

## Paying your Tuition Fees and/or Charges

### UK and EU Undergraduates

You must make arrangements to pay both your Tuition Fees and any outstanding tuition related charges with the University in order to complete registration onto your course.

#### **Make sure you have read the following before you make any payment.**

Terms and Conditions for Payment of Fees

RAU Refund Policy

#### **Tuition Fee Loans from the Student Loan Company**

If your Tuition Fees are to be funded through a loan from the SLC, we must receive confirmation direct from the SLC that your loan has been approved before **you complete your registration**. If confirmation has not been received you will still be liable for the fees and unable to complete your registration with the University. If the loan you have applied for does not cover all the fees for your course you will need to make arrangements to pay the balance. Please note that returning students have to reapply every year for a loan.

If you are in the process of applying, or have applied recently, to the SLC then please send a copy of the letter from Student Finance England confirming your Tuition Fees Loan to [studentfinance@rau.ac.uk](mailto:studentfinance@rau.ac.uk).

If you have not already done so then to apply for your Tuition Fees loan please log onto <https://www.gov.uk/apply-online-for-student-finance>

You will be asked to confirm, as part of your online registration, that you are applying for a SLC loan.

The same will apply if your Tuition Fees are to be funded by Student Finance ni, Student Awards Agency Scotland or Student Finance wales

It will not be possible to complete your registration until the relevant evidence has been seen and recorded by ourselves.

#### **Tuition Fee Payments by a Sponsor**

If a third party, employer or a funding body other than the Student Loans Company is paying part or all of your Tuition Fee, we must see the original letter confirming the level of your support before we can issue an invoice to your sponsor. The letter should be on headed paper and state your name and student no, the course you are intending to study and any other reference that will need to be quoted on the invoice.

In addition, you must provide Student Finance with an address, contact name, telephone number and email address of the sponsor organisation to ensure invoices remitted are paid promptly.

It is important that this letter is sent to us as soon as possible once you accept an offer at the Royal Agricultural University to ensure payment is received before you complete your registration.

Please address this to:

Royal Agricultural University  
Student Finance  
Stroud Road  
Cirencester  
GL7 6JS

## Paying your Tuition Fees Yourself

If you are paying your tuition fees yourself or through your family, we require payment to be made by one of the options below in order to complete your registration onto your course.

### Online payments by Debit/Credit Card

This is our preferred payment method for Tuition Fees and University Charges and we accept all major credit cards, excluding American Express and Diners. You can pay in one of the following ways:

#### *Pay in full*

Tuition Fees and/or University charges can be paid in full by debit/credit card. Your payment will be processed immediately and the full amount collected at that time.

#### *Recurring Card Payment (RCP)*

Tuition Fees can be paid in three instalments on scheduled dates using a debit/credit card. Once a recurring card payment agreement is in place, all scheduled payments will be made automatically and therefore you do not need to do anything further unless you change your debit/credit card. (Your University **Charges** will, however, be processed immediately and the full amount collected at that time.)

You will receive an email confirming the dates of your future payments and it is your responsibility to contact your bank to ensure you have sufficient funds in the account and that your payment will not be stopped.

To make an online payment, click the **Paying my Tuition Fees** on the Student Portal.

For third parties to make an online payments or for part payments [click here](#)

### Bank Transfer

If you are making your payment by bank transfer the amount of the transfer should cover all the handling charges. Bank transfers cannot be used to pay fees in instalments.

#### **University Bank Account Details:**

Lloyds TSB Bank PLC, 14 Castle Street,  
Cirencester GL7 1QJ

**Name:** Royal Agricultural University

**Account Number:** 00276454

**Sort Code:** 30-92-06

**IBAN number:** GB63LOYD30920600276454

**BIC Number:** LOYDGB21102

So we can identify your payment please ask your bank to quote:

- Students full name and Student ID number
- what the payment is for (Tuition/ Accommodation)
- Allow at least 5 working days for the payment to arrive

### Cheques or Banker's Draft

Please contact [studentfees@rau.ac.uk](mailto:studentfees@rau.ac.uk) if you are unable to pay by any other acceptable method to request payment by cheque.

Cheques cannot be used to pay fees in instalments and post-dated cheques are not accepted.

Cheques and bankers drafts must be drawn on a UK bank account in GB Sterling; we do not accept Eurocheques or cheques drawn on an overseas bank.

If you have any questions about paying your Tuition Fees and University Charges, please contact Student Finance as soon as possible on 01285 889894 / 01285 889808, or email [studentfees@rau.ac.uk](mailto:studentfees@rau.ac.uk)