

PAYMENT TERMS AND CONDITIONS 2025/26 ACADEMIC YEAR

Introduction

1. This document is to be read in conjunction with related policies in [University Policies](#).
2. Students beginning their studies in 2025/26 can find the tuition fees information on the course website and in the prospectus.
3. Important information for all students:
 - 3.1 Students agree to be bound by these Terms and Conditions as part of the Student Contract. It is therefore important that the student understands what is expected of them regarding payment of fees owed and the options they have open to them to meet their financial obligations. 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.
 - 3.2 Students have a grace period (see section paragraph 44) to change their mind and cancel their acceptance by informing the University in writing. Withdrawal without formal notification may result in liability of full fees.
 - 3.3 Full-time International students must pay a minimum of Confirmation of Acceptance for Studies (CAS) deposits or 50% of tuition fee at every new Enrolment stage.
 - 3.4 Home students who are eligible to apply for a student loan and who have been successful in their loan application are responsible for returning the loan agreement declaration in order to release fee payment to the University.
 - 3.5 Home students who have not been successful in their loan application but wish to continue study as a self-funding student should notify Student Finance studentfinance@richmond.ac.uk and make fee payment arrangements at the earliest opportunity.
 - 3.6 Students are liable for fees if a Sponsor fails to pay.
 - 3.7 All **self-funding students** will need to contact Finance team to set up payment plan on enrolment.
 - 3.8 Students are responsible for paying their tuition fees on time and accessing their university email account for any finance updates or reminders. If a student wants to check their account balance, they can contact the Student Finance or visit Student Finance in the Student HUB.
 - 3.9 Students cannot progress to the next year or graduate with an unpaid debt.

4. Students returning from a temporary withdrawal will follow the Terms and Conditions relevant to the academic year to which they re-enrol.

Purpose

5. This document sets out clearly the payment deadlines, payment plan options available to students, the liability and fees due when a student chooses to withdraw from their course.

Scope

6. This policy applies to all New and Returning students who wish to undertake study at Richmond American University London.

Payment Deadlines

New Students

7. New UK students:
 - 7.1 Self-funded students can opt to pay in full or via an instalment plan. See point 15 for discount options for self-funding students when paying in full in advance.
 - 7.2 The first payment of tuition fee of £300 is to be paid by enrolment date and the remaining balance to be paid at enrolment or arrangement for payment plan to be set up by enrolment date.
 - 7.3 For students funded by Student Finance England (SFE), proof of loan approval by SFE and any shortfall between loan amount and fees will be due by enrolment date.
 - 7.4 Housing fees must be paid (in full) one week before the Student arrives on campus.
8. New International (Non-US) Students requiring visas:
 - 8.1 A deposit is required in order for a CAS letter to be issued. The CAS deposits have to be paid within 1 week of receipt of notification of a successful application from the University.
 - 8.2 The remaining tuition fees will be due at enrolment or arrangement for payment plan to be set up by enrolment date. See point 15 for discount options for self-funding students when paying in full in advance.
 - 8.3 Housing fees must be paid (in full) one week before the Student arrives on campus.
9. New US Students requiring visas:
 - 9.1 A deposit is required in order for a CAS letter to be issued. The deposits should be paid within 1 week of receipt of notification of a successful application from the University.

- 9.2 The remaining tuition fees will be due at enrolment or arrangement for payment plan to be set up by enrolment date. See point 15 for discount options for self-funding students when paying in full in advance
- 9.3 For students who are under the US Federal Direct Loan or Sallie Mae Loan scheme, amounts not covered by the Loan scheme will be due or arrangement for payment plan must be made by enrolment date.

Returning Students

10. Returning UK Students

- 10.1 Self-funding students can opt to pay in full or via an instalment plan. See point 15 for discount options for self-funding students when paying in full in advance
- 10.2 The full payment or first payment is due by enrolment date and the balance payment arrangement to be set up by enrolment date.
- 10.3 For students funded by SFE, proof of loan approval by SFE and any shortfall between loans and fees will be due at enrolment date.

11. Returning International Students (US and non- US)

- 11.1 Self-funding students can opt to pay in full or via an instalment plan. See point 15 for discount options for self-funding students when paying in full in advance
- 11.2 The full payment or first payment of 50% is due by enrolment date and the balance payment arrangement is to be set up by enrolment date.
- 11.3 For US students who are under the US Federal Direct Loan or Sallie Mae Loan scheme, amounts not covered by the Loan scheme will be due or payment arrangement must be made by enrolment date.

Non-Payment

- 12. Where a student defaults on their payment plan, they will be put on Finance stop and contacted by Finance within five working days to secure the outstanding payment.
- 13. Where a student defaults on their payment plan, they will be placed on a Finance stop and contacted by Student Finance within five (5) working days. The student will have two (2) weeks from the missed payment to settle the outstanding amount.
- 14. If a student further defaults on three (3) payments, the University reserves the right not to enter into further plans and to forward unpaid fees to a debt collection agency and to initiate debt recovery and potentially legal proceedings the Student will have received warning letters at these 3 points.

Full annual payment discount for self-funded students

15. Self-funding student from all regions have the option to pay in full in advance for 2 semesters and receive a 5% discount on their two-semester fees. Payment of the fees (minus the 5%) needs to be received before enrolment in the first semester. This applies equally to new and returning self-funded students. In order to benefit from this discount, students need to have no prior / existing debt with the University and they need to contact Student Finance to make the necessary arrangements. The discount will be applied in full to the second semester fees.
16. In the event of a withdrawal (please refer to section 60) the discount will be forfeit and applied to any refunds due.

Payment Plan Options and Deadlines

17. Students have the option to pay their tuition and fees either in full or through an instalment plan. The University offers a flexible payment plan to accommodate the students' needs. Below are the tables detailing the deadlines and amounts for tuition fees.

New Home Undergraduate – Student Finance England

18. For UG students who are funded by SFE, the payments will be made by SFE to the University in October, February and May.
19. Students will need to show proof of loan application by enrolment date.

Term	To enroll	1 st Payment	2 nd Payment	3 rd Payment
Fall 2025	Proof of loan	October	February	May
Spring 2026	Proof of loan	February	May	October

Returning Home Undergraduate – Student Finance England

20. For UG students who are funded by SFE, the payments will be made by SFE to the University in October, February and May.
21. Students will need to show proof of loan application by enrolment date.

Term	To enroll	1 st Payment	2 nd Payment	3 rd Payment
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Fall 2025	Proof of loan	October 2025	February 2026	May 2026
Spring 2026	Proof of loan	February 2026	May 2026	October 2026

New Home Postgraduate – Student Finance England

22. For PG students who are funded by SFE, the payments will be made by SFE to the individual Student, and therefore the Student will need to arrange payment to the University within 5 working days of receipt of the loan.
23. Students will need to show proof of loan application by enrolment date.
24. If the loan amount is less than the tuition fees, the balance payment will need to be made at enrolment or a payment plan to be set up by enrolment date.

Term	To enroll	1 st Payment	2 nd Payment	3 rd Payment
Fall 2025	Proof of loan	October 2025	February 2026	May 2026
Spring 2026	Proof of loan	February 2026	May 2026	October 2026

Returning Home Postgraduate – Student Finance England

25. For PG students who are funded by SFE, the payments will be made by SFE to the Student, and therefore the Student will need to arrange payment to the University within 5 working days of receipt of the loan.
26. Students will need to show proof of loan application by enrolment date.
27. If the loan amount is less than the tuition fees, the balance payment will need to be made at enrolment or a payment plan to be set up by enrolment date.

Term	Start of term	1 st Payment	2 nd Payment	3 rd Payment
Fall 2025	Proof of loan	October 2025	February 2026	May 2026
Spring 2026	Proof of loan	February 2026	May 2026	October 2026

New and Returning US Undergraduate and Postgraduate – US Loan Scheme

28. Students who are funded by US Federal loan or Sallie Mae schemes will need to produce a proof of loan confirmation at enrolment. Students may be considered to have a valid payment plan if they are eligible participants of the US Federal Direct Loan or loans via

SFE and eligibility has been certified and approved by the Financial Aid Office by the due date for payment.

28.1 US Federal Loan Scheme

Under this scheme, excess of loan and tuition fees will be paid over to the students within 10 days of loan being approved. If the loan amount is less than the tuition fees, the balance payment will need to be made at enrolment or a payment plan to be set up by enrolment date.

28.2 Sallie Mae Scheme:

Under this scheme, students will be paid the excess of loan and tuition fee when the fund is paid to the University in August and January of the academic year. If the loan amount is less than the tuition fees, the balance payment will need to be made at enrolment or a payment plan to be set up by enrolment date.

New Home Undergraduate - Self-Funded

29. Home students will need to pay a deposit in advance of enrolment and set up payment plan by enrolment date. The amount due will be set at 3 equal instalments to be paid in full before the Christmas break.

Term	To enroll	Remaining balance of 3 equal instalments due by		
Fall 2025	£300	October 2025	November 2025	December 2025
Spring 2026	£300	February 2026	March 2026	April 2026

Returning Home Undergraduate – Self-Funded

30. Home students will need to pay a deposit in advance of enrolment and set up payment plan by enrolment date. The amount due will be set at 3 equal instalments to be paid in full before the Christmas break.

Term	To enroll	Remaining balance of 3 equal instalments due by		
Fall 2025	£300	October 2025	November 2025	December 2025
Spring 2026	£300	February 2026	March 2026	April 2026

New Home Postgraduate - Self-Funded

31. Home students will need to pay a deposit in advance of enrolment and set up payment plan by enrolment date. The amount due will be set at 3 equal instalments to be paid in full before the Christmas break.

Term	To enroll	Remaining balance of 3 equal instalments due by		
Fall 2025	£300	October 2025	November 2025	December 2025
Spring 2026	£300	February 2026	March 2026	April 2026

Returning Home Undergraduate - Self-Funded

32. Home students will need to pay a deposit in advance of enrolment and set up payment plan by enrolment date. The amount due will be set at 3 equal instalments to be paid in full before the Christmas break.

Term	To enroll	Remaining balance of 3 equal instalments due by		
Fall 2025	£300	October 2025	November 2025	December 2025
Spring 2026	£300	February 2026	March 2026	April 2026

Returning Home Postgraduate – Self Funded

33. Home students will need to pay a deposit in advance of enrolment and set up payment plan by enrolment date. The amount due will be set at 3 equal instalments to be paid in full before the Christmas break.

Term	To enroll	Remaining balance of 3 equal instalments due by		
Fall 2025	50% of fees	October 2025	November 2025	December 2025
Spring 2026	50% of fees	February 2026	March 2026	April 2026

New International Undergraduate - Self-Funded

34. International students will be notified by the Finance team to make CAS deposits in advance of enrolment and set up payment plan by enrolment date. The amount due will be set at 3 equal instalments to be paid in full before Christmas break.

Term	To enroll	Remaining balance of 4 equal instalments due by			
Fall 2025	CAS Deposit	September 2025	October 2025	November 2025	December 2025
Spring 2026	CAS Deposit	January 2026	February 2026	March 2026	April 2026

Returning International Undergraduate – Self Funded

35. International students will be notified by the Finance team to make CAS deposits in advance of enrolment and set up payment plan by enrolment date. The amount due will be set at 3 equal instalments to be paid in full before Christmas break.

Term	To enroll	Remaining balance of 4 equal instalments due by			
Fall 2025	50% of fees	September 2025	October 2025	November 2025	December 2025
Spring 2026	50% of fees	January 2026	February 2026	March 2026	April 2026

New International Postgraduate - Self-Funded

36. International students will be notified by the Finance team to make CAS deposits in advance of enrolment and set up payment plan by enrolment date. The amount due will be set at 3 equal instalments to be paid in full before Christmas.

Term	To enroll	Remaining balance of 4 equal instalments due by			
Fall 2025	CAS Deposit	September 2025	October 2025	November 2025	December 2025
Spring 2026	CAS Deposit	January 2026	February 2026	March 2026	April 2026

37. Where a refund is requested in respect of a CAS deposit, a £250 administration fee will be applied.
Completed payment plan agreements must be completed online on a per semester basis. A separate agreement is needed for each semester. A late payment fee will be applied if a payment due date is missed. Failure to pay instalments on the due dates may also result in class registration being cancelled.
38. A late payment fee of £150 will be applied if a payment due date is missed.

Semester Students

39. Students, mainly Study Abroad and Visiting Students who arrive to study for the semester, will have to make full payment by enrolment date.

Sponsored Students

40. Students who are sponsored by a University, an organisation or government body will need to show proof of sponsorship from the respective body.
41. 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.
42. The University will invoice the sponsor the balance due 14 days after enrolment, and payment is to be received by RAUL within 30 days of the invoice date.

Housing Fees

43. A refundable deposit is required to reserve the accommodation. All housing fee payments must align with the tuition fee payment deadlines. For any questions, please contact the Housing team. This policy applies to both London and Leeds.

Liability to Pay and Invoicing

44. The University requires that one individual, personally or via an embassy company or other organisation, agrees to pay the student's tuition fees or charges as they fall due. This person is the fee-payer.
45. All invoices are sent to the fee-payer once the student has registered. It is the fee-payer's responsibility to ensure that the University is kept up to date about changes of address or contact details to avoid a delay to the receipt of invoices.
46. Invoices can be requested at any time from the finance office at studentfinance@richmond.ac.uk
47. Liability for outstanding debt is removed if a student processes an official withdrawal by the university deadlines as outlined in the University Withdrawal Policy, which can be found in the [Academic Policies](#) section of our website.
48. For tuition and fees to be received on time, the University must have received the full invoiced amount as cleared funds by the due date. If the due date falls on a weekend or bank holiday, the following business day is the due date.
49. If the full fees are not received by the due date and a University approved payment plan has not been agreed upon after repeated attempts, the University reserves the right to

pursue the debt with a Debt Collection Agency. The student will be liable for debt collection costs and associated legal fees.

50. It is the student's personal responsibility to ensure that the fees are paid on time. Where a sponsor or fee-payer defaults on payments or refuses to accept a fee invoice, the student becomes liable for the fees due in full.

Payment Method

51. Invoices must be settled GBP. All payments must include the student's name and I.D. Number.
52. The University accepts the following methods of payment:
- 52.1 Via Flywire
 - 52.2 Direct Debit – UK Bank Account holders only
 - 52.3 Debit/Credit Cards: VISA and MasterCard – online via student payment portal
 - 52.4 Bank transfers
 - 52.5 US Government loan payments / Sallie Mae payments
 - 52.6 Student Finance England loan payments

53. **We do not accept any payment by cash or cheques.**

Withdrawals and Refunds

54. New students who require a visa to study in the UK are not normally eligible for a refund of deposits or fees. However, if a visa denial letter from the UKVI is issued and forwarded to Student Finance within 28 working days of date of issuance, deposits and fees shall be refunded.
55. For existing students to be eligible for a tuition fee refund, the student must have completed the University's requirements for payment and withdrawal fully and within the necessary time frame.
56. To withdraw, a student must complete a Withdrawal case on their Student Portal.
57. Any student in receipt of U.S Federal Loans must complete the U.S government's Exit Counselling. Information on this can be requested from the University's Financial Aid office.
58. Where refunds are possible, they will be made only when the student has followed and correctly completed all of the University's rules and procedures prior to the request of a refund. No refunds of deposits or fees will be made if a student is dismissed from the University on the grounds of academic misconduct, breach of the Student Code of Conduct, or failure to make academic progress.

59. Where a student believes that they are due a refund in relation to this policy, they must formally request to do so. The refund request form can be obtained from refunds@richmond.ac.uk.
60. Students that have benefited from the 5% discount by paying in advance for 2 semesters may still be eligible to a refund on withdrawal, following the relevant claims procedure. Note that in these cases the discount will be fully forfeit and recovered before a refund is calculated.

Confirmation Deposits (USD students only)

61. US confirmation deposits are not refundable or transferable when a student does not enroll at the University. If a US student enrolls, the confirmation deposit may be offset against their tuition fees.

Tuition Refunds: Existing Students and New Students Without a Visa

62. Tuition is refundable for all students who complete the University's process of withdrawal or Leave of Absence (LoA) appropriately and in the time frames specified. The amount of refund depends on when the withdrawal process is completed:

Fall and Spring Semester	
By 5pm on the Friday at the end of Teaching Week 2	100% refund
By 5pm on the Friday at the end of Teaching Week 4	50% refund*
Thereafter	0% refund
Summer Sessions	
By 5pm on the Friday 1 week before the start of classes	100% refund
By 5pm on the Friday before the start of classes	50% refund*
Thereafter	0% refund

* Students paying in advance for 2 semesters withdrawing on Week 4 of the first semester, will be refunded 50% of the first semester and 100% of the second minus the discount applied.

- 62.1 The Academic calendar is produced by Registry Services and approved by the Academic Board and published not less than 18 months in advance.
- 62.2 Students on a payment plan should note that the percentage refund is the percentage of the full tuition price. Students changing from full time to part time status are liable to the refund levels and timetable as detailed above.
- 62.3 Where a student has paid for a full year of tuition the above percentages are applied to each semester individually. This also applies to new students with a visa.

63. The above does NOT apply to Richmond International Academic and Soccer Academy (RIASA) students who are committed to an entire academic year.

Good Finance Standing

64. To be eligible to register for the next semester's courses and to attend the University for that semester, the student must be in good financial standing. To be in good financial standing, a student has paid all fees, fines, and penalties, ensured all deposit amounts are correct and up-to-date, or has agreed a payment plan with the University, and this is currently up to date.
65. If a student is not in good financial standing a 'Finance Stop' will be placed on their account. Official transcripts will not be issued to students, fee-payers, or others at the request of the student. Unofficial grades can still be requested from Registry Services. If a debt remains unpaid the University reserves the right to pass the account details to a debt collection agency to recover. Additional agency fees and, if necessary, legal fees will be incurred by the student.
66. Where a Student's account has £100 or less outstanding, a Finance Stop will be removed to allow the student to register if the student is to study with the University for the following academic term.

Related Policies

67. 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.
- 2025/26 University Fees Policy Undergraduate
 - 2025/26 University Fees Policy Postgraduate

VERSION MANAGEMENT

Responsible Department: Finance			
Approving Body: University Board (on recommendation of Operations Committee)			
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	1 August 2024
002	2025/6 Policy updated in line with revised 2024/5 Policy. Formatted and reapproved for 2025-26 AY	1 August 2025	1 August 2025
003	2025/6 Policy updated to account for 5% discount for full year advance payments	18 Dec 2025	1 st January 2026
		Restricted Access? <i>Tick as appropriate:</i> Yes ☐ No ☒	