

ARTS UNIVERSITY BOURNEMOUTH

Arts University Bournemouth (AUB) Fees Payment Policy 2024/25 Effective: January 2025

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1. Introduction

This policy outlines the financial obligations of students at Arts University Bournemouth (AUB). It applies to all tuition, accommodation, library, and miscellaneous charges payable to AUB. The policy aims to ensure transparency, fairness, and responsible financial management while minimizing student debt.

All students, regardless of sponsorship, remain ultimately responsible for the payment of their fees. AUB recognizes individual financial circumstances and will handle each case sensitively. Students facing financial difficulties should contact the Finance Office immediately at income@aub.ac.uk.

AUB reviews its Fees Payment Policy annually and reserves the right to make amendments as necessary. AUB reserves the right to change tuition fees inline with inflation and/or as permitted by Government in line with maximum fee for Home Undergraduate degrees

2. Tuition Fees

2.1 Fee Categories

Tuition fees vary based on student category:

- **Home Students:** Fees are determined by UK government regulations. AUB reserve the right to apply maximum fee permitted by UK government.
- **International Students:** International Tuition fees are determined by AUB and may be subject to change.
- **Channel Islands & Isle of Man Students:** Home Tuition fee structures apply.

Foundation & Preparatory Courses

- Students under 19 (as of 31 August in the year of course commencement) **do not pay tuition fees** if classified as Home students.
- Students 19 or over (or classified as International) **must pay tuition fees**.
- Additional **Materials/Resources fees** and **Registration fees** may apply.

Higher Education Courses – Full time and Part time

- All students are required to pay tuition fees for each academic year of study. A student who enters directly onto years 2 and 3 of a course will pay year 1 tuition fees.

For detailed tuition fee structures, visit:

[Foundation Fees](#)

[Undergraduate Fees](#)

[Postgraduate Fees](#)

[Research Fees](#)

2.2 Student Loans Company (SLC) Loans

- Undergraduate tuition fees covered by SLC loans are paid directly to AUB.
- Maintenance loans are paid directly to students.
- For Masters/Postgraduate Research students, SLC payments are made directly to students, who must ensure payment to AUB.
- Further information: [SLC Website](#)

3. Additional Fees

Students may incur additional charges for:

- **Accommodation:** Payments are due termly.
- **Library fines:** Charged for overdue or lost items.
- **Educational trips:** Costs varies depending on nature of trip and are advised in advance to students.

- **Admin fees:** Applied for late returns of borrowed equipment.
 - **Printing credits:** Available for purchase online.
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4. Payment Methods

AUB accepts **online payments only**. No cash payments are allowed. Payment portals:

- **Home & Online Students:** [Open Payment Pathway](#)
- **International & Online Students:** [International Payment Portal](#)
- **Short Courses:** [AUB Online Store](#)

Students from sanctioned countries must complete a **Pre-Payment Advice form** before transferring funds.

5. Deposit Requirements

- **International Students (CAS Required):** Deposit of **one term's tuition fees**.
 - **Nigeria & Pakistan Nationals:** **50% of the full-year fee** before CAS issuance.
 - **Foundation & Masters students (with bursary/scholarship):** **£1,500 non-refundable deposit**.
 - **US Federal Aid / Government Loan Recipients:** £500 non-refundable deposit (paid directly to AUB).
 - **Students with Financial Guarantee Letters:** No deposit required.
 - **Home Students:** No deposit required.
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6. Payment Deadlines

Undergraduate & Postgraduate On-Campus Students

- **Termly instalments (3 equal payments):** Due at the start of each term.

Online Masters Students

- **Full payment upfront or pre-arranged instalments.**
- Fees must be settled **3 weeks before the course starts**.

Short Courses / Summer Courses

- Fees due at the time of booking.

Study Abroad

- Full payment upfront or pre-arranged instalments.

Accommodation Fees

- Termly payments as per the tenancy agreement.

7. Refund Policy

- **Tuition Fees:** Refund eligibility depends on term completion.
- **International Admin Fee:** £750 charge for withdrawals in Term 1.
- **Visa Refusal Refunds:** Subject to a £100 admin fee, **up to £1,500 if refusal was due to student error.**
- **Short Courses Refunds:**
 - Full refund if withdrawn **within 14 days of confirmation of course offer.**
 - Full refund if withdrawn **30+ days before course start.**
- **Accommodation Refunds:**
 - Rent refunded for course withdrawals.
 - Rent still due if student remains enrolled but moves out.

8. Scholarships, Bursaries & Fee Waivers

- **International Students:** Eligible for bursaries or a **£1,500 Early Payment Fee Waiver** (if paid in full by **1 August** details of [International Scholarships](#))
- **Home Masters Students:** Scholarships available; details at [Postgraduate Fees](#).
- **Short Courses Discounts:**
 - 20% discount for **one student** (this includes BU, BPC and residents of the Innovation Studio) per course (first-come basis).
 - 20% discount for one member of staff per course (first-come basis)
 - Children of current staff – one place of 20% discount for Saturday Art School (first-come basis)

9. Consequences of Non-Payment

Sanctions for Unpaid Tuition & Accommodation Fees

Step Tuition Fees		Accommodation Fees	
1	Reminder Notice 1 (Email & Text)		Reminder Notice 1 (Email & Text)
2	Reminder Notice 2 + Dashboard Notification		Reminder Notice 2 + Dashboard Notification
3	Final Notice (Email, Text & Letter)		Final Notice (Email, Text & Letter)

Step Tuition Fees

4 Barred from Teaching & Assessment

5 External Debt Collection

- Students with outstanding fees **cannot re-enrol** or **attend graduation**.
- Tier 4 (Student Route) Visa students **may be withdrawn and reported to the Home Office**.

Accommodation Fees

Removal Steps Initiated

External Debt Collection

10. Exchange Programmes

- AUB students on an **Exchange Programme** must pay **full AUB tuition fees**.
- No additional tuition fees payable to the partner institution.
- Exchange students **may qualify for Maintenance & Travel Grants** – contact international@aub.ac.uk.

For further assistance, contact the Finance Office at income@aub.ac.uk.

End of Policy Document