

## 2024-25 UNIVERSITY FEES POLICY, POSTGRADUATE

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### Introduction

1. This policy provides the definitive statement of university tuition fees and other charges for students joining the University.
2. Tuition and fees are set annually by the University Board around 18 months in advance and will not change for the duration of the academic year to which they apply. Tuition and fee information can be found on the University website: [Postgraduate Fees and Funding](#)
3. Tuition fees may increase each year but the fees for each individual student will remain the same from the year they start for the duration of their uninterrupted study, i.e., a student shall not see an increase in their tuition fee after enrolment unless their studies are interrupted.
4. This policy should be read in conjunction with related policies on the University Policies website.
5. **Note:** It is the student's responsibility to ensure that their finances are in order and that they are able to meet the costs of their fees before enrolling. It is important that the student understands what is expected of them regarding payment of fees owed and also the options they have open to them to meet their financial obligations.

### Purpose

6. This policy provides a clear expectations of a student's financial obligations to the University following Enrolment on to a course for the 2024/25 academic year.

### Scope

7. This policy applies to all students who have completed enrolment on to a course at Richmond American University London.

### Full-Time/Part-Time and Summer Tuition

8. Tuition fees for postgraduate programmes are charged at the start of the semester of study, and students can opt to make payment in full or via instalment plan.
9. Students registered for a minimum of 8 US / 40 UK credits per semester are regarded as full time and will be charged full-time tuition.
10. Students are not permitted to take more than 12 US / 60 UK credits per semester.
11. Tuition for part-time students registered for fewer than 8 US / 40 UK credits are charged on a per- credit basis.
12. Eligibility for part-time registration may be limited by visa regulations and / or funding and scholarship criteria.
13. Students will be charged on a per-credit basis if they have to retake any classes. Where a student re-takes a course/courses on a per-credit basis (either as overload or part-time

status during Fall/Spring, or in Summer), and the student is still eligible for their scholarship, no scholarship will be applied to the per-credit charge.

14. Per-credit charges are calculated with reference to the total annual fee payable of a programme and the number of credits being taken. For example, where an annual programme fee is £12,000 (before deduction of scholarship etc.), this would be divided by 36 US credits (£333) and multiplied by the number of credits (£1332 for a standard 4 US credit course).
15. Formally auditing a class (see [Course Auditing Policy](#)) attracts a standard per-credit fee. The fee amount is published alongside the other tuition and fee information on the University website; only admitted and enrolled students can audit a class.
16. For non-taught courses (typically extended thesis or thesis and internship), tuition is charged on a per-credit basis.

### Other Fees and Charges

17. Some courses attract laboratory or other specialised fees. Classes with such fees are noted in their detailed descriptions. The fees must be paid at the commencement of the course and are non-refundable.
18. 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:
  - Bank Charge Fee – Variable cost (depends on bank charges)
  - Library Charge – Variable cost (depends on fines incurred)
  - Lost I.D. Card Fee – £20
  - Lost Key Charge – £50
  - Property Damage Fee – Variable cost (depends on damage incurred)
  - Replacement Diploma Fee – £50
  - Transcript Fee – £15, with additional postage fees as applicable
  - Graduation / Verification Letter - £10

### Financial Aid

19. The Financial Aid office helps students to access a variety of funding programmes, which include Scholarship awards, Grant awards, and Student Loans. The office also provides guides to advise students on managing their finances relating to tuition fees and living expenses. Eligibility for the programmes varies greatly, based on a student's academic standing, nationality, and level of financial need. For further details, students should visit the Richmond website e-mail: [finaid@richmond.ac.uk](mailto:finaid@richmond.ac.uk).

### Related Policies

20. This policy is to be read in conjunction with the related policies but please refer to the [University Policies](#) for the full list of policies.
  - Payment Terms and Conditions
  - Scholarship Policy

### VERSION MANAGEMENT

<b>Responsible Department: Finance</b>			
<b>Approving body: Operations Committee - University Board</b>			
<b>Version no.</b>	<b>Key Changes</b>	<b>Date of approval</b>	<b>Date of effect</b>
001	2023-24 Tuition Fee Policy was a consolidated University Fee Policy. For 2024-25 it is reverting to separate policy as structured in 2022.	16 May 2024	Fall 2024
		<b>Restricted access?</b> <i>Tick as appropriate</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	