

UNIVERSITY FEES POLICY, POSTGRADUATE

1. Tuition and fees are set annually and will not change for the duration of the academic year. Tuition and fee information can be found on the University website.
2. Tuition fees for postgraduate programmes are charged and payable in full at the start of the semester of study.
 - a. Students registered for 10 or more US credits per semester are regarded as full time and will be charged full-time tuition.
 - b. Students are not permitted to take more than 12 US credits per semester
 - c. Tuition for part-time students registered for fewer than 10 US credits are charged on a per-credit basis.
 - d. Eligibility for part-time registration may be limited by visa regulations.
 - e. Classes that are being retaken are charged on a per-credit basis.
3. For non-taught courses (typically extended thesis or thesis and internship), tuition is charged on a per-credit basis.
4. Classes that are being retaken are charged on a per-credit basis.
5. 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.
6. Per-credit charges are calculated with reference to the total annual fee payable of a course and the number of credits applicable.
7. Where a student retakes classes following a course failure, they will forfeit their scholarship for future semesters.

Other Fees and Charges

1. Some 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.
2. 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:
 - a. Bank Charge Fee – £25 / \$35;
 - b. Credit Card Processing Fee – No charge;
 - c. Debt Collection Fees – Variable cost;
 - d. Dishonoured/Returned Cheque Fee – £15;
 - e. Exam Re-sit Fee – £75;
 - f. Housing Code Violation Charges – Variable cost;
 - g. Incorrect Housing Check-out Fee – Variable cost;
 - h. Late Application Housing Fee – £150;
 - i. Late Registration Fee – £250 / \$350;
 - j. Re-Registration Fee – £250 / \$350;
 - k. Late Payment Fee – £250 / \$350;
 - l. Library Charge – Variable cost;
 - m. Lost I.D. Card Fee – £20;

- n. Lost Key Charge – Variable cost;
- o. Property Damage Fee – Variable cost;
- p. Replacement Diploma Fee – £50;
- q. Transcript Fee – £15;
- r. Stopped Cheque Charge – £15;
- s. Thesis resubmission fee - £250.

3. It is possible that two or more charges can be levied for one failure. For example, a dishonoured cheque can result in a dishonoured cheque fee, a late payment fee and a re-registration fee.

4. PLEASE NOTE: The University's Financial Aid office helps students to access a variety of funding programmes, which include Scholarship awards, Grant awards, and Student Loans. The office assists students in meeting their 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

VERSION MANAGEMENT

Responsible Department: Finance			
Approving body: University Board			
Version no.	Key Changes	Date of approval	Date of effect
001	New Policy	August 2021	29 August 2021
002	Clarification on retake charges, how per- credit is calculated and that scholarships are lost on class failures.	01 June 2022	01 Sept 2022
003	Reformatted numbering	20 October 2022	20 October 2022
		Restricted access? <i>Tick as appropriate</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	