Richmond American University London

STUDENT PAYMENT TERMS AND CONDITIONS

ACADEMIC YEAR 2026/27

Introduction

1. This document should be read in conjunction with related University policies, including published tuition fee information for students beginning their studies in 2026/2027, available on the University Policies webpage.

2. Important information:

   2.1 These terms and conditions are binding on all students, and abiding by these is a requirement of enrolment and registration at the University.

   2.2 Failure to meet these terms and conditions shall result in dismissal from the University, and funders OR sponsors shall be informed. Dismissal for the non-payment of fees will be actioned at the end of any given semester.

   2.3 Students on a University sponsored visa shall have sponsorship withdrawn for non-payment and the UKVI shall be informed.

   2.4 Students are responsible for ensuring their fees are paid on time and should access their student email account for finance updates and reminders.

   2.5 Students may not graduate with an outstanding tuition debt; grades and transcripts shall be withheld until any balance is cleared.

   2.6 Students may not progress to the next semester of study with an outstanding tuition debt; further, the University shall not release grades or transcripts where there is an outstanding tuition debt

Purpose

3. This document sets out the payment deadlines, payment plan options available to students, the liability and fees due when a student chooses to withdraw from their course, and the implications and consequences for a student when fees are not paid in accordance with this policy.

Scope

4. This policy applies to all New and Returning degree-seeking students and study abroad/visiting students who wish to undertake study at Richmond American University London. Additional rules may apply to students studying on the RIASA programme.

Payment Deadlines

Specific payment deadlines can be found in Appendix A of this document.

New Students

5. New UK students:

   5.1 Self-funded students can opt to pay in full or via an instalment plan.

   5.2 The full payment of fees is due four weeks before the first week of teaching unless an arrangement for a payment plan has been set up with the approval of Student Finance by this date. The University may offer discounts for advance payment in full. 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.

   5.3 Housing fees must be paid (in full) one week before the student arrives at the accommodation.

6. New International (Non-US) Students requiring visas:

   6.1 A deposit is required in order for a CAS letter to be issued. The CAS deposits have to be paid within one week of receipt of notification of a successful application from the University.

   6.2 The remaining tuition fees will be due four weeks before the first week of teaching unless an arrangement has been agreed with Student Finance for a payment plan by this date. The University may offer discounts for advance payment in full.

   6.3 Housing fees must be paid (in full) one week before the student arrives at the accommodation.

7. New US Students requiring visas:

   7.1 A deposit is required in order for a CAS letter to be issued. The deposit should be paid within one week of receipt of notification of a successful application from the University.

   7.2 The remaining tuition fees should be paid four weeks before the start of teaching, unless an arrangement has been set up with the approval of Student Finance for a payment plan by this date. The University may offer discounts for advance payment in full.

   7.3 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 four weeks before the start of teaching.

CAS Deposits

8. CAS Deposit Retention

8.1 Where an application for a student Visa is rejected by UKVI, or the student withdraws from the process after the CAS deposit has been paid, the University shall retain a handling fee of £500.

Returning Students

9. Returning UK Students

9.1 Self-funding students can opt to pay in full or via an instalment plan. See below for discount options for self-funding students when paying in full in advance

9.2 Fees should be paid in full, four weeks before the start of teaching. unless an arrangement for a payment plan has been set up with the approval of Student Finance by this date. The University may offer discounts for advance payment in full.

9.3 For students funded by SFE, proof of loan approval by SFE and any shortfall between loans and fees will be due at enrolment date.

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

10.1 Self-funding students can opt to pay in full or via an instalment plan.

10.2 The full payment of fees is four weeks before the start of teaching unless an arrangement for a payment plan has been set up with the agreement of the Student Finance by this date. The University may offer discounts for advance payment in full.

10.3 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

11. Where a student defaults on their payment plan, they will be put on Finance stop and contacted by Finance, normally within five working days to secure the outstanding payment.

12. Where a student defaults on their payment plan, they will be placed on a Finance stop and contacted by Student Finance within five working days. The student will have two weeks from the missed payment to settle the outstanding amount.

13. If a student further defaults on three payments, the student will have received warning letters at each of these three points. The University may then refuse to

enter into further payment plans, forward the unpaid fees to a debt collection agency, and initiate debt recovery and potentially legal proceedings.

14. At this point the non-payment of fees will result in the student being dismissed for non-payment.

Full Annual Payment Discount for Self-Funded Students

15. Self-funding students from all regions have the option to pay in full in advance for 2 semesters and are eligible for 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 or dismissal 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. The deadlines and payment amounts are revised each year and can be found in Appendix A.

18. When a refund is requested in respect of a CAS deposit, a £500 administration fee will be applied.

19. Completed payment plan agreements must be completed online on a per semester basis. A separate agreement is needed for each semester. Failure to pay instalments on the due dates may also result in class registration being cancelled.

20. A late payment fee of £150 will be applied if a payment due date is missed.

Semester Students

21. Students, mainly Study Abroad and Freshman Students who arrive to study for the semester, will have to make full payment in accordance with the relevant study abroad agreement. If coming as direct students they should pay for all housing and tuition one month prior to the start of orientation. Sponsored Students

22. Students who are sponsored by a University, an organisation or government body will need to show proof of sponsorship from the respective body.

23. 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.

24. 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.

Liability to Pay and Invoicing

25. 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.

26. 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.

27. Invoices can be requested at any time from the finance office at studentfinance@richmond.ac.uk

28. Liability for outstanding debt is removed if a student processes an official withdrawal by the university deadlines as outlined in the University Withdrawal Policy and Withdrawing from a Course Policy.

29. 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.

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

31. 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

32. Invoices must be settled in GBP. All payments must include the student's name and I.D. Number.

33. The University accepts the following methods of payment:

    33.1 Via Flywire

    33.2 Direct Debit – UK Bank Account holders only

    33.3 Debit/Credit Cards: VISA and MasterCard – online via student payment portal

33.4 US Government loan payments / Sallie Mae payments

33.5 Student Finance England loan payments

34. We do not accept any payment by cash or cheques.

Withdrawals and Refunds

35. 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 less an administration fee of £500.
36. 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.
37. To withdraw, a student must complete the University Withdrawal Policy and Withdrawing from a Course Policy.
38. 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 Student Affairs.
39. 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.
40. Refunds will be made via the same mechanism by which the original was paid.
41. 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.
42. 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.
43. A decision by the University to refuse a refund may be appealed by following the complaints and appeals procedure, which can be found on the University website.

Confirmation Deposits (USD Students Only)

44. US confirmation deposits are not refundable or transferable when a student does not enrol at the University. When a US student enrols, the confirmation deposit may be offset against their tuition fees.

Tuition Refunds: Existing Students and New Students Without a Visa

45. 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.

45.1 The Academic calendar is produced by Registry Services and approved by the Academic Board and published not less than 18 months in advance.

45.2 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.

45.3 Where a student has paid for a full year of tuition the above percentages are applied to each semester individually.

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

Good Financial Standing

47. 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.

48. 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.

Related Policies

49. 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.

- 2026/2027 University Fees Policy Undergraduate
- 2026/2027 University Fees Policy Postgraduate

Richmond American University London

APPENDIX A

A.1. New Home (UK) Undergraduate – Student Finance England

A.1.1. For UG students who are funded by SFE, the payments will be made by SFE to the University in October, February and May.

A.1.2. Students will need to show proof of loan application by enrolment date.

Term	To enroll	1st Payment	2nd Payment	3rd Payment
Fall 2026	Proof of loan	October 2026	February 2027	May 2027
Spring 2027	Proof of loan	February 2027	May 2027	October 2027

A.2. Returning Home Undergraduate – Student Finance England

A.2.1. For UG students who are funded by SFE, the payments will be made by SFE to the University in October, February and May.

A.2.2. Students will need to show proof of loan application by enrolment date.

Term	To enroll	1st Payment	2nd Payment	3rd Payment
Fall 2026	Proof of loan	October 2026	February 2027	May 2027
Spring 2027	Proof of loan	February 2027	May 2027	October 2027

A.3. New Home Postgraduate – Student Finance England

A.3.1. 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.

A.3.2. Students will need to show proof of loan application by enrolment date.

A.3.3. 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	1st Payment	2nd Payment	3rd Payment
Fall 2026	Proof of loan	October 2026	February 2027	May 2027
Spring 2027	Proof of loan	February 2027	May 2027	October 2027

A.4. Returning Home Postgraduate – Student Finance England

A.4.1. 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.

A.4.2. Students will need to show proof of loan application by enrolment date

A.4.3. 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	1st Payment	2nd Payment	3rd Payment
Fall 2026	Proof of loan	October 2026	February 2027	May 2027
Spring 2027	Proof of loan	February 2027	May 2027	October 2027

A.5. New and Returning US Undergraduate and Postgraduate – US Loan Scheme

A.5.1. 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.

A.5.2. 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.

A.5.3. 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.

A.6. New Home Undergraduate - Self-Funded

A6.1 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 three equal instalments to be paid in full before the Christmas break.

Term	To enroll	Remaining balance of 3 equal instalments due by

Fall 2026	£300	October 2026	November 2026	December 2026
Spring 2027	£300	February 2027	March 2027	April 2027

A.7. Returning Home Undergraduate – Self-Funded

A.7.1. 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 three equal instalments to be paid in full before the Christmas break.

Term	**To enroll**	**Remaining balance of 3 equal instalments due by**		
Fall 2026	£300	October 2026	November 2026	December 2026
Spring 2027	£300	February 2027	March 2027	April 2027

A.8. New Home Postgraduate - Self-Funded

A.8.1. 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 three equal instalments to be paid in full before the Christmas break.

Term	**To enroll**	**Remaining balance of 3 equal instalments due by**		
Fall 2026	£300	October 2026	November 2026	December 2026
Spring 2027	£300	February 2027	March 2027	April 2027

A.9. Returning Home Postgraduate – Self Funded

A.9.1. 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 three equal instalments to be paid in full before the Christmas break.

Term	**To enroll**	**Remaining balance of 3 equal instalments due by**		
Fall 2026	50% of fees	October 2026	November 2026	December 2026
Spring 2027	50% of fees	February 2027	March 2027	April 2027

A.10. New International Undergraduate - Self-Funded

A.10.1. International students will be notified by Student Finance to make CAS deposits in advance of enrolment and set up payment plan by enrolment date. The amount due will be set at four equal instalments to be paid in full before Christmas break.

Term	To enroll	Remaining balance of 4 equal instalments due by			
Fall 2026	CAS Deposit	September 2026	October 2026	November 2026	December 2026
Spring 2027	CAS Deposit	January 2027	February 2027	March 2027	April 2027

A.11. Returning International Undergraduate – Self Funded

A.11.1. International students will be notified by Student Finance to make CAS deposits in advance of enrolment and set up payment plan by enrolment date. The amount due will be set at four equal instalments to be paid in full before Christmas break.

Term	To enroll	Remaining balance of 4 equal instalments due by			
Fall 2026	50% of annual fees	September 2026	October 2026	November 2026	December 2026
Spring 2027	50% of annual fees	January 2027	February 2027	March 2027	April 2027

A.12. New International Postgraduate - Self-Funded

A.12.1. International students will be notified by Student Finance to make CAS deposits in advance of enrolment and set up payment plan by enrolment date. The amount due will be set at four equal instalments to be paid in full before Christmas.

Term	To enroll	Remaining balance of 4 equal instalments due by			
Fall 2026	CAS Deposit	September 2026	October 2026	November 2026	December 2026
Spring 2027	CAS Deposit	January 2027	February 2027	March 2027	April 2027

A.13. Where a refund is requested in respect of a CAS deposit, a £500 administration fee will be applied.

A.14. 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.

A.15. A late payment fee of £150 will be applied when a payment due date is missed.

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 2026-26 AY.	1 August 2025	1 August 2025
003	2026/7 Policy updated to account for 5% discount for full year advance payments.	18 Dec 2025	1 January 2026
004	2026/27 Policy updated to revise payment deadlines, payment compliance provisions, and Appendix A payment schedules.	28 April 2026	12 May 2026
		Restricted Access? ***Tick as appropriate*: Yes ☐ No X**	