



UNIVERSITY OF PLYMOUTH

Version number		Status (draft/final)		Owning Directorate / Faculty
5.0		Final		Academic registry / Finance
Summary of any amendments:				
-Clarification of personal bankruptcy and insolvency arrangements.				
-Amendment to alumni policy.				
Document objectives:				
The Fees Policy, also updated annually, is intended to make clear to students and others how all major aspects of fee setting, payment collection and reconciliation of fees will operate. The terms and conditions relating to the payment of fees are set out in the Student Contract, which should be read in conjunction with this Fees Policy.				
Intended Recipients:				
This policy applies to all students whose fees are payable to the University, and to applicants where applicable, and any staff member who enrolls as a student. Specific groups of students, which fall outside of the scope of the policy, are clearly identified.				
Approving Body and Date Approved (this applies to the final policy)				University Teaching, Learning and Quality Committee
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Contact for review:				Interim Head of Financial Operations Associate Director (Student Administration and Compliance) Head of legal and Compliance
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1.0	Dec 2024	JT	N/A	Initial publication to include revised Home UG fee rates - published due to the increase in UK Home fee to £9,535



UNIVERSITY OF PLYMOUTH

Fees Policy 2025/26

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1. INTRODUCTION

The University of Plymouth (“the University”) reviews and publishes its fees including tuition fees and other charges annually. The Fees Policy, also updated annually, is intended to make clear to students (“you”) and others how all major aspects of fee setting, payment collection and reconciliation of fees will operate. The terms and conditions relating to the payment of fees are set out in the Student Contract, which should be read in conjunction with this Fees Policy.

2. SCOPE

The Fees Policy applies to all students whose fees are payable to the University, and to applicants where applicable. A tuition fee is not charged to students enrolled on Higher Apprenticeship degree programmes and to students enrolled on some exchange programmes. However, Higher Degree Apprenticeship and exchange students may be subject to other fees, including accommodation costs or library charges, and will be subject to the University’s process set out in the Fees Policy for the recovery of any debt associated with these.

The Fees Policy does not apply in its entirety to the following:

- Students studying University programmes (undergraduate and postgraduate taught) through partner institutions. Students at partner institutions should refer to the partners’ websites for details of fees, charges and arrangements for payment;
- Students at the University of Plymouth International College (UPIC) until such time that they have progressed to a University programme; and
- Students studying for a Plymouth Online course of study, run in partnership with CEG Digital Ltd. A separate [Fees and Cancellation Policy](#) applies for Plymouth Online students which is available from the [Plymouth Online website](#).

Your obligations as regards your payment of tuition and other fees to the University is set out in the Student Contract. This Fees Policy forms part of your Student Contract.

It is your responsibility to secure funding for your Programme. If your Tuition Fees are paid by a sponsor or other third party, you must advise us as soon as possible if there is an issue with payment including any delay. You acknowledge that, your progression or completion of studies may be affected by late or non-payment. You may also become liable for any accrued debt arising due to non-payment of Tuition Fees.

3. TUITION FEES

The University Executive Group approves the University’s fee schedule annually for each academic year and is published in advance.

Tuition fees for all taught degree programmes are published on the individual programme web page. Tuition fees for all [research degree programmes](#) are published together on the University website, as are tuition fees for programme delivered by the [Professional Development Unit](#) in the Faculty of Health. Tuition fee information for returning undergraduate and postgraduate taught students is available on the Student Portal (login required).

Tuition fees cover the provision of teaching and learning, supervision, and support. However, there may be additional fees for residential fieldwork or for research related activity,

sometimes known as a bench fee or a Research Training Support Grant (RTSG), as set out in section 3.3 of this policy.

Your tuition fee is based on your fee status and mode of attendance, as determined by the [University's] fee regime in operation at that time. Fee status, and any potential financial support that may be available, is based on whether you are classed as a Home student, an international student, or indeed, if you are pursuing a Distance Learning programme.

3.1 Tuition Fee Variations

In accordance with your offer letter and the Student Contract, the University reserves the right to vary its tuition fees following appropriate internal scrutiny and consultation. Changes will only be made as allowed by the terms of this policy and the Student Contract.

Any Tuition Fee increase for:

- a current undergraduate home student shall not exceed a 10% (ten per cent) increase on the total Programme Tuition Fees set out in your Offer for the same Programme, subject at all times to the Tuition Fees charged not exceeding any cap imposed by Government from time to time; and

- a current postgraduate or international student shall not exceed a 10% (ten per cent) increase on the previous academic year's Tuition Fee for the same Programme, subject at all times to the Tuition Fees not exceeding any cap imposed by Government from time to time.

3.2 Currency

All fees published by the University are in pounds (GBP/£) sterling. Fee information will be published in other currencies only where explicitly required by regulatory or external bodies. Any publication in currencies other than pounds (GBP/£) sterling will be based on the exchange rate applicable at the time the amount is calculated and maybe subject to change. The University cannot be held responsible for changes in global financial markets or currency exchange rates.

All fees must be paid in pounds (GBP/£) sterling. Publication of fees in another currency is indicative only, and does not indicate the University's acceptance of fee payments in such other currencies.

3.3 Referral and Repeat tuition fees

Please refer to section AST5.2 of the University's Academic Regulations for further guidance regarding reassessment, referral and repeating modules.

(a) Referral

A referral is a reassessment of an exam, coursework, in-class test, or practical assessment that has not yet been achieved. There is no charge for a referral.

(b) Repeat

If you have not achieved a module after referral, or you have not achieved enough credits to continue to the next stage of study, you may be asked to repeat a module(s) in the next academic year. In this event you are liable to pay a repeat tuition fee.

The repeat tuition fee will normally be calculated by the number of credits on which you have enrolled for that academic year. The repeat fee will be confirmed by the respective Faculty Office or the Doctoral College.

3.4 Deferrals

If you defer your place at the University i.e. choose to commence your programme in a later academic year than detailed in your offer letter, you will not normally be able to retain your eligibility for the fees applicable to your original intended first period of study. Normally, students taking up a place will be charged the fees applicable to their course at the time they actually commence study.

3.5 Part-time tuition fees

Part-time taught programmes are usually charged on a per 10 credit basis although in some instances, the part-time fee will be charged per year of study. Part-time tuition fees are set out in the 'fees, costs and funding' section on individual programme webpages.

The [Student Finance England](#) website sets out the criteria for you to obtain a loan for a part-time course.

Postgraduate taught students studying on a part-time basis are subject to annual fee reviews. This potentially could lead to a "per 10 credit" increase in subsequent years, as set in your offer letter.

Postgraduate research degree students will be charged according to the fees published for a part-time mode of attendance as set out on the University [website and in your offer letter](#).

3.6 Additional costs

There are a number of additional costs arising from University studies over and above your tuition fee, which are your responsibility and for which you will need to allow for when planning your budget.

Some additional costs are common to all programmes, and include study texts and reference books, items such as photocopying and computer and other IT supplies. Other additional costs relate to the specific programme or module you are studying, but could include bench fees (for research degree students), field trips, materials, and specialist equipment or membership of a professional or accreditation body where this is requirement of your programme.

Information about additional costs is available on each individual programme web page, under the respective 'fees, costs and funding' section. For research degree students, information about any bench fee will be detailed in your offer letter.

If you are studying from outside the UK, the University of Plymouth may be required to add Goods and Services tax (GST) at your country of residence's local rate to your tuition fees. Published tuition fees do not include any applicable GST.

4. OTHER FEE CHARGES

4.1 Recognition of Prior Learning (RPL)

The University's policy for the recognition of prior learning (RPL) is set out in its [Academic Regulations](#) and in its [Recognition of Prior Learning Policy](#). RPL refers to the process whereby applicants are eligible to receive recognition and formal credit for learning acquired in the past through two widely recognised forms:

- (a) Prior certificated learning through formal study, and
- (b) Prior experiential (or informal) learning through work and other life experiences.

Apart from those programmes delivered by the [Professional Development Unit](#) in the Faculty of Health, there is no charge for the recognition of credit awarded or learning assessed by another UK higher education institution, or the assessment of experiential learning against the learning outcomes of specified modules. There is no charge for the transfer of Plymouth credit between courses within the University.

Information about RPL charges in the Faculty of Health is available via its [Professional Development Unit](#) webpage.

4.2 Short Courses

In addition to undergraduate and postgraduate courses, the University offers several alternative course types including short courses, CPD courses, and other non-credit bearing courses.

Details of the fee charges for such courses are available from the respective University webpages.

4.3 Commissioned Courses

If you are studying a course directly commissioned by a third party (e.g., some health and social care courses), you will become liable for the fee should funding be withdrawn or payments default. This is as detailed in the section 7: Recovering Student Debt.

4.4 Work Based Learning and Apprenticeships

Tuition and other fees relating to work based learning or apprenticeship programmes are generally payable by the applicable employer in accordance with the relevant agreements. This Fees Policy will apply to the extent that you become personally liable to pay such fees in accordance with the terms of those agreements, and to any additional costs you are directly responsible for.

4.5 Transferring Programme

If you are transferring to a different programme of study, you will be liable for the appropriate tuition and other fees associated with the new programme which may be higher than the fees of your original programme. It is your responsibility to review the applicable fees for the new programme and to contact Student Finance, sponsor, employer or other funding body to ascertain your student loan or other funding eligibility when considering a programme transfer.

Information on transferring to a different programme is available on our [Student Portal](#). See further information regarding [fees for Ordinary degree routes](#) on the University's website.

4.6 Accommodation costs

If you elect to reside within University-managed halls, details of the licence fees and additional costs for such accommodation are detailed on the University's webpages, and in relation to any space in halls offered to you will be set out in your accommodation licence. In addition to setting out the costs of accommodation, the licence includes details of additional charges for late payment, early termination, replacements items and charges for damage. Recovery of sums due under an accommodation licence shall be in accordance with [section 7].

4.7 PhD on the Basis of Prior Published Works

The application process for admission to a PhD on the Basis of Prior Published Works comprises two phases as detailed in section AWD2 of the [Academic Regulations](#). There is no fee for Phase 1. Phase 2, a full prima facie application, requires an application fee to be paid in advance of any further consideration. Details of the level of this fee can be found on the [Tuition fees for postgraduate research students](#) webpages. The application fee is not refundable.

5. DEPOSITS, REFUNDS OF DEPOSITS AND [FINANCIAL GUARANTEES

5.1 Deposit

The University may require you to pay a deposit in advance of enrolment. If this applicable to you or your programme, details will be included in course and pre-enrolment information as well as your offer letter.

Details of international deposit and fee payment arrangements are available from the Admissions team or the Doctoral College for postgraduate research students.

5.2 Payment of Deposit

Applicants must pay their deposit during the application process. Payments should be made via their applicant portal in SITS, this will connect to the University's SITS payment pathway/method Flywire. Applicants will need to select the currency and payment method (credit card, bank transfer to Flywire, digital wallet).

5.3 Amount of deposit payable

The deposit amount to be paid will be set by the University's Student Recruitment Committee. The University reserves the right to change its deposit amount payable at any time.

Evidence of sponsorship of tuition fees. Where you are required to provide a financial guarantee, these are to be provided in advance of enrolment as part of the academic offer process. Evidence may be required to meet the format specified by UKVI to be accepted as valid.

5.4 Refund of Tuition Fee Deposits

Tuition fee deposits are only refundable in the following circumstances:.

- Where you have exercised your right to cancel the contract in the 14 day [cooling off period] detailed in the Student Contract;
- If an applicant fails to meet the conditions related to academic entry requirements set out in the offer letter and therefore cannot be admitted (evidence required).
- If an applicant's student visa or ATAS clearance is refused or rejected and they cannot take up their place due to their visa application being refused by the UKVI

Unless restricted by law, the University will return the Tuition Fee Deposit to the original payee using the same method of payment used to pay the Tuition Fee Deposit. Refunds should be requested within 6 months of the original payment date and will incur an administration charge of £300 which will be deducted from the refund.

Notwithstanding the above, refunds will not be given to applicants where the following is identified:

- Fraudulent, dishonest or non-factual documentation or information is provided to the University during any part of the application process by the applicant or their appointed agent, which has resulted in legitimate business costs to the University.
- If any part of the visa application is deemed fraudulent by the UKVI and this is stated as the reason for refusal.
- Fraudulent evidence is provided to the University to support any request for refund.
- If the applicant has been specifically advised by the University that the offer has been withdrawn and the applicant has been instructed not to use the CAS issued.
- In all circumstances where a student visa is used to enter the UK but where either there is a failure to enroll, or a failure to attend after enrolment has been completed or a failure to complete your period of study. This includes students who change immigration status and remain in the UK.

5.5 Deferring Applicants and Change in circumstances

For applicants wishing to defer the start of their programme, the University will agree with the applicant whether the deposit should be retained by the University for the requested future entry point or refunded to the applicant.

If a refund is issued upon deferral, when required to pay any deposit for the deferred intake, this may be a different & possibly increased amount if the University has since changed the fees or deposit amount payable.

6. INTERRUPTION/ WITHDRAWAL FROM STUDY: LIABILITY FOR FEES

The University understands that from time to time you may need or be required to interrupt your studies or withdraw from your programme of study. The terms and conditions set out in the [Student Contract](#) contain details of your rights to cancel or withdraw.

You must complete the formal process when withdrawing from or interrupting your studies, which includes liaison and notification of your Faculty or the Doctoral College. In the event you stop attending without completing the formal process, you will still be deemed to be an enrolled student and will therefore continue to be liable for tuition fees.

In many cases when an interruption or withdrawal from study occur, tuition fees will be due in line with the applicable schedule below. The fees are due for immediate payment, with any unpaid balances placed with the University's applicable external debt collection agents

You will be charged a percentage of the fees for the year set out as follows:

6.1 Undergraduate & Postgraduate taught students

(applicable for standard term dates)

Students who interrupt or withdraw from their studies, including those with approved Extenuating Circumstances, will be liable for tuition fees in accordance with the table below:

If your programme starts in September, withdrawal or interruption between these dates will lead to the following fee liability:	
Date	Fee Payable
Up to 28 September 2025	No fee payable
From the 29 September 2025 to 12 Jan 2026	25% of annual fee
From the 13 Jan 2026 to 20 April 2026	50% of annual fee
From the 21 April 2026	100% of annual fee

Some programmes will have different start and terms dates and so fee liability points may differ.

On resuming study after interruption, you will be liable for tuition fees for the number of credits that you are studying at the ten-credit rate. The total fee that you will be charged for the two academic years covering your interruption and resumption of study, will be at least the standard full-time annual tuition fee for that programme, although it may be higher. There may be occasions where the fee you paid in the interruption year and the charge for the number of credits you will study in resumption year does not amount to the standard full-time annual tuition fee. In such cases, we will increase the amount you are charged in the resumption year to equal the standard full-time tuition fee. This is illustrated in example 1 in the table below:

Indicative fee calculations following a period of interruption				
Date of interruption	Fee charged*	Credits studied prior interruption	Credits to be studied in resumption year	Fee to be charged in resumption year*
1. December	£2,383.75	40 credits	80 credits	£7,151.25
2. March	£4,767.50	60 credits	60 credits	£4,770.00
3. May	£9,535.00	120 credits	20 credits	£1,590.00

*Amounts based on Home undergraduate fees agreed for 2025/26 only; fees for a resumption of study in any subsequent year have not yet been agreed and may be subject to change.

NB: Students taking out a student loan for the following programmes:

- MSc Occupational Therapy (pre-registration)
- MSc Physiotherapy (pre-registration)

Will only receive a maximum of £9,535 (for the 2025–26 academic year), leaving a shortfall that must be self-funded either during the course or at the point of withdrawal.

6.2 Postgraduate Research students

If you interrupt your research degree programme, you will be liable for tuition fees in accordance with the table as follows:

In the academic year of interruption, fees are payable as follows:	
Period of interruption	Fee Payable
4 months or less	Full fees are payable for that academic year

between 4 months and 1 day and 10 months	Fees will be cancelled for half of the annual fee for that academic year
between 10 months and 1 day and 12 months	No fees payable for that academic year

Previous periods of interruption will be taken into consideration when calculating the total amount of fee for your programme.

Please note that this only applies to interruptions that have been formally approved by the University.

On re-enrolment following a period of interruption, your fees are calculated to account for the interruption period and the total period of your registration.

If you withdraw from your research degree programme, or you are required to withdraw, you will not be reimbursed for any fees paid prior to the current academic year of registration.

In the academic year of withdrawal, fees will be charged for registration periods shorter than one-half of the annual fee as follows:

Duration of registration prior to Fee Payable withdrawal

For a registration period of 2 months or less	No fees charged for that half of the annual fee
For a registration period of 2 months and 1 day or above	Fees will be charged for that half of the annual fee

These registration periods may be reduced to take into account interruptions in the current or a prior academic year for which fees were paid.

6.3 Return of Title IV Aid policy

The Return of Title IV Aid policy is relevant only for students who are in receipt of US Federal student aid funds. The University has a separate refund policy if you are in receipt of US Federal student aid funds which have been authorised under Title IV of the Higher Education Act (2008) which is available [here](#).

7. POSTGRADUATE RESEARCH DEGREE FEE AMENDMENTS

Fees for postgraduate research degree students are charged per academic year (starting on the anniversary of the start date of your programme), with each academic year split into two semesters. The following payments and fee refunds may apply to you if you extend your registration, if you submit your thesis early for examination or if you need to be re-examined.

7.1 Period of grace

You are given a “grace period” of 1 calendar month beyond your due date to submit your thesis for first examination with no further liability for fees. If you do not submit your thesis for first examination within this “grace period” you will become eligible for the appropriate extension fee.

7.2 Writing up fees

Depending on the programme fee structure, some research degree students may enter a “writing up” phase of their registration after a defined period of time. The University’s [Academic Regulations](#) set out the permitted “writing up” periods for respective research degree programmes. If your fee schedule differs from the normal periods as advertised, this will be indicated in your Offer Letter.

7.3 Change in mode of attendance

Fee adjustments for approved changes in mode of attendance will take effect from the semester in which the majority of the new registration falls. Fees beyond this point will be charged at the applicable rate for the recalculated duration of study.

Point Of Entry	Semester Delivery Dates	Mode change effective From:	Fee Adjustment applied from:	Example: Mode change from FT to PT
October	Semester 1 = Oct - Mar	Before January	Semester 1	Semester 1 & 2 = PT fee
	Semester 2 = Apr - Sept	Before July	Semester 2	Semester 1 = FT fee, Semester 2 = PT fee
		From July	N/A	Semester 1 & 2 = FT fee
January	Semester 1 = Jan - June	Before April	Semester 1	Semester 1 & 2 = PT fee

	Semester 2 = Jul – Dec	Before October	Semester 2	Semester 1 = FT fee, Semester 2 = PT fee
		From October	N/A	Semester 1 & 2 = FT fee
April	Semester 1 = Apr – Sept	Before June	Semester 1	Semester 1 & 2 = PT fee
	Semester 2 = Oct - Mar	Before January	Semester 2	Semester 1 = FT fee, Semester 2 = PT fee
		From January	N/A	Semester 1 & 2 = FT fee

Where the recalculated duration of study results in the ‘enter writing up’ period falling in a previous academic year, the fee adjustment will take effect as illustrated above i.e. historic fee adjustment will not be performed.

7.4 Research examination period

You are not liable for tuition fees from the point of submission of the thesis for the first viva voce examination, except for 7.5 below.

7.5 Research re-examination period

You are liable for payment of a one-off re-examination fee set by the University if you are required to resubmit your thesis following the first viva voce examination.

7.6 Extensions

If you submit your thesis after your original programme end date, you will be charged extension fees as follows:

- For a submission within 1 month of the original programme end date, no additional fees are charged.
- For a submission more than 1 month from the original programme end date, additional extension fees will be charged pro-rata per month for approved extensions per semester (6 months) for unapproved extensions.

These extension periods may be reduced to reflect interruptions in this or a prior academic year for which fees were paid.

7.7 Early submission of thesis

If you submit your thesis after your minimum period of registration and before your due date, you will be charged fees as follows:

- If submission occurs within 2 months from the end of the previous fee-paying period, no additional fees are charged.

- If submission occurs 2 months and 1 day or more of the end of the previous fee-paying period, fees will be charged for that half of the annual fee.

Previous periods of interruption will be taken into consideration when calculating the amount of fee for the academic year.

8. SCHOLARSHIPS, BURSARIES AND DISCOUNTS

The University offers a variety of scholarships, bursaries, and discounts to its students. Full details, including eligibility criteria and the relevant terms and conditions for each award, can be found on the University [website](#).

Our list of scholarships and bursaries for 2025/26 can be found on the University's [webpage](#).

8.1 Scholarships

Scholarship holders who withdraw from their studies will be liable to pay back all or some of their scholarship commensurate with the duration of study undertaken in accordance with this policy.

The reduction in the amount of the scholarship will reflect the number of credits attempted for which a tuition fee is payable.

8.2 Bursaries

Eligible students can only receive one bursary from the University in any given academic year; should you qualify for two or more, you will only be entitled to receive whichever has the highest value. This may mean an adjustment is needed to payment amounts during the year, and in such cases, students will be advised accordingly.

Please note that if you are re-assessed at any point during the year, either by Student Finance or by the University, and you are deemed to no longer meet the criteria for the bursary that has been paid, no further payments can be made.

8.3 Alumni discounts

If you have previously studied and successfully completed a University honours or master's degree programme either at the University of Plymouth or at one of our partner colleges, you may be entitled to an alumni discount on the tuition fee of some of the University's postgraduate taught Masters programmes.

ResM programmes and all other postgraduate research degrees are exempt from the alumni discount.

The 20% alumni discount is available on most postgraduate taught masters programmes for UK alumni (with 'home' fees status).

Programmes that are exempt from the alumni discount are:

MSc/PgDip/PgCert Clinical Psychology
MSc Physiotherapy (Pre-Registration)
MSc Occupational Therapy (Pre-Registration)
MSc Research Methods in Psychology

The following conditions will apply to the application of an alumni discount:

- (a) The discount will be applied to the full tuition fee payable including any fees invoiced to third parties;
- (b) The award is not normally available to students who are in receipt of a scholarship. Where you may qualify for alumni discount and a scholarship then the highest award only will be applied;
- (c) The discount will be applied at the start of the course for full-time students. Part-time students will receive the discount at the start of each new study year; and
- (d) The discount does not apply to repeat modules or integrated modules.

9. PAYMENT OF FEES

You are liable for the payment of your tuition fees and additional costs to the University in accordance with the Student Contract.

If payment dates are not met, the University may attempt to contact you by various methods which may include: e-mail, telephone, text and letter.

If you do not pay your Tuition Fees (or any instalment thereof) in accordance with the payment terms set out in the Student Contract, sanctions may be applied. See section [9.3 for further details of applicable sanctions].

9.1 Payment of tuition and bench fees

All tuition and bench fees are payable after the enrolment process has been completed.

The University uses three categories to define the payment of tuition and bench fees:

- (a) Self-fee payers: You are paying your tuition fee personally or, for example, via a family member or friend. This includes postgraduate students who are in receipt of the Postgraduate Masters Loan (PGML) or the Postgraduate Doctoral Loan (PGDL).

The PGML and PGDL are forms of contributory support and are paid directly to you. The University makes no assumptions about how you will choose to use the funds if you are in receipt of a PGML or PGDL. If you are in receipt of these loans, you will remain responsible for the payment of your fees and will be treated and invoiced as a self-

funding postgraduate student. Further information is available on the University's [Self-Fee Payer FAQ](#) webpage.

- (b) Sponsors: If you have arranged for a third party to pay your tuition fee directly to the University. Sponsors may include a current or future employer, an organisation, an Embassy, or government agency. The University itself may also act as a sponsor for some research degree students through a University Research Studentship (URS), via a UKRI-funded project or other (such as contribution to funding due to employment). Further information is available on the University's [Sponsor FAQ](#) webpage.

If you have an ELCAS claim (the Ministry of Defence's Enhanced Learning Credits Scheme), you must ensure you have applied for the correct fee before the University can invoice the sponsor. Further information is available on the University's [ELCAS FAQ](#) webpage.

In accordance with the Student Contract, you remain liable for your tuition fee until your sponsor has fully paid. If a sponsor ultimately fails to make payment the invoice to them will be cancelled and any/all of the outstanding Tuition Fee will be charged to you personally. You will remain liable for your Tuition Fees until such time as your sponsor has fully paid them.

- (c) Student Loans Company (SLC): If you are a Home or EU student (undergraduate and PGCE), who has an approved tuition fee loan from Student Finance, payment will be made directly by Student Finance to the University on your behalf. Should approval of your loan be withdrawn at any time (either before or after a payment date) by Student Finance, then you will become liable for any unpaid and future amounts as a self-fee payer and subject to the relevant sanctions outlined in section [9.3] if those sums are unpaid. Further information is available on the University's [SLC FAQ](#) webpage.

9.2 Payment Dates

- (a) Self-fee payers

Tuition and bench fees should be paid in full at the time of enrolment.

Payment can be made by various methods including credit card or debit card via our [Online Payments facility](#). If you prefer to send payment in a currency other than GBP, you can use our international payment portal facility via our agents, [Flywire](#). This is accessible via the above online payment facility. You will be responsible any charges associated with payment, and must ensure that the University receives the full amount owed to it and that you cover any bank charges, currency fluctuations or taxes.

If it is not possible for you to pay your tuition fee in full on enrolment, you are able to pay over three instalments as outlined below. A late payment charge of £50 will be added to each payment due, once a payment is 15 calendar days overdue.

An early payment discount of £500 is applicable for international students who make payment in full by 31st August 2025.

For those programmes commencing between September and December *	
Instalment amount	Date
33% to be paid by	7 November 2025
33% to be paid by	6 February 2026
34% to be paid by	1 May 2026
For those programmes commencing between January and March	
Instalment amount	Date
33% to be paid by	6 March 2026
33% to be paid by	5 June 2026
34% to be paid by	4 September 2026
For those programmes commencing between April and July	
Instalment amount	Date
33% to be paid by	5 June 2026
33% to be paid by	4 September 2026
34% to be paid by	4 December 2026

(b) Sponsors

An invoice will be sent to a sponsor if you have provided the University with written confirmation from them clarifying the details of their agreed funding. All sponsor invoices should be paid in full within 30 days of receipt. If your sponsor does not pay, we will contact you for assistance in obtaining payment. If full payment is still not received you will be liable for any unpaid amount and subject to the relevant sanctions outlined below.

Sponsors should make payment to the bank details as provided on the invoice.

9.3 University-managed accommodation

For students booking University-managed accommodation, a payment of two weeks hall fees are payable upfront to secure your room via the Accommodation Portal. Non-payment of this fee within the specified timeframe will result in the offer being withdrawn and your application for accommodation cancelled.

Accommodation fees for a 41-week contract are due in three instalments by the following deadlines*:

Instalment amount	Date
Two weeks advanced rent (first instalment)	Due date on securing the room
Second instalment of 13 weeks	24 October 2025
Third instalment of 13 weeks	23 January 2026
Fourth instalment of 13 weeks	24 April 2026

If you have a different course length the additional weeks are added to the third instalment. Please note, for any other accommodation contracts, please refer to the licence agreement to confirm the payment schedule.

If you prefer, you can choose to pay accommodation fees by a single upfront payment. Please contact Accommodation Services for further detail. Payments can be made on the Accommodation Portal by credit or debit card.

9.4 Library charges

If any items on your account become overdue, your library account will be suspended until you renew or return them.

You should renew your loans regularly. An item not returned/renewed within 6 weeks of its due date will be deemed 'lost' and a Lost Item Replacement fee added to your account.

You will incur overdue charges if an item is requested by another borrower and not returned on time. If an item is already overdue when it is requested, overdue charges will accrue from the date of the request.

A renewal fee will be added to your account for any overdue Inter Library loans.

If you have charges of £25 or over on your account, you will receive an invoice which you are expected to pay within 30 calendar days of it being emailed to you. If a library debt is not settled in full with the University, any unpaid balance will be placed with our external debt collection agents.

9.5 Field trip and diving course charges

You should pay up front, preferably via the e-store, for your field trip or diving course. If a field trip or diving course debt is not settled in full with the University, any unpaid balance will be placed with our external debt collection agents.

9.6 Short term loans

Short term loans can be requested via the Student Funding Unit. If, for example, you have applied for student finance within an appropriate time scale and that funding has been delayed due to unforeseen circumstances, a short-term loan can be requested. Loans will be subject to review and approval and applicable loan terms will apply. You will be requested to adhere to the terms and conditions published on our website [Student Loans & Funding Advice](#).

Short term loans can be provided to students with delayed funding. Repayment is due within 7 days of the expected funding being received.

If a short-term loan debt is not settled in full with the University, any unpaid balance will be placed with our external debt collection agents.

9.7 How to Pay

Fee type	Payment method
Tuition fees including short courses and CPD for Home and International students	Online Payments facility
Bench Fees (if not by sales invoice)	Online Payments facility
Plymouth Online students	Payment via CEG Digital Ltd
Accommodation	Accommodation Portal
Short Term Loans	Online Payments Facility
Field trips & diving courses, replacement CAS	eStore
Library Charges	Bank account details quoted on invoice

10. Non Payment of Fees

In the event of non payment of monies due to the University, the University may impose an applicable sanction. Any sanctions will be imposed reasonably and proportionately and different sanctions apply to different types of debts.

Where the lifting of your sanctions is later approved it will take 3-5 working days to take effect.

10.1 Tuition & bench fees:

If you do not pay your Tuition Fees (or any instalment thereof) in accordance with the payment terms set out in the Student Contract and this Fees Policy, you may be subject to one or more of the following sanctions:

- you may be prohibited from accessing online programme content;
- you may be prohibited from attending teaching activities, including placements;
- you may be prohibited from sitting examinations/submitting coursework;

- your access to student records may be removed;
- you may be suspended or your Student Contract with the University be terminated;
- you may not be allowed to enrol or re-enrol on the same or a different programme;
- you may not be allowed to attend a graduation ceremony;
- your results or your degree classification may be withheld;
- we may not issue your degree certificate;
- we may not verify or confirm your results to any third party or provide a reference;
- you may be restricted from accessing services, buildings and facilities of the University such as the library or digital resources;
- your access to the University's email and IT system may be suspended; and/or
- you may also cease to be a member of the Students' Union and would therefore be unable to participate in clubs, societies or other activities associated with the Students' Union.

If a submission deadline expires whilst your access is removed, you will not be able to retrospectively submit your work and the standard penalties for late submission or non-submission of an assessment will apply. You will not be able to claim extenuating circumstances when under sanction.

10.2 Non-academic debts

Sanctions for non-academic debts are different to those sanctions applicable for the above academic debts.

Sanctions will apply for failure to pay monies owed such as in relation to accommodation or library debts, and that these will be determined based on the nature and level of the debt.

10.3 Accommodation Debts

Reminder letters/emails for accommodation payments will be sent where accommodation fees are overdue. If you have been unable to make a due payment you should contact uniaccommodation@plymouth.ac.uk to agree a repayment schedule. If you do not contact Accommodation Services within 4 weeks of the instalment date, you may be required to attend a meeting with a Hall Officer to discuss payment concerns.

Failure to make payment may result in a formal warning due to breach of the accommodation licence and a request for immediate settlement of the outstanding payment.

Where third party permission has been provided, debt reminder correspondence may be sent to the designated third party. At the end of your licence term, any unpaid debt will be passed to a third-party debt recovery agency as set out in section 7.7.

Failure to pay accommodation fees, which constitutes a breach of licence, is sufficient reason for the University to terminate your licence. If non-payment has occurred or no contact made to resolve payment 8 weeks after the instalment is due, then the licence may be terminated, and you will be given 4 weeks written notice to vacate your accommodation as per the licence agreement. Where a licence has been terminated by the University for non-payment, you remain liable for the costs associated with the licence to the end of the licence period. Where adjustment to the

payment schedule is agreed, standard debt reminders may still be generated. It is your responsibility to ensure payment plans are understood and adhered to.

10.4 Library and other non-academic debts:

If a library debt is not settled in full with the University, any unpaid balance will be placed with our external debt collection agents.. In addition, the University may remove your right to access the library or library materials for library debts.

10.5 Visa implications

Sanctioned students will not be able to engage fully with their course. If you have a Student Visa this means that:

- (a) The University will take steps to stop sponsoring you under your Student Visa. This means your visa will be cancelled and you will be required to leave the UK. Please make an appointment via studentservices@plymouth.ac.uk if you require further information.
- (b) If you have been informed by the UKVI Compliance Team that the University has stopped sponsoring you under your Student Visa and you are still in Plymouth you must not attend any classes, lectures, seminars, meetings or anything associated with their course, whether delivered face to face or online. If it is found that you have attended during this period, the University will not sponsor you again for a Student Visa in the future.

If the University has stopped sponsoring you under your Student Visa you must leave the UK promptly in line with advice given at that point by the Student immigration team. Failure to do this may affect our decision to sponsor you further in the future, even if tuition and bench fee debts are later fully repaid. You should refer to the University's CAS Policy with regards to being issued with another CAS by the University following tuition fee debts. The cost of a new CAS for students repeating, referred, extending due to a placement or coming back after interruption is now £55 and must to be paid prior to the University processing your application

- (c) You cannot use failure of any part of the course, or other problems arising from an absence whilst you are sanctioned or not being permitted to attend when the University has reported you to UKVI, in any extenuating circumstances claim.
- (d) You must have paid all tuition fees and any other incurred costs owed to the University of Plymouth before we can award your degree. If you intend to apply for the Graduate Visa upon completion of your degree, please be aware that the University will not report your successful completion to the Home Office unless all tuition fees and any other incurred costs are paid in full.

10.6 Awards and Degree Ceremonies

As detailed in section 9.1, the University will not permit students owing academic debts – being tuition or bench fees to attend a graduation ceremony or receive their degree certificate. Additionally, the University will not process any orders for Replacement Certificates, Certified Certificates, Alumni Certificates, 3rd Party Verification Requests, or Verification Letters for a student who owes tuition or bench fees.

10.7 Debt allocation

Monies received to settle debts will be allocated to the oldest debts first.

10.8 Debt Recovery, Referral to Debt Recovery Agents, personal bankruptcy or insolvency arrangements

We reserve the right to take steps to recover unpaid fees in accordance with our legal rights and remedies.

If a tuition or bench fee debt is not fully paid to the University, any unpaid balance will be placed with our external debt collection agents.

The University reserves the right to share data with its appointed debt collection agents as set out in the [Student Contract](#) and in the [Student Privacy Notice](#).

We reserve the right to charge interest on unpaid fees if we are required to issue court proceedings to recover any unpaid fees.

Debt collection fees may also be recovered from You, and an administration fee of £25 may be charged in respect of card chargebacks.

References in this Fees Policy to being in debt to the University include situations where personal bankruptcy or insolvency arrangements such as IVAs or Debt Relief Orders are made to legally cancel a debt after a set period of time. Where such arrangements do not lead to the full repayment to the University of sums owed, the University shall be entitled to continue to apply any or all of the below sanctions, including but not limited to preventing attendance at graduation, preventing submission of work and withholding your results or degree classification.

11. HELP AND ADVICE ON PAYMENT

If you are experiencing difficulties in paying any University debt, you should seek assistance at the earliest possible opportunity. The University will be sympathetic and assist where it can. However, to maintain the quality of teaching for fellow students, the University must act to recover debts. Initially you should approach the [Student Hub](#). You may also wish to speak to the Students' Union for support and advice.

11.1 Overpayments

Students should request refund of any overpayment of tuition and bench fees by emailing studentaccountsteam@plymouth.ac.uk.

In line with UK Money Laundering regulations, all refunds must be paid to the original payer, whether this is the student or not. This is subject to the University being fully satisfied as to the source of the original payment and we may therefore request supporting evidence.

Any cash payment deposited into our bank account will not be refunded.

11.2 Student Finance re-assessment

All students are responsible for applying on time and providing all information and evidence required by Student Finance (or such other external funding body) to ensure that you receive the correct funding. The University relies upon the information provided by Student Finance and accepts no liability for any mistakes made by you or Student Finance.

Student finance has the right to reassess students and it may remove and/or seek to clawback funding. The University will reflect these changes in the student fee record, where the loan is paid directly to the University. This may mean you will have your funding for your studies removed which, in the case of undergraduate students, may mean after the loan has been paid directly to the University. In such circumstances, you would become liable for tuition fees.

11.3 Complaints Process

If you are unhappy about a decision concerning payment of your fees please refer to the University's [Student Complaint Procedure](#). Cases referred to the Student Complaints team may not result in the suspension of the standard debt management processes as described in this policy.