

UNIVERSITY OF ABERDEEN

POSTGRADUATE STUDENTS

TUITION FEES, SECOND HALF SESSION 2010-2011: PAYMENT BY INSTALMENTS

Tuition fees are due at the beginning of each new academic year and payable at Registration. However, if the total due is £250 or more, the University offers the option of paying the invoice in 4 instalments (fees to be paid in full by the end of 4 months from the start of your studies in each academic year). The instalment payment scheme requires students to pay a minimum 50% of the total fee by the time of Registration, and preferably on-line through the e-Registration portal (www.abdn.ac.uk/ereg) in advance of Registration.\* The remaining fee is then paid in three equal and consecutive instalments on the 15th of the month, (eg March to May if you are a February start).

Please note that fees will be charged from 1st February 2011 to 30th September 2011 and from 1st October 2011 to 31st January 2012 or 30 September 2012 depending on the duration of your programme. For example, students admitted to a 12 month full-time taught postgraduate Master's programme in January/February 2011 will be charged two thirds of the 2010/2011 fee in January 2011 and one third of the 2011/2012 fee when they re-register in September 2011(+ see example set out below).

\* If you make a payment(s) prior to arriving at the University, please bring the payment confirmation with you. This will help to ensure that your registration is not delayed.

Your initial 50% payment and 3 further instalments can be paid via:

- a) sending a cheque payable to the University of Aberdeen with the student name and student ID number written clearly on the back, or
- b) by accessing our Electronic Payments Page (www.abdn.ac.uk/internetpayments), or
- c) either in person (cash/card) or over the telephone (tel 01224 272266) by Credit/Debit Card, or
- d) by BACS directly to the University bank account, Bank of Scotland, sort code: 80 05 14, account no: 00841800

If you wish to pay by instalments, please complete the section at the foot of this letter and bring or post it to the address shown below, along with the printed confirmation of your initial payment.

For students with UK bank accounts only: if you wish to pay by instalments using Direct Debit, DO NOT complete this form. Instead, please contact the Credit Control section to obtain the appropriate form: creditctr@abdn.ac.uk, or print off a copy from the finance section of the eRegistration portal.

Failure to honour the instalment plan as detailed below will result in an administration charge of £20.00 being applied to your account and may result in your Registration being withdrawn. This means that you will no longer be a student of the University, and will therefore be unable to appear for assessment in, or to obtain credit for, any courses which you may have registered for in session 2010/11. Additionally for full time students, it terminates your right to occupy University accommodation, to exemption from Council Tax and to eligibility for student grants and loans. Your student ID card will also become invalid.

AGREEMENT TO PAY TUITION FEES BY INSTALMENT

NAME:

ID NUMBER:   
(First 8 digits only)

Note: when completing this table please remember that you will already have been required to pay 50% of the total.

INSTALMENT	VALUE
15 March 2011	
15 April 2011	
15 May 2011	
	TOTAL £

This Plan will be taken as your acceptance of the payment terms set out above, and no further advice of amounts due will be issued by the University. If there are any changes to your tuition fees, the amount due in instalments will be adjusted accordingly.

SIGNED: .....

DATE: .....

Please return this Plan (or the completed Direct Debit mandate) and hand it to a Registry Official, or post it to: The Credit Control Section, Finance, University Office, King's College, Aberdeen AB24 3FX.

Finance Use Only

Plan No:

Direct Debit: Y/N

Date:

Tuition fee rates are published on [www.abdn.ac.uk/tuitionfees](http://www.abdn.ac.uk/tuitionfees) and refer to a particular academic year (1 October to 30 September). This site also provides information on alternative methods of payment. **Please note that using the e-Registration portal is the quickest and most efficient way for your payment to be processed.** This facility can only be used once each year. Payment by an alternative method may extend your registration process (extra queuing!). Please note that the e-Registration payment facility does not take account of any deposit that you may have paid.

Below are the **minimum** initial and subsequent monthly payments for the most common tuition fee rates; other fee rates can be found at [www.abdn.ac.uk/registry/tuitionfees](http://www.abdn.ac.uk/registry/tuitionfees) and you can work out the detail according to your fee.

	Standard UK/EU Full-time	Standard Overseas Arts Full-time	Standard Overseas Science Full-time	MSc Property UK/EU/OS (incl field course)	Other MSc & MSc (Econ) Programmes in the Business School	MBA (Excluding Bio Business)	Project Management (Distance Learning & Campus-based)
<b>Total Fee Payable</b>	£2266	£6480	£8050	£2395+£925 UK/EU £7000+£925 O/S	£6630	£8335	£680 per 15 credits (DL) £915 per 15 credits (campus)
<b>50% due at or before registration</b>	£1133	£3240	£4025	£1660 UK/EU £3962 O/S	£3315	£4165	£340 (DL) £457.50 (campus)
<b>1<sup>st</sup> Instalment March</b>	£377	£1080	£1342	£553 UK/EU £1321 O/S	£1105	£1390	£113 (DL) £152 (campus)
<b>2<sup>nd</sup> Instalment April</b>	£377	£1080	1342	£553 UK/EU £1321 OS	£1105	£1390	£113 (DL) £152 (campus)
<b>3<sup>rd</sup> Instalment May</b>	£379	£1080	1341	£554 UK/EU £1321 OS	£1105	£1390	£114 (DL) £153.50 (campus)

+ Example of fee structure for 12 month full-time taught Masters programme: The MBA fee for 2010/11 is £12,500. The fee payable from 1<sup>st</sup> February 2011 to 30 September 2011 is £8335. The balance of £4165 for October 2011 – January 2012 becomes payable in September 2011. The fee charges for all other 12 month full-time taught Masters programmes commencing in January/February 2011, are calculated using the same principle.

Please note that the latest date by which you may arrange to pay by instalments is 13 February 2011. The University retains the right to refuse permission to pay by instalment to any student. In particular, the University may refuse permission to pay by instalment, or require that payment be made by fewer instalments, where the total amount due is less than £250, or where a student has defaulted on payment in the past.

If you wish to make payment directly to the University Bank Account the details are as follows: -

Bank of Scotland  
Queen's Cross Branch  
Sort Code: 80-05-14  
Account No: 00841800  
Iban: GB45BOFS80051400841800  
Swift: BOFSGB 21353

**NB Always ensure you quote your ID number when paying directly to the University Bank Account**

University of Aberdeen  
Registry  
King's College  
Aberdeen  
AB24 3FX

Tel: (01224) 273507  
Fax: (01224) 273386