



Tuition Fee Payment and Liability Policy

2025-26

Authors:	Student Services
Publication date:	August 2024
Amended:	May 2024
Review date:	April 2025

Table of Contents

Tuition Fee Payment and Liability Policy	0
<hr/>	
Tuition Fee Payment and Liability Policy 2025-26	3
Context, aims and objectives	3
Policy framework	3
Scope, jurisdiction and responsibilities	3
Fee liability	4
Student Loans Company (SLC) – undergraduate students	6
Student Loans Company (SLC) – postgraduate students	7
Student Loans Company (SLC) - short courses	8
U.S. Federal Aid and U.S. private loan students	9
Fee liability following withdrawal	10
Fee liability following intermission	11
Fee liability following withdrawal for Foundation Year students	13
Fee liability following intermission for Foundation Year students	14
Students on Edge Hotel School Accelerated courses	14
Students in receipt of Bursary and Scholarship awards	17
University of Essex (UoE) staff in receipt of an Employee Fee Waiver	17
Change in fee status	18
Payment of refunds	18
Document Control Panel	18

Tuition Fee Payment and Liability Policy 2025-26

Context, aims and objectives

1. The University of Essex is committed to a fair and transparent policy in respect of charges made to students. This is one of several documents that make up the Student Contract, a list of these documents can be found in the student terms and conditions provided to students as part of the Admissions Offer. The University's commitment is underpinned by an approach that balances fairness to all students while safeguarding the interests of the University.
2. Students will be asked to agree to the terms of this policy as part of the registration process at the start of each academic year of study or at certain points during the year, for example January and April.
3. The policy is underpinned by the relevant University [Regulations relating to Registration and Academic Affairs](#) (.pdf).

Policy framework

Scope, jurisdiction and responsibilities

- 4.1 This policy applies to all new entry and continuing students who have completed registration and who are studying at the University of Essex in the academic year 2025-26¹.

¹ The policy does not cover liability for new students who are funded through the Lifelong Learning Entitlement (LLE), which is applicable to students starting an eligible course in January 2026. LLE liability will be incorporated into the policy with effect from 2026-27 once the final regulations and arrangements have been confirmed.

- 4.2 Students registered for a University of Essex validated programme of study as part of a collaborative partnership are covered by the appropriate fee liability arrangements in place at the relevant partner institution.
- 4.3 The Academic Registrar or their nominee has responsibility for managing the processes associated with fee liability for students and the financial responsibility for students who may withdraw or intermit.
- 4.4 The Academic Registrar or their nominee are responsible on behalf of the University Steering Group for oversight and regular review of this policy and its effective implementation and dissemination to staff and students.
- 4.5 Complaints or concerns about any aspect of the implementation and management of this policy and its provisions are handled in accordance with the [Student Concerns and Complaints Procedure](#) (.pdf).
- 4.6 For the purposes of this document, where it is referred to that a student 'holds a confirmed loan from the Student Loans Company (SLC), this assumes that the student has completed/returned their signed declaration and their loan has been fully approved by SLC.
- 4.7 For the purposes of this document, where it refers to the course start date, this is the date as stated on the Admissions Offer Letter and individual student record.
- 4.8 For the purposes of this document, where it refers to 'long vacations', this refers to Winter, Spring and Summer vacations.

Fee liability

- 5.1. Once registered at the University and the programme of study start date has been reached, all students, regardless of funding source and fee status, are responsible for their fees for the relevant degree course or research degree.
- 5.2. Students can either pay their tuition fees in full or in instalments. Instalments will be calculated based on the outstanding fees payable *after* a tuition fee deposit has been deducted (where applicable) as follows:

Course start year (intake year)	Home fee-paying students	International fee-paying students
2023-24 or earlier	3 payment instalments per term	3 payment instalments per term
2024-25	3 payment instalments per term	2 payment instalments <i>(outlined in paragraph 5.2.2)</i>
2025-26	3 payment instalments per term	2 payment instalments <i>(outlined in paragraph 5.2.2)</i>

- 5.2.1. Self-funded Home fee-paying students who opt *not* to pay their tuition fees in full, are required to pay fees in three equal instalments, payable each term.
- 5.2.2. Self-funded International fee-paying students who started their course in academic year 2024-25 or 2025-26, who opt *not* to pay their tuition fees in full, are required to pay fees in two equal instalments, payable in October and January (for October intake), in January and April (for January intake) or in April and October (for April intake).
- 5.2.3. Self-funded International fee-paying students who started their course prior to academic year 2024-25, who opt *not* to pay their tuition fees in full, are required to pay fees in three equal instalments, payable each term.
- 5.3. For students who are funded by an external body or sponsor, the University will receive these fees in accordance with the requirements or rules of that external body or sponsor but should be received no later than the end of term two.
- 5.3.1. Where an external body or sponsor fails to pay or refuses funding at any point during the academic year, the student accepts personal responsibility for payment of tuition fees as a self-funded student. Failure to pay the fees in these circumstances, will lead to withdrawal of the student's registration with the University.
- 5.3.2. Examples of external bodies or sponsors include, but are not exhaustive to:
- the Student Loans Company
 - the NHS
 - US loan companies, such as the US Department of Education or Sallie Mae
 - external bodies or sponsors that are formally recognised for this purpose by the University, for example international students may be sponsored by their national government or home university, usually administered via the local Embassy.
- 5.4. Tuition fees are paid during the registration process except in the following situations:

- where alternative arrangements are agreed with the relevant external body or sponsor
 - where undergraduate students have applied for a student loan from the Student Loans Company
 - where a postgraduate student holds a confirmed postgraduate loan from the Student Loans Company
- 5.5. Unpaid tuition fees may result in several actions being triggered. Please refer to the Student Debt Policy, which can be found on the [University's Contractual Documents webpage](#) for further details.
- 5.6. Some students are required to pay a tuition fee deposit before registering, to confirm their acceptance of their offer of a place on their course. Information including who is required to pay a tuition fee deposit and the amount, is outlined in the Tuition Fee Deposit Policy, which can be found on the [University's Contractual Documents webpage](#) for further details.
- 5.7. Tuition fee deposits are refundable, either in full or minus a £200 administration fee. The refundable amount will be deducted from the total tuition fee paid before any tuition fee liability is applied. Where a student is entitled for their tuition fee deposit to be refunded in full, the deposit amount will be deducted from the total tuition fee paid before any liability is applied.

Student Loans Company (SLC) – undergraduate students

- 5.8.1. For undergraduate students seeking SLC funding, it is their responsibility to apply for funding as early as possible and to respond in a timely manner to any requests from Student Finance England (SFE), to ensure that it is confirmed prior to registering. This application process with SLC must be completed for every academic year studied.
- 5.8.2. During the University's Admissions application process, applicants are asked to declare whether they are intending to receive SLC funding to fund their course tuition fees. This is to ensure that their individual student record reflects that this is their intention when they reach the point of registering.
- 5.8.3. At the point of registering, where a student has applied for funding from the SLC, but the outcome is still 'pending' rather than 'approved', the student will be permitted to register without being asked to pay any fees upfront.
- 5.8.4. Where a student has not applied for funding from the SLC, the student will not be permitted to register unless the minimum payment required of a self-funded student is made.

- 5.8.5. If a student has been approved to receive funding from the SLC for an undergraduate loan to cover the full cost of their fees, the tuition fee loan will be paid directly to the University.
- 5.8.6. In the event that the SLC refuses an application for funding, the student is required to accept personal responsibility for payment of tuition fees as a self-funded student.
- 5.8.7. For the purposes of calculating fee liability, students who have a confirmed SLC tuition fee loan that does not cover the entirety of their tuition fees, are dealt with in the same way as students who are fully funded by SLC.

Student Loans Company (SLC) – postgraduate students

- 5.9.1. For postgraduate students seeking SLC funding, it is their responsibility to apply for funding as early as possible and to respond in a timely manner to any requests from Student Finance England (SFE), to ensure that funding has been approved prior to registering.
- 5.9.2. At the point of registering, postgraduate students with a confirmed Postgraduate Loan from SLC, will be permitted to register without first making payment of the initial instalment of fees.
- 5.9.3. If an application is still showing as ‘pending’, the student will be required to make necessary payment required to register.
- 5.9.4. The instalment payment dates are in line with the Postgraduate Loan release dates outlined in the Postgraduate Loan entitlement letter provided by SLC. The specific instalment dates will be emailed to the student after registration has taken place in an invoice. An indication of when the instalment dates will fall during each term and the payment due, is outlined in table 1.

Table 1

October entry	
Payment date	Payment due
On or before 28 days from the course start date	33.3% of the annual fee
On or before the end of January	33.3% of the annual fee
On or before the end of April	33.3% of the annual fee

January entry

Payment date	Payment due
On or before 28 days from the course start date	33.3% of the annual fee
On or before the end of April	33.3% of the annual fee
On or before the end of September	33.3% of the annual fee

April entry

Payment date	Payment due
On or before 28 days from the course start date	33.3% of the annual fee
On or before the end of September	33.3% of the annual fee
On or before the end of January	33.3% of the annual fee

- 5.9.5. Failure to pay the fees by the instalment payment dates may lead to withdrawal of the student's registration with the University.
- 5.9.6. Until the Postgraduate Loan is confirmed to the University, students will be recorded as self-funded and will be classified as such when considering tuition fee payment and liability as outlined in this policy.
- 5.9.7. Fee liability following withdrawal or intermission for students with *confirmed* Postgraduate Loans, is assessed as for any other self-funded student (see Table 3 and Table 4 in sections 5.13 and 5.14).

Student Loans Company (SLC) - short courses

- 5.10.1. For students seeking SLC funding for Short Courses, it is their responsibility to apply for funding as early as possible to ensure that it has been considered and approved prior to registering.
- 5.10.2. In the event that the SLC refuses an application for funding, the student is required to accept personal responsibility for payment of tuition fees as a self-funded student.
- 5.10.3. Students are expected to pay fees up front and are liable for the full tuition fee from the first day of their course.
- 5.10.4. Failure to pay the fees may lead to withdrawal of the student's registration at the University, in line with the [Student Debt Policy \(.pdf\)](#)

U.S. Federal Aid and U.S. private loan students

- 5.11.1. Students in receipt of U.S. Federal Aid or U.S. private loans, are responsible for tuition fees as a self-funded student in line with Table 3 of this policy. Fees are deducted directly from Direct Loan disbursements and the student is required to pay any outstanding balance if the loan amount disbursed is lower than the tuition fees due.
- 5.11.2. It is the responsibility of the student to ensure that they have enough funding to cover the course tuition fees and living expenses for the duration of the course. If there is a shortfall of borrowing in-year when compared to the outlined Cost of Attendance (COA), it is the responsibility of the student to ensure that they have alternative funding in place to cover the shortfall.
- 5.11.3. If a student withdraws or intermits during the year, the University completes the U.S. Department of Education Title IV Funds return calculation (see the Return of Title IV Funds Policy (U.S. Federal Aid), which may result in loan funds that had been allocated previously towards institutional charges being returned to the US Department of Education on the student's behalf. The University will also complete a separate calculation for the outstanding tuition fee liability. student payment dates aligning with disbursement dates rather than fee liability dates, students will receive a final statement via email, showing any outstanding payment or refund due.
- 5.11.4. US Federal Aid and US Private Loan funds may only be used towards costs for the academic year for which the loan is awarded. A loan cannot be used to pay outstanding debt from a previous academic year.
- 5.11.5. Payment instalments are due for U.S. Federal Aid and Private Loan funded students as outlined in Table 2 below.

Table 2

Undergraduate students

Course type	Payment structure
Standard length courses	Three payment dates as outlined in Table 1 of this policy
Non-standard length courses	Two payment dates as outlined in Funding Notification Letter

Postgraduate Taught students

Course type	Payment structure
Standard length courses	Four payment dates as outlined in Funding Notification Letter
Non-standard length courses	Two payment dates as outlined in Funding Notification Letter

Postgraduate Research students

Course type	Payment structure
Standard length courses	Two payment dates as outlined in Funding Notification Letter
Non-standard length courses	Two payment dates as outlined in Funding Notification Letter

Note: Students will be notified if they are undertaking a standard length or non-standard length course as part of their notification of funding from the university. Definitions of course type are outlined in the U.S. Department of Education Federal Student Aid Handbook guidance.

Fee liability following withdrawal

- 5.12.1. This section does not cover the following students/courses. See the relevant section outlined for this information.
- Foundation Year students – section 5.15.1 to 5.15.5
 - Edge Hotel students on Accelerated courses – section 5.17.1 to 5.17.2
- 5.12.2. If a student officially registers and withdraws prior to their course start date, there is no fee liability.
- 5.12.3. Students who withdraw permanently from their studies within 28 days from the start of their course start date, remain liable for 10% of the annual fee, with the exception of;
- 5.12.3.1. SLC funded students who are transferring from Essex to another institution, within 28 days of the course start date and in the same academic year.
- 5.12.4. All requests for fee waivers will be reviewed by the Academic Registrar or their nominee in line with this policy, as well as the student's individual circumstances.
- 5.12.5. Students who withdraw after 28 days from the start of their course start date, are liable for fees as set out in the Table 3.

Table 3

Point of withdrawal	Cumulative fee liability for self-funded students, including Postgraduate Students	Cumulative fee liability for undergraduate approved SLC full or part funded students	Cumulative fee liability for undergraduate sponsored students
Prior to the course start date	0% of the annual fee*	0% of the annual fee*	0% of the annual fee*
Up to and including 28 days from the course start date	10% of the annual fee*	10% of the annual fee*	10% of the annual fee*
29 days after course start date to the last day of the next long vacation	33.3% of the annual fee (one third)	25% of the annual fee (quarter)	33.3% of the annual fee (one third)
From the first day of the second term of study to the last day of the next long vacation	66.6% of the annual fee (two thirds)	50% of the annual fee (half)	66.6% of the annual fee (two thirds)
On or after the first day of the third term	100% of the annual fee	100% of the annual fee	100% of the annual fee

**Some students are required to pay a tuition fee deposit as part of their acceptance on their course and liability may differ, refer to section 5.6 and 5.7 of this policy for further details.*

Fee liability following intermission

5.13.1. Table 4 below, does not cover the following students/courses. See the relevant section outlined for this information.

- Foundation Year students – section 5.15.1 to 5.15.5
- Postgraduate Research students – paragraph 5.14.4
- Edge Hotel students on Accelerated courses – section 5.17.1 to 5.17.2

5.13.2. For all undergraduate and postgraduate taught students who intermit, the fee liability is set out in Table 4.

Table 4

Point of intermission	Cumulative Fee liability for self-funded students, including Postgraduate Students	Cumulative fee liability for undergraduate approved SLC full or part funded students	Cumulative fee liability for undergraduate sponsored students
Prior to the course start date	0% of the annual fee*	0% of the annual fee*	0% of the annual fee*
Up to and including 28 days from the course start date	0% of the annual fee*	0% of the annual fee*	0% of the annual fee*
29 days after course start date to the last day of the next long vacation	33.3% of the annual fee (one third)	25% of the annual fee (quarter)	33.3% of the annual fee (one third)
From the first day of the second term of study to the last day of the next long vacation	66.6% of the annual fee (two thirds)	50% of the annual fee (half)	66.6% of the annual fee (two thirds)
On or after the first day of the third term of study	100% of the annual fee	100% of the annual fee	100% of the annual fee

**Some students are required to pay a tuition fee deposit as part of their acceptance on their course and liability may differ, refer to section 5.6 and 5.7 of this policy for further details.*

5.13.3. Students subject to Visa restrictions including Student Visa students who intermit, will have their circumstances reviewed on a case-by-case basis with regards to applying a period of backdated intermission, in line with the University’s Regulations and the relevant Immigration Rules and guidance.

5.13.4. For postgraduate research students who intermit, the period of intermission is backdated (if appropriate) to the start date of the most recent term and the fee liability for that term is 0%. Research students are only charged tuition fees for the terms they have completed.

Fee liability following withdrawal for Foundation Year students

- 5.14.1. This section only covers Foundation Year students.
- 5.14.2. If a student officially registers and chooses to withdraw prior to the course start date, there is no fee liability, with the exception of students who are required to pay a tuition fee deposit, refer to the [Tuition Fee Deposit Policy \(.pdf\)](#) for further details.
- 5.14.3. If a student officially registers and chooses to withdraw permanently after the course start date has been reached up to and including 28 days, the student or sponsor is liable for 10% of the annual fee (subject to arrangements agreed with the sponsor where applicable), with the exception of;
- 5.14.3.1. SLC funded students who are transferring from Essex to another institution, within 28 days of the course start date and in the same academic year, will not be liable for 10% of the annual fee.
- 5.14.4. All requests for fee waivers will be reviewed by the Academic Registrar or their nominee in line with this policy, as well as the student's individual circumstances.
- 5.14.5. Students who withdraw after 28 days from the start of their course start date are liable for fees as set out in table 5.

Table 5

Point of withdrawal	Cumulative Fee liability for self-funded students	Cumulative fee liability for approved SLC full or part funded students	Cumulative Fee liability for sponsored students
Prior to the start date of the course	0% of the annual fee*	0% of the annual fee*	0% of the annual fee*
Up to and including 28 days from the course start date	10% of the annual fee*	10% of the annual fee*	10% of the annual fee*
29 days from the course start date to the last day of the first long vacation	50% of the annual fee (half)	50% of the annual fee (half)	50% of the annual fee (half)
From the first day of the second term	100% of the annual fee	100% of the annual fee	100% of the annual fee

*Some students are required to pay a tuition fee deposit as part of their acceptance on their course and liability may differ, refer to section 5.6 and 5.7 of this policy for further details.

Fee liability following intermission for Foundation Year students

5.15.1. For all taught students studying Foundation years who intermit, the fee liability is set out in table 6.

Table 6

Point of Intermission	Cumulative Fee liability for self-funded students	Cumulative fee liability for approved SLC full or part funded students	Cumulative Fee liability for sponsored students
Prior to the start date of the course	0% of the annual fee*	0% of the annual fee	0% of the annual fee
Up to and including 28 days from the course start date	0% of the annual fee*	0% of the annual fee*	0% of the annual fee*
29 days from the course start date to the last day of the first long vacation	50% of the annual fee (half)	50% of the annual fee (half)	50% of the annual fee (half)
From the first day of the second term	100% of the annual fee	100% of the annual fee	100% of the annual fee

**Some students are required to pay a tuition fee deposit as part of their acceptance on their course and liability may differ, refer to section 5.6 and 5.7 of this policy for further details.*

Students on Edge Hotel School Accelerated courses

5.16.1. For all undergraduate students studying on Edge Hotel School Accelerated Courses, the fee liability when withdrawing or intermitting is set out in table 7.

Table 7

Year 1

Point of change of status – Withdrawal or Intermission	Cumulative Fee liability for self-funded students	Cumulative fee liability for undergraduate approved SLC full or part funded students	Cumulative Fee liability for sponsored students
Up to and including 28 days from your course start date	10% of the annual fee*	10% of the annual fee*	10% of the annual fee*
29 days after course start date to the last day of week 14	33.3% of the annual fee (one third)*	25% of the annual fee (quarter)*	33.3% of the annual fee (one third)*
From Monday week 15 to the Sunday week 28	66.6% of the annual fee (two thirds)	50% of the annual fee (half)	66.6% of the annual fee (two thirds)
On or after Monday week 29, until Sunday week 51	100% of the annual fee	100% of the annual fee	100% of the annual fee

**Some students are required to pay a tuition fee deposit as part of their acceptance on their course and liability may differ, refer to section 5.6 and 5.7 of this policy for further details.*

Year 2

Point of change of status – Withdrawal or Intermission	Cumulative Fee liability for self-funded students	Cumulative fee liability for undergraduate approved SLC full or part funded students	Cumulative Fee liability for sponsored students
The start of the year 2 is set for Monday week 52 From the stage start date up to and including day 28	10% of the annual fee	10% of the annual fee	10% of the annual fee
29 days after course start date to Sunday week 14	33.3% of the annual fee (one third)	25% of the annual fee (quarter)	33.3% of the annual fee (one third)

From Monday week 15 to and including Sunday week 32	66.6% of the annual fee (two thirds)	50% of the annual fee (half)	66.6% of the annual fee (two thirds)
On or after Monday week 33 until the end of week 52	100% of the annual fee	100% of the annual fee	100% of the annual fee

5.16.2. The fee liability and breakdown of tuition fees to be charged for Edge Hotel School students studying on the 2-year Accelerated Courses who failed Level 4 or 5 and are choosing to transfer to the 3-year variant, is set out in table 8.

Table 8

Point of Transfer	Cumulative Fee liability for self-funded students	Cumulative Fee liability for undergraduate approved SLC funded students	Cumulative Fee liability for sponsored students
Year 1 - Level 4 to Level 5 Failed Level 4, completed resits in Year 1 of Accelerated degree (attendance in Autumn and Spring terms only) transferring to 3-year variant	Year 1 = 66.6% of the annual accelerated fee Year 2 = annual fee of 3-year degree Year 3 = annual fee of 3-year degree	Year 1 = 50% of the annual fee Year 2 = annual fee of 3-year degree Year 3 = annual fee of 3-year degree	Year 1 = 66.6% of the annual fee Year 2 = annual fee of 3-year degree Year 3 = annual fee of 3-year degree
Year 1 - Level 4 to Level 5 Failed Level 4, completing resits in Year 1 of Accelerated degree (attendance in Autumn and Spring and Summer terms)	Year 1 = 100% of the annual accelerated fee Year 2 = 33% of the annual accelerated fee Year 3 = annual fee of 3-year degree	Year 1 = 100% of the annual accelerated fee Year 2 = 25% of the annual accelerated fee Year 3 = annual fee of 3-year degree	Year 1 = 100% of the annual accelerated fee Year 2 = 33% of the annual accelerated fee Year 3 = annual fee of 3-year degree
Year 2 – Level 5 to Level 6 Failed Level 5, completing resits in Year 2 of Accelerated degree (attendance in	Year 1 = 100% of the annual accelerated fees) Year 2 = 33% of the annual accelerated fee	Year 1 = 100% of the annual accelerated fees) Year 2 = 25% of the annual accelerated fee	Year 1 = 100% of the annual accelerated fees) Year 2 = 33% of the annual accelerated fee

Autumn and Spring terms only)	Year 3 = annual fee of 3-year degree	Year 3 = annual fee of 3-year degree	Year 3 = annual fee of 3-year degree
Year 2 - Level 5 to Level 6 Failed Level 5, completing resits in Year 2 of Accelerated degree (attendance in Autumn and Spring and Summer terms)	Year 1 = 100% of the annual accelerated fees) Year 2 = 66.6% of the annual accelerated Year 3 = annual fee of 3-year degree	Year 1 = 100% of the annual accelerated fees) Year 2 = 50% of the annual accelerated Year 3 = annual fee of 3-year degree	Year 1 = 100% of the annual accelerated fees) Year 2 = 66.6% of the annual accelerated Year 3 = annual fee of 3-year degree

Students in receipt of Bursary and Scholarship awards

- 5.17.1. For those students who receive a University of Essex funded tuition fee discount or a University of Essex funded bursary or scholarship that reduces the amount of the tuition fee, the reduction will be applied, and liability calculated as outlined in the Terms and Conditions of the award.
- 5.17.2. Bursaries and Scholarships funded by other organisations may vary and students in receipt of such awards should take advice from the Funding Team (funding@essex.ac.uk) in the first instance.

University of Essex (UoE) staff in receipt of an Employee Fee

Waiver

- 5.18.1. As noted in the *Employee Fee Waiver Policy*, for UoE members of staff who are in receipt of an Employee Fee waiver and their course length exceeds the length of their contract with the university (e.g., the course is 3 years, and the contract is 2 years), *'the individual and not the University will be responsible for funding the remaining year(s).'* The funding may be met by the individual, the Department or a third party.
- 5.18.2. Where the contract of a UoE member of staff has a planned end date that falls mid-way through a year, they will be liable for the remaining fees for the course, from the start of the next term until their course end date, unless they choose to withdraw from the course.
- 5.18.3. If a UoE member of staff leaves employment (i.e., not due to a planned contract end) with the university part way through the course, the fee waiver will cease with immediate effect from the point of the employment end date.
- 5.18.3.1. If the former UoE member of staff chooses to continue with their studies, *'the individual and not the University will be responsible for funding the remaining*

year(s)' or part year of study, from the start of the next term until the end of their course, unless they choose to withdraw from the course.

- 5.18.4. If a UoE member of staff chooses to withdraw from their course, and remains in employment with the university, funding for the course will still be in place for the period of study until the point of withdrawing.

Change in fee status

- 5.19.1. Some students categorised under the Brexit Protected Rights category are assessed as liable for 'Home' Fees. These students can be reassessed after the first year of study.
- 5.19.2. Where they no longer meet the criteria for this category, their fee status may be changed, and they may be responsible for 'Overseas' fees.
- 5.19.3. Some students assessed as liable for 'Overseas' fees may become eligible for 'Home' fees part way through their course due to meeting the residence requirements, and can be reassessed from the start of the following year of study.

Payment of refunds

- 6.1 All refunds will only be made to the bank and account holder (or other financial institution) that originally paid the fee.
- 6.2 Payment by card will be refunded to the original card used for payment.
- 6.3 All refunds will be calculated in UK sterling. The University will not refund any shortfalls due to exchange rate fluctuations or offer compensation for any bank or other charges involved.
- 6.4 Where payment of tuition fees was split between more than one payee, any refund due will be made in the proportion to the original split.
- 6.5 Cash or cheque refunds are not permitted.

Document Control Panel

The policy is reviewed annually by relevant teams and stakeholders as appropriate, including the Students' Union, and any proposed changes are submitted to the Fees Group Committee for review and to University Steering Group (USG) for approval.

Field	Description
Title	University of Essex Tuition Fee Payment and Liability Policy 2025-26
Policy Classification	Policy
Security Classification	Open
Policy Manager Role	Funding Manager
Nominated Contact	funding@essex.ac.uk
Responsible UoE Section	Academic Section
Approval Body	University Steering Group (USG)
Signed Off Date	May 2024
Publication Status	Published
Published Date	August 2024
Last Review Date	April 2024
Minimum Review Frequency	Annual
Review Date	April 2025
Unique ID	0146

If you require this document in an alternative format, such as braille, please contact the nominated contact at funding@essex.ac.uk.