

## 2026-27 UNIVERSITY FEES POLICY

### RICHMOND INTERNATIONAL ACADEMIC AND SOCCER ACADEMY

#### INTRODUCTION

1. This policy provides the definitive statement of fees and other charges for Richmond International Academic and Soccer Academy (**RIASA**) students.
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 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 is to be read in conjunction with related policy on the Universities 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 statement of an undergraduate student's financial obligations to the University following enrolment to Richmond International Academic and Soccer Academy (**RIASA**) for the 2026-27 academic year.

#### Scope

7. This policy applies to all students who have completed enrolment to Richmond International Academic and Soccer Academy.

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

8. The Richmond International Academic and Soccer Academy (**RIASA**) has a unique tuition fee structure requiring specific policies which differ from those offered on other undergraduate degree programmes at the university – and students are required to

commit to the RIASA financially for a full academic year (two semesters). Students who pay the full-year fees in advance are entitled to a 5% discount.

9. 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.
10. In the Fall and Spring semesters, all undergraduate students registered for or attending a minimum of 12 US / 48 UK credits per semester are regarded as full time and will be charged full-time tuition.
11. Summer school tuition including internships is charged on a per-credit basis except where an internship is taken in the summer before or after the final year as part of the standard 32 US credit workload of the year.
12. 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.
13. Per-credit charges are applied at £500 per credit for all students.
14. 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), regardless of prior or current scholarship eligibility, no scholarship will attach to the per-credit charge.

## Residential Student Accommodation Fees

15. Residential student accommodation at The Richmond International Academic and Soccer Academy (**RIASA**) has is based on single occupancy and includes food provision equal to 5 meals per week per semester.
16. Residential student accommodation is subject to an annual fee increase of no more than 4% per academic year.
17. Residential student accommodation contracts are for 35-weeks in total (Fall and Spring semesters) with the programme usually commencing in August and ending in May.
18. Students may occupy the housing facilities over the winter holiday break and leave their belongings in their residential accommodation during the 35-week contract period.
19. A housing deposit of £1,000 is required of all students. The deposit is non-refundable and non-transferable in the following circumstances:
  - 19.1 Student fails to enroll
20. Reserves residential accommodation and subsequently does fails to move-in because:
  - 20.1 Student officially withdraws from the university

- 20.2 Student undertakes a leave of absence
- 20.3 Student chooses to reside in non-university accommodation

### **Other Fees and Charges**

- 21. Some elective courses attract laboratory or other specialized 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.
- 22. 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:
  - 22.1 Bank Charge Fee – £25
  - 22.2 Library Charge – Variable cost (depends on fines incurred)
  - 22.3 Lost I.D. Card Fee – £20
  - 22.4 Lost Key Charge – £50
  - 22.5 Property Damage Fee – Variable cost (depends on damage incurred)
  - 22.6 Replacement Diploma Fee – £50
  - 22.7 Transcript Fee – £15, with additional postage fees as applicable
  - 22.8 Graduation / Verification Letter - £10

### **Financial Aid**

- 23. 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 or e-mail: [finaid@richmond.ac.uk](mailto:finaid@richmond.ac.uk).

### **Related Policies**

- 24. 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.
  - 24.1 Payment Terms and Conditions
  - 24.2 Scholarship Policy

## VERSION MANAGEMENT

<b>Responsible Department: Finance</b>			
<b>Approving Body: University Board (on recommendation of Operations Committee)</b>			
Version no.	Key Changes	Date of Approval	Date of Effect
001	Updated the title for academic year 2023/24	August 2023	Fall 2023
002	Updated the title for academic year 2024/25 Paragraph 11 – CAS deposit deadline. Paragraph 14 – from 12 to 5 meals per week	May 2024	Fall 2024
003	Updated to reflect 2025-26 entry year	March 2025	Fall 2025
004	Updated for academic year 2025-26	October 2025	Fall 2026
		<b>Restricted Access?</b>	
		<i><b>Tick as appropriate:</b></i> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	