

UNIVERSITY FEES POLICY, UNDERGRADUATE

Full-Time/Part-Time and Summer Tuition

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. In the Fall and Spring semesters, all undergraduate students registered for or attending three to five courses (typically 9 to 15 US credits) are regarded as full time and will be charged full-time tuition.
3. Students taking more than five courses (typically more than 15 US credits) will be charged an overload fee on a per-credit basis and need a minimum GPA of 3.4 or approval of the Academic Progress Committee with a lower GPA.
4. Tuition for part-time students registered for (or attending) fewer than three courses (typically fewer than 9 credits) is charged on a per- credit basis. Eligibility for part-time registration may be limited by visa regulations.
5. Summer school tuition (excluding internships) is charged on a per-credit basis.
6. 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.
7. No Richmond scholarships are available for per-credit students.

Other Fees and Charges

8. 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.
9. 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;

10. 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.

11. PLEASE NOTE: The Richmond Office of Financial Assistance 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 contact the Office of Financial Assistance at +44 (0)20 8332 8244, via fax +44 (0)20 8332 1596 or e-mail: finaid@richmond.ac.uk.

VERSION MANAGEMENT

Responsible Department: Finance			
Approving body:			
Version no.	Key Changes	Date of approval	Date of effect
1		29 August 2018	29 August 2018
2	Updated transcript fee from £10 to £15	April 2021	
		Restricted access? <i>Tick as appropriate</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	