly from the Skills Funding Agency and/or your employer.
- b. The student will not need to produce a sponsorship letter and will not be liable for any outstanding tuition fees should your fees not be paid by your employer.

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9. Scholarships

- a. If you have been awarded a scholarship, the value of your scholarship will be included in the invoice you receive, thus showing a net total to pay.
- b. An example of how this works is shown in Appendix A.

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Appendix A – Tuition Fee Instalments and due dates

Tuition fees may be paid in instalments. The amounts and dates instalments are due varies depending on the type of student you are. These are shown in the table below.

September 2023 enrolment	Student Type			
	International Postgraduates	International Undergraduates	UK SLC Undergraduates	UK Postgraduates and All DBA Students
Instalment 1	50% of tuition fee pre-enrolment	50% of tuition fee by 30th October 2023	50% of tuition fee by 30th October 2023	33% of tuition fee by 30th October 2023
Instalment 2	25% of tuition fee by 15th January 2024	25% of tuition fee by 15th January 2024	25% of tuition fee by 15th January 2024	33% of tuition fee by 15th January 2024
Instalment 3	25% of tuition fee by 29th April 2024	25% of tuition fee by 29th April 2024	25% of tuition fee by 29th April 2024	34% of tuition fee by 29th April 2024

International Postgraduates

As part of the enrolment process, you will need to pay 50% (which includes any deposit already paid) of your annual tuition fees before you attend your face-to-face enrolment meeting on campus.

Payment can be made at any time for the full fees due or as per the split in the tables above. The link to the payment portal is <https://epay.aston.ac.uk/invoice>

Your payment **must have reached the University bank account** before you will be allowed to enrol. This can take up to 5 working days in the UK and longer from some international banks. Please factor this timing into your plans to make your 50% payments. Your bank will be able to confirm how long this will take for you.

Scholarships

If you have been awarded a scholarship, the value of your scholarship will be included in the invoice you receive, thus showing a net total to pay. Example: Gross tuition fees £20,000 – scholarship £2,000 would leave you a net tuition fee of £18,000. Your payment schedule will be calculated in line with the following example, dates for January and April enrolments will differ but apply the same principle.

Appendix 1 - Tuition Fee Charging Procedure

September 2023 Enrolment Students awarded a scholarship.

Instalment	Tuition Fee	Payment	%	Due
Total Fees	£20,000			n/a
Scholarship	£2,000			n/a
Net Fees	£18,000		100%	
Deposit		£3,000	16.7%	On acceptance
Instalment 1		£6,000	33.3%	Before end of the face-to-face enrolment process (making up to 50%, calculated as 50%-16.7% Deposit = 33.3%)
Instalment 2		£4,500	25%	15 th January 2024
Instalment 3		£4,500	25%	29 th April 2024

The above is an example only. You should refer to your offer letter for the total tuition fees you will have to pay.

Sponsored Students

If you are a sponsored student, you will **not** be required to pay 50% of your annual tuition fee before you attend your face-to-face enrolment on campus.

You are a sponsored student if all or part of the tuition fees will be paid by an external organisation. This may be an employer, government body or embassy (not a family member). On receipt of an official letter or purchase order, the University will send a tuition fee invoice directly to your sponsor.

Once you have accepted a place at Aston, please let us know as soon as possible, but in any case, prior to face-to-face enrolment, that you are a sponsored student. Your sponsor must provide us with an official letter (on company headed paper) and/or a formal purchase order confirming the following:

- Your full name
- Student University Number
- Full details of where and to whom the invoice should be addressed, including:
 - Organisation contact name.
 - Organisation address
 - Organisation email
- Details of any payment reference the sponsor requires on the invoice. (i.e., a Purchase order number)
- GBP amount the organisation is paying for your tuition fees.
 - **MUST BE GBP or % percentage of the fees to be covered by the sponsor.**
- The period/academic year of study that the organisation is paying for.

Appendix 1 - Tuition Fee Charging Procedure

Confirmation Instructions

The letter or purchase order will need to be uploaded as part of your pre-enrolment task online to solve@aston.ac.uk . Late submissions of sponsor documents should be uploaded to the finance enquiry form on solve or sent by email to solve@aston.ac.uk . In addition, a copy of the confirmation document should be uploaded to the Admissions Office [pgadmissions@aston.ac.uk or ugadmissions@aston.ac.uk] (as detailed in your offer letter).

If you do not provide us with a confirmation letter, you will be responsible for paying your own tuition fees. Please note that we reserve the right to reject a confirmation document and, if the sponsor does not pay, sanctions can be applied to your student account as per the University Policy on Sanctions for Student Debt, which can be accessed in section 7 of the Tuition Fee Charging Policy.



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