



Edge Hill  
University



## Payment of Tuition Fees

Full-time and Part-time Undergraduate  
and Full-time PGCE  
Home/EU students



## Payment of Tuition Fees

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Following enrolment you will receive an invoice from Academic Registry for your tuition fee. Unless otherwise stated, the tuition fee is for the full academic year. It is important that you check the fee being charged. If you wish to query the amount you must do so immediately to [TuitionFees@edgehill.ac.uk](mailto:TuitionFees@edgehill.ac.uk).

Tuition fees can be paid to the University in either of the following ways:

- tuition fee loan
- payment in full at the start of the programme
- payment in three equal instalments by recurring card payment (cannot be set up with a maestro/solo card)

### **Important**

Students are personally responsible for ensuring that all fees, including any element of fees payable by others (e.g. Student Loans Company, a career development loan or sponsors such as employers), are paid in accordance with the guidelines within this booklet. During enrolment self-funding students will be required to sign a 'University Payment Contract' to acknowledge liability for payment.

Students repeating all or part of an academic session will be charged the appropriate standard fee for the additional study.

If you intend to fund your studies through a tuition fee loan and haven't applied for this **you need to do so as a matter of urgency**. **The University will seek to review your registration if it is not satisfied you have taken appropriate steps to arrange for payment of your tuition fee.**

## How do I apply for a tuition fee loan?

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A tuition fee loan is available to cover the cost of your programme, funded by the government.

Subject to previous study, full-time undergraduate, PGCE students and part-time students can apply for help with payment of tuition fees. Your tuition fee will be paid direct to the University, by the Student Loans Company (SLC), on your behalf.

Funding and application processes vary depending on whether you normally reside in England, Wales, Scotland, Northern Ireland or the EU. To make an application please visit:

### Student Finance England

0300 100 0607 [gov.uk/student-finance](http://gov.uk/student-finance)

### Student Finance Wales

0300 200 4050 [studentfinancewales.co.uk](http://studentfinancewales.co.uk)

### Student Finance Northern Ireland

0300 100 0077 [studentfinancenir.co.uk](http://studentfinancenir.co.uk)

### Student Awards Agency for Scotland

0300 555 0505 [saas.gov.uk](http://saas.gov.uk)

### Student Finance EU

0141 243 3570 [gov.uk/student-finance](http://gov.uk/student-finance).

Once you have made your application to Student Finance make sure that you regularly check the 'To Do List' on your Student Finance online account. Please also ensure you sign and return your declaration to Student Finance. Payment will be withheld by the SLC until this has been received, processed and final checks have been completed.

If your funding has not been fully approved by the time you enrol then you must provide the University with proof of your application. Please provide a copy of the summary page of your Student Finance application.

The '*University or College Payment Advice Notification*' from Student Finance only needs to be provided to the University if this shows a different institution to Edge Hill or you are known by a different surname with Student Finance. Students should hand this to the Academic Registry, located in the Student Information Centre Ormskirk campus or, into the office at the Manchester campus as soon as possible.

Where students have had previous study either at Edge Hill University or another institution you may wish to refer to our guidance at [edgehill.ac.uk/study/money-matters/previous-study](http://edgehill.ac.uk/study/money-matters/previous-study).

In addition to a tuition fee loan, full-time undergraduate and PGCE students may also apply for help with living costs in the form of a maintenance loan. Part-time students are not entitled to this additional support.

If you have chosen not to take out a tuition fee loan, or do not satisfy the requirements for a tuition fee loan, you will be regarded as self-financing and will be required to pay your tuition fees in accordance with the payment dates specified by the University.

## How do I pay my tuition fee in full?

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### Online payments

Credit and debit card payments can be made online via the University website at [payments.edgehill.ac.uk/fees](http://payments.edgehill.ac.uk/fees). We accept most credit/debit cards. You must ensure that you have sufficient funds, or your credit limit is high enough to cover the value of your fees.

Please contact [TuitionFees@edgehill.ac.uk](mailto:TuitionFees@edgehill.ac.uk) for alternative methods of payment.

## How can I pay my tuition fee in instalments?

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Recurring card payment is an easy way to pay your tuition fee in three equal instalments and can be set up on-line via the University website [payments.edgehill.ac.uk/fees](http://payments.edgehill.ac.uk/fees). This method of payment benefits both you and the University. It keeps administrative costs down and there is no extra charge for paying by instalments.

Payment of full and part-time tuition fees can be made using the University's recurring card payment scheme.

### The advantages of recurring card payment are:

- Helps you budget
- No queuing necessary to pay tuition fees
- No worries about paying on time providing there are sufficient funds available in your account on the due date.

By setting up the payment scheme you are giving the University authority to collect an agreed payment direct from your bank/building society account. There must be enough money in your account to meet the payment at the time it is collected, otherwise your bank may make a charge to your account. Should your payment fail the University will contact you by email and attempt to debit your account again 5 days later.

### What are the instalment payment dates?

One month after the official start date of your course and at 3 monthly intervals thereafter on the 15th of the month.

<b>Payment Dates for September*</b>	<b>15th October</b>
	<b>15th January</b>
	<b>15th April</b>

\*For programmes starting November to July please contact the University's Finance Office directly on 01695 657252 to set up a recurring card payment.

### Can I cancel a recurring card payment?

You must contact us directly to cancel any payment scheme you have set up but we will look to secure an alternative payment arrangement with you if fees remain due. If you are having financial difficulties, please also let us know. If you cancel your arrangement without notifying us and fail to make a payment your programme registration may be reviewed.

If you have withdrawn/intercalated from your programme you must contact the Finance Office to cancel your payment arrangement to prevent further payments from being debited.

### What happens if a mistake is made?

If Edge Hill University makes an error and your account is in credit we will make arrangements to reimburse you.

### How long is my recurring card payment for?

Your payment scheme will last for your academic year. Once your confirmed payment plan dates have passed the scheme will close, your account details securely destroyed and no further payments will be collected. If for any reason all collections have not been made you can expect to hear from a member of the Fees, Scholarships and Bursaries Team.

## I am sponsored / Can my employer or an organisation pay my tuition fee?

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If your employer or other organisation agrees to pay all or part of your tuition fee the University will refer to them as your sponsor. You must provide to the University, at enrolment, confirmation from your sponsor on company letterhead, or a purchase order, for the attention of the Academic Registry detailing the following:

- your full name (and University ID number if known)
- the amount of contribution towards tuition fees
- the academic year for which sponsorship applies
- the name of the person, organisation and full address of where the invoice should be sent
- a purchase order number and signature of an authorised person.

Parents, family and friends are not deemed to be sponsors.

The University will invoice your sponsor directly for the appropriate amount and will expect payment within 30 days of the date of the invoice.

### Please note:

- the University reserves the right to reject a sponsor
- the University reserves the right to reject a sponsor's letter or purchase order if information is not complete
- a new letter or purchase order is required for each academic year of study
- payment by a sponsor is due in full on receipt of invoice; there is no instalment option
- if your sponsor fails to pay within 30 days of receipt of invoice or withdraws their support at any point in the year the tuition fee debt will return to you and you will be contacted immediately for payment
- regardless of sponsorship you remain personally liable for payment of tuition fees.

## Terms & Conditions for the payment of University tuition fees

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As a student of the University and in accordance with the regulations, you accept, by enrolling onto a programme, a contractual liability to pay the tuition fee for that academic year. The tuition fee is calculated on the cost of the programme and enables the University to provide the resources, staff contact and support you need. The fee you will be charged will depend on the mode of study you are undertaking and is inclusive of all necessary course costs which will enable you to complete your degree.

It is important that you pay your fee on time. If any proportion of your fee remains unpaid after the due date relevant to your chosen method of payment you will be recorded as a debtor. In addition, withdrawal of access to resources can be imposed by the University which may lead to exclusion from your programme of study.

In accordance with the University's Student Debt Policy, students cannot attend graduation or receive certification of their award where there is outstanding tuition fee debt to the University.

Should you withdraw or intercalate from your studies or you are withdrawn by the University there will be a tuition fee charged for the period you have attended. Details of charges can be found within the Student Handbook or Tuition Fee Regulations at [edgehill.ac.uk/registry/fees-scholarships-and-bursaries/](http://edgehill.ac.uk/registry/fees-scholarships-and-bursaries/)

The University operates a strict debt recovery policy in respect of all fees and charges owing. Where necessary, the University will refer debt to an external collection agency who will pursue the return of all monies owing. Students registered on a year-long programme with debt outstanding one calendar month after their last payment date will, without further notice, be referred for external collection.

The University has the right to apply an uplift to tuition fees, where appropriate for subsequent academic years in line with inflation and following competitor analysis.

Full terms and conditions can be found at [edgehill.ac.uk/registry/fees-scholarships-and-bursaries.](http://edgehill.ac.uk/registry/fees-scholarships-and-bursaries.)

## I have a query about my tuition fees/ I have a problem paying them

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If you have any queries with regards to tuition fees please speak with the Fees, Scholarships and Bursaries Team, the Academic Registry, Student Information Centre (SIC).

E: [tuitionfees@edgehill.ac.uk](mailto:tuitionfees@edgehill.ac.uk)

T: **01695 657359**

Alternatively, if you are experiencing difficulty in making a payment the University's Finance Office, situated in Lady Margaret Hall is open Monday to Friday 9.30am - 4.30pm.

T: **01695 657252**

The postal address is:

Finance Office,  
Edge Hill University  
St Helens Road  
Ormskirk  
L39 4QP

Where possible the University will work with you to agree payment arrangements.

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### **Disclaimer**

Please note, all advice and guidance provided by the University is subject to information which you choose to impart to us, about your individual circumstances, being correct. The advice and guidance you receive will be based upon current eligibility criteria from external organisations such as the National College for Teaching and Leadership, NHS Business Services Authority and the Student Loans Company. Should any changes be made to this eligibility criteria by an external organisation, the University cannot be held responsible. All staff will treat any information you do share with them in the strictest confidence.

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