

**IMPORTANT INFORMATION - PAYMENT OF TUITION AND OTHER ACADEMIC FEES  
ACADEMIC YEAR 2016/2017**

**KEY POINTS**

1% discount on personal element of tuition fees if the University receives full payment by 3<sup>rd</sup> October 2016. Instalments available in two equal payments, 3<sup>rd</sup> October 2016 and 9<sup>th</sup> January 2017, if fees not paid in full. This discount applies to 2016/17 academic year only.

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

All students are expected to log into their University financial account, via the SUSSED portal, on a regular basis to view charges assigned. All communications regarding your fees will be sent to your @soton.ac.uk email address.

Help and advice available from the Student Services Centre and secure on-line facility available for payments.

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.

If you are still unsure of how to pay your fees, please contact the Student Services Centre (SSC) on the numbers/email address shown overleaf.

Enrolment to the University incurs a liability to pay tuition fees although fees are due within 7 days of start of program. To encourage prompt payment of fees, a **DISCOUNT OF 1%** is offered to all students paying **ALL** of their contribution to the fee by Monday 3<sup>rd</sup> October 2016. This payment must have reached the University by 3<sup>rd</sup> October 2016 to qualify for the discount, and applies to 2016/17 academic year only. This discount does not apply to students who are being charged per module for their program of study or to any third party sponsor where students have notified the University that their fees are being paid by a sponsor. The University accepts payment by various methods, although students are particularly encouraged to pay fees online before arriving in Southampton, and preferably, once online enrolment has been completed, 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 make payment at [www.webpayments.soton.ac.uk](http://www.webpayments.soton.ac.uk).

**If you do not pay your fees in full the following rules apply:-**

**All Students** - Payment to be received in 2 equal instalments at the start of each semester (3<sup>rd</sup> October 2016 and 9<sup>th</sup> January 2017). On payment of the 1<sup>st</sup> instalment, you **MUST** provide a method of payment for the 2<sup>nd</sup> instalment.

Fees are charged annually in October of each year.

**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 programs with non-standard commencement dates.**

It is anticipated that the full annual fee assessment charge for the 2016/17 session will show on students' personal financial accounts commencing in September, and/or within 2 working days after enrolment has been completed. Please note that payment should still be made if the charge is not showing on the account within this timescale.

**Students following a taught program of study, commencing in February, should pay in full by 1st February, to take advantage of the 1% discount for 2016/17 academic year only. If you do not pay your fees in full the following rule applies for all students: - 50% on 1st February & 50% on 1st May. Fees for this group of students are charged annually in February of each year.**

**Postgraduate research students commencing studies later than October will be charged pro rata for the first year, and should pay within 7 days of the start of their course, to take advantage of the 1% discount for 2016/17 academic year only. If you do not pay your fees in full the following rules apply: - all students starting before 1st January 2017: 50% on enrolment; 50% on 9<sup>th</sup> January 2017. Every student starting from 1<sup>st</sup> January 2017: 100% on enrolment.**

## PAYMENT OF TUITION FEES – ACADEMIC YEAR 2016/2017– IMPORTANT INFORMATION

The University accepts the following methods of payments:

**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 9<sup>th</sup> January 2017. Students should notify their card provider that a large transaction will be taken.

**PayPal:** Payable online via the student SUSSED portal, or directly at [www.webpayments.soton.ac.uk](http://www.webpayments.soton.ac.uk)

### Bank Transfer and Union Pay:

Payable via the Western Union Business Solutions 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.

**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 fee as quoted in the official offer letter from the University. If you have not been notified of the fee, you should contact your academic school office in the first instance.

All students should regularly log onto their University financial account via the Sussed portal, where they will be able to view all charges assigned (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 and PGCE's** - Fees will be £9,000. Most students will be able to take out a tuition fee loan and defer re-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 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 3<sup>rd</sup> October 2016 will result in students being asked to pay the full fee.

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. Discount does not apply in such cases. The liability to pay fees is transferred to the student if the named sponsor subsequently fails to pay the fees. Sponsored students should regularly log onto their University financial account via the Sussed portal, where they will be able to view all charges assigned (including those assigned to sponsors). **All communications regarding your fees will be sent to your @soton.ac.uk email address.**

## Other Information

All students with other charges on their account (e.g. residence charges) should pay these in accordance with the relevant regulations. Failure to pay residence charges in accordance with hall of residence regulations will result in students being issued with a formal notice to quit letter. All miscellaneous fees should be paid with 7 days of date of invoice and non-payment will result in removal of facilities as set out for non-payment of tuition fees. Students will be regularly notified by email to their @soton.ac.uk email address to view, and check, their account and to keep in contact with the staff in the Student Services Centre (SSC) if any details appear incorrect. Any change in tuition fee funding should be notified to the SSC without delay and if personal circumstances change after commencing a program 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 opening hours for the SSC are 8.30am until 6pm Monday to Friday. The student advisors in the SSC can be contacted as follows: e-mail to [ssc@soton.ac.uk](mailto:ssc@soton.ac.uk) telephone +44 (0) 2380 599 599, fax +44 (0) 2380 599 595

TF1 – November 2016  
Fees Office