

**IMPORTANT INFORMATION - PAYMENT OF TUITION AND OTHER RELATED FEES  
 ACADEMIC YEAR 2017/2018**

**KEY POINTS**

**Tuition fees are due in full by 2<sup>nd</sup> October 2017.**

**1% discount on personal element of tuition fees if the University receives full payment by 2<sup>nd</sup> October 2017 (applies to 2017/18 academic year only).**

**Instalments available in two equal payments, 2<sup>nd</sup> October 2017 and 8<sup>th</sup> January 2018, if tuition fees are not paid in full.**

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

**UK/EU full time undergraduate students are able to take tuition fee loan to defer payment of these until after leaving University.**

**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 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. To encourage prompt payment of tuition fees (for academic year 2017/18 only) a **DISCOUNT OF 1%** is offered on the **net** amount to pay **after all fee reductions, studentships, sponsor payments and other discounts have been awarded**. The discount is offered to students paying **ALL** their contribution to the tuition fee by Monday 2<sup>nd</sup> October 2017. This payment must have reached the University's bank account by 2<sup>nd</sup> October 2017 to qualify for the discount. This discount does not apply to students who are being charged per module for their programme of study or to any third party sponsor. 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.

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 2017/18 session will show on students' personal financial accounts in September 2017, 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 2017 will be charged tuition fees pro rata for the first year, and should pay in full within 7 days of the start of their course, to take advantage of the 1% discount (academic year 2017/18 only).

PGR students starting between 1<sup>st</sup> November 2017 and 1<sup>st</sup> January 2018: if tuition fees are not paid in full, two equal payments of 50% on enrolment and 50% on 8<sup>th</sup> January 2018 are offered.

PGR students starting from 1<sup>st</sup> January 2018: full payment is due on enrolment.

Subsequent year's fees will be due in October and January every year.

**Taught programmes starting in semester 2:** Tuition fees are due in full by 1st February 2018, taking advantage of the 1% discount (academic year 2017/18 only). If tuition fees are not paid in full the following rule applies:

50% on 1st February 2018 & 50% on 1st May 2018.

Tuition fees for this group of students are charged annually in February of each year.

## PAYMENT OF FEES – ACADEMIC YEAR 2017/2018– 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> instalment on the 8<sup>th</sup> January 2018. 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.

For your own safety, please note that ***we do not accept cash payments*** for tuition or accommodation fees. You should therefore make appropriate arrangements to pay using one of the above methods (this could include opening a UK bank account if you do not already have one). If you do bring large amounts of 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 2017/18 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 2<sup>nd</sup> October 2017 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, the SLC or the NHS 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. Prompt payment discount does not apply in such cases. 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](mailto: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

<http://www.calendar.soton.ac.uk/sectionIV/fees.html>

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.

TF1 – February 2017  
Fees Office