

2024-25 UNIVERSITY FEES POLICY, UNDERGRADUATE

Introduction

1. This policy provides the definitive statement of university tuition fees and other charges for students joining the University.
2. Tuition 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 here: [Undergraduate 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 undergraduate 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. In the Fall and Spring semesters, all undergraduate students registered for or attending a minimum of 9 US / 36 UK credits per semester are regarded as full time and will be charged full-time tuition.
10. Students taking more than 17 US / 68 UK credits will be charged an overload fee on a per-credit basis and need a minimum GPA of 3.4 or approval of the Academic Progress Committee with a lower GPA. Students should refer to the [Undergraduate Course Load Policy](#) for academic requirements to overload.
11. Tuition for part-time students registered for or attending fewer than 9 US / 36 UK credits is charged on a per- credit basis. Eligibility for part-time registration may be limited by

visa regulations and/or scholarship. Students should discuss their plans with Student Affairs before changing to part-time status.

12. Summer school tuition including internships is charged on a per-credit basis.
13. 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.
14. No University scholarships are available for additional credits in Fall/Spring (“overloading”) or Summer.
15. Students admitted to the Late Semester Start (LSS) in Fall or Spring are required to study additional credits in their first Summer at the University and no additional charge is applied. LSS Students who choose not to study in their first Summer cannot move the fee waiver to another semester.
16. Per-credit charges are applied at £500 per credit for all students.
17. 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.

Other Fees and Charges

18. Some elective 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.
19. 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 – £25 / \$35
 - 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

20. 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.

Related Policies

21. 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

Responsible Department: Finance			
Approving body: Operations Committee - University Board			
Version no.	Key Changes	Date of approval	Date of effect
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
		Restricted access? <i>Tick as appropriate</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	