

**IMPORTANT INFORMATION - PAYMENT OF TUITION AND OTHER RELATED FEES  
ACADEMIC YEAR 2019/2020**

**KEY POINTS**

**Tuition fees are due in full by 30<sup>th</sup> September 2019.**

**Instalments available in three payments:**

**34% by 30<sup>th</sup> September 2019, 33% by 6<sup>th</sup> January 2020, and the remaining balance by 20<sup>th</sup> April 2020.**

**Taught students starting after 1<sup>st</sup> January 2020 are offered two payments: 50% within 7 days of enrolment and the remaining balance by 20<sup>th</sup> April 2020.**

**Taught students starting after 20<sup>th</sup> April 2020 should pay 100% within 7 days of enrolment.**

**Tuition fees are charged annually in October each year.**

**Students should log into their University account on a regular basis to view any outstanding fees.**

**All communications regarding fees will be sent to your @soton.ac.uk email address.**

Tuition fees can increase each year so please read the following carefully and refer to the fees section of the University web page at [www.southampton.ac.uk/uni-life/fees-funding/ug-fees-funding/ug-fees.page](http://www.southampton.ac.uk/uni-life/fees-funding/ug-fees-funding/ug-fees.page) for undergraduates or [www.soton.ac.uk/postgraduate/feesandfunding](http://www.soton.ac.uk/postgraduate/feesandfunding) for postgraduates.

Enrolment to the University incurs a liability to pay tuition fees. The University accepts payment by various methods, although students are encouraged to pay fees online before arriving in Southampton, via the student's secure personal site. Once enrolled, all students can access their personal secure financial site via the SUSSED portal. **We do not accept cash payments.**

Third parties paying the **personal element** of fees on behalf of a student can also make payment at [www.webpayments.soton.ac.uk](http://www.webpayments.soton.ac.uk).

**Failure to pay tuition fees as per the University's regulations will result in your Head of Academic Unit being notified. Non-payment of tuition fees will mean the immediate removal of library, computer and other facilities, your exclusion from classes and lectures, and eventually result in termination from University candidature. Any such debts will then be pursued by referral to an outside collection agency. Regulations may vary for those programmes with non-standard commencement dates.**

It is anticipated that the full annual tuition fee charge for the 2019/20 session will show on students' personal financial accounts in September 2019, and/or within 2 working days after enrolment has been completed. Payment should still be made if the charge is not showing on the account within this timescale.

**Postgraduate research students** commencing studies later than 1<sup>st</sup> November 2019 will be charged tuition fees pro rata for the first year. Tuition fees are due in full within 7 days of the start of their course but some payment plans are also available as listed below:

- PGR students starting between 1<sup>st</sup> November 2019 and 1<sup>st</sup> January 2020 can pay in three payments of 34% upon enrolment, 33% on 6<sup>th</sup> January 2020 and 33% on 20<sup>th</sup> April 2020.
- PGR students starting from 1<sup>st</sup> January 2020 to 20<sup>th</sup> April 2020 can pay in two equal instalments 50% upon enrolment & 50% on 20<sup>th</sup> April 2020.
- PGR students starting after 20<sup>th</sup> April 2020 should make full payment upon enrolment.

Subsequent year's fees will be due at the start of term one every year.

Fees are calculated on a monthly pro rata basis within the academic session. Students who withdraw suspend or transfer to Nominal part way through a month will be charged full fees for that month.

**Taught programmes starting in semester 2:** Tuition fees are due in full by 1st February 2020. If tuition fees are not paid in full the following rule applies:

34% on 1st February 2020, 33% on 1st April 2020 & 33% on 1st May 2020.

A full year's tuition fee is charged and payable every year of all taught courses.

## **PAYMENT OF FEES – ACADEMIC YEAR 2019/2020– IMPORTANT INFORMATION**

The University accepts the following methods of payments:

**Online Debit/credit card:** Payable via the student SUSSED portal, or directly at [www.webpayments.soton.ac.uk](http://www.webpayments.soton.ac.uk). We accept the following cards: Visa Credit/Debit, Mastercard and American Express. If you pay tuition fees online using one of these cards, you can set up an instalment plan that will automatically deduct the 2<sup>nd</sup> tuition instalment on the 6<sup>th</sup> January 2020 and the 3<sup>rd</sup> tuition instalment on 20<sup>th</sup> April 2020. Students should notify their card provider that a large transaction will be taken.

### **Bank Transfer and Union Pay:**

Payable via the Western Union student payment portal at <https://student.globalpay.wu.com/geo-buyer/southampton>

This will ensure that the University receives 100% of the fees payable, without any hidden bank charges or exchange rate fluctuations if you're not paying in GBP Sterling.

**In person:** You can also pay by Visa debit/credit card, Mastercard, American Express, Union Pay and JCB cards at the Student Services Centre and Income Office on the Highfield Campus, or the Cash Office at the Winchester School of Art.

**We do not accept cash payments.** You must pay using one of the above methods. If you do bring cash onto the University campus, you will be doing so at your own risk, and the University will not accept any liability for any loss you may suffer as a result.

**The University does not issue invoices to privately funded students**, and entrants are expected to pay the tuition fee as quoted in the official offer letter from the University. If you have not been notified of the tuition fee, you should contact your academic school office.

All students should regularly log onto their University financial account via the Sussed portal, to view all outstanding fees (including those assigned to sponsors).  
**All communications regarding your fees will be sent to your @soton.ac.uk email address.**

**Full time UK/EU Undergraduates** – Tuition fees will be £9,250 for 2019/20 entrants. Most students will be able to take out a tuition fee loan and defer payment of the loan until after leaving University. If students take out a tuition fee loan then this loan will be paid directly to the University from the Student Loan Company (SLC). Full information for applying along with further details can be found at <http://www.direct.gov.uk/en/EducationAndLearning/UniversityAndHigherEducation/StudentFinance/index.htm>

## **Where Tuition Fees (or portion of fees) are paid by other sources**

Students with funding from other sources e.g. Research Council, employer, foreign Embassy/Government etc. are required to provide the University with a copy of their official letter of sponsorship. All students should carefully check their sponsor details when they enrol and, if they are incorrect, should complete the Fees Office sponsorship notification form SP1 available from <http://www.southampton.ac.uk/uni-life/fees-funding/paying-your-fees.page>.

Please note that failure to return the SP1 form by 30<sup>th</sup> September 2019 will result in students being asked to pay the full tuition fee. The SP1 or any official sponsor letter should be emailed to [sponfee@soton.ac.uk](mailto:sponfee@soton.ac.uk).

Tuition fees paid by Research Councils or the SLC are paid in accordance with government guidelines. All other sponsors will receive an invoice, which is to be paid within 30 days of date of invoice. The liability to pay tuition fees is transferred to the student if the named sponsor subsequently fails to pay the tuition fees. Sponsored students should regularly log onto their University financial account via the Sussed portal, where they will be able to view all outstanding fees (including those assigned to sponsors).

## Other Information

All communications regarding your fees will be sent to your **@soton.ac.uk** email address.

All residence charges should be paid in accordance with the Hall of Residence regulations. Failure to pay these charges will result in students being issued with a formal notice to quit letter.

<http://www.southampton.ac.uk/studentservices/student-living/accomm/halls-contract.page>

All miscellaneous fees should be paid with 7 days of date of invoice.

Any change in tuition fee funding should be notified to the SSC without delay and if personal circumstances change after commencing a programme and students are unable to comply with the above payment policy they should contact SSC without delay for appropriate advice.

Full University regulations governing fees can be found at

<https://www.southampton.ac.uk/calendar/sectioniv/index.page>

The fees refund policy is available to view/download at

<http://www.southampton.ac.uk/uni-life/fees-funding/paying-your-fees.page>

Information regarding bursaries, fee waivers and other grants offered by the University can be obtained from the Student Financial Information and Assistance Office at <http://www.southampton.ac.uk/sais/sfo/>

To provide an efficient and student centred service, all enquiry contact should be made to the Student Services Centre (SSC) in the George Thomas Building. The student advisors in the SSC can be contacted by e-mail to [ssc@soton.ac.uk](mailto:ssc@soton.ac.uk) or by telephone +44 (0) 2380 599 599.