

SOAS Tuition Fees Policy

Note: All policies must be read in conjunction with all other School policy, procedure and guidance documents. Printed copies of policies may not be the most up to date. Please refer to the policy pages on the SOAS external website or MySOAS for the latest version.

Introduction and Purpose

This policy forms part of the contract between a student and the School and sets out the responsibilities around the payment of Tuition Fees to be followed by both students and the School. This Policy should be read in conjunction with the School's General and Admissions Regulations. The policy is accompanied by a set of operating appendices which gives a detailed explanation of the way the School administers this policy.

Whilst every attempt has been made to ensure that this policy is comprehensive, there may be situations which they do not cover. It is important that, in cases of doubt, advice is sought from the Fees and Funding Team.

This policy aims to ensure:

- It is fair and transparent in respect of the fees and charges it expects students to pay
- It is providing upfront, clear, intelligible, and unambiguous information
- It is clear to students what fee liability is applicable to their programme of study and how to pay for their fees
- It applies to all students where there is a payable fee liability
- There is clarity around the action the School can take if fees are not paid

1. Scope of Policy

This policy applies to all SOAS students where there is a fee liability payable irrespective of type of student and country of study. The School reserves the right to take appropriate action against students who fail to pay their fees or make satisfactory arrangements to pay by the end of a set period.

The School reserves the right to change, amend or alter this policy during the academic year if considered appropriate and necessary to do so.

2. Definitions, Policy Ownership and Governance

Definitions for the terms used in this Policy can be found at Appendix 1.

This Policy is owned by the Academic Registrar who is responsible for the policy development, assigning an author, consultation, impact assessment, maintenance and review at the due date.

The Governance Department will support the approval and publishing of all the policy, procedures and guidelines documents on behalf of the school.

3. Fee Setting, Fee Increases and Payment Conditions

Tuition fee rates are agreed by the SOAS Executive Board annually and in advance of the academic year they relate to.

Fees are calculated based on a student's subject level, fee status and point of enrolment.

Students enrolling in September will be charged for a full academic year. Students who withdraw, interrupt or change programme will be advised by Fees Team of any adjustment to their fee in line with [SOAS Refund and Charging Policy](#).

Fees are listed on the website split by course level and subject banding. Fees are updated annually in advance of the academic year so students can plan their finances. The level of fees for each type of student are listed below. All fees are payable in pounds sterling (GBP) and are inclusive of VAT and local taxes where applicable.

Fees are payable in full before or at enrolment at the beginning of the academic year. Ways to pay fees are listed in section below.

Students retain ultimate liability for the payment of tuition fees, including where sponsorship agreements have been approved. The School will always seek to recover fees directly from students in cases where payment from other approved sources is not forthcoming. The School reserves the right to take appropriate action against students who fail to pay their fees, or make satisfactory arrangements to pay by the end of a set period.

3.1 Undergraduate Home Students

Undergraduate Home fees are frozen for the duration of a student's course. The rate of fee is based on the maximum home rate of fees set by the UK Government at the point of entry.

Some undergraduate courses feature a language year abroad in the second or third year. Tuition fees are lowered in this year to the maximum year abroad fee as set by the UK Government.

3.2 Undergraduate Overseas

Undergraduate Overseas student will be charged the overseas rate of fees, these are subject to annual tuition fee increases.

Current Undergraduate Fee levels can be found [here](#).

3.3 Postgraduate Taught

Tuition fees are set based on fee status, course fee band and point of entry. Postgraduate taught fees are subject to tuition fee increases (for courses lasting more than one academic year). Courses are assigned to a particular fee band. Where a course moves fee band during a student's study, students will be charged a protected fee rate in subsequent years.

Current Postgraduate Fees can be found [here](#).

3.4 Postgraduate Research

Postgraduate Research students have their own fee structure based on a pre-approved study pattern, which is subject to annual fee increases, therefore the tuition fee in second and subsequent years of study may be higher. There may be additional charges Doctoral researchers who have a second viva exam, after completing major corrections, will be charged a re-examination fee. Fieldwork will be charged at the equivalent Full-time/Part-time rate.

Current Postgraduate Research Fees can be found [here](#)

3.5 Distance Learning

Our distance learning programmes can be paid in full at the time of enrolment or on a 'pay as you learn' basis. Pay as you learn means that students only pay for the module they are enrolling on. Fees are payable in full during module enrolment

Module fees exclude customs duties/taxes for module materials and fees paid to local examination centres for sitting examinations.

3.6 Summer School

Full payment of Tuition Fees must be paid for each course in cleared funds by within 10 days after a student is sent an offer. If it is not received, then SOAS may withdraw the offer by emailing the student. Any currency conversion costs, or other charges incurred in connection with the payment of Fees are to be paid in addition to the Fees. No deduction from the Fees for such costs or charges may be made.

3.7 Language Centre Group Courses

Fees for academic year are effective from 1st August of that year and are payable in advance of the start of the course.

3.8 Associate

The Associate Student programme allows students to study at SOAS for a short time without studying full-time or following a specific degree, certificate or diploma. An Associate Student can choose to take one or more courses at either the undergraduate or postgraduate level. Associate students will be a fully integrated SOAS student with access to all of the events and facilities of the School but will not be expected to take any assessments unless they choose to.

An Associate student can choose to study modules on campus or take certain language modules via distance learning.

The tuition fees for Associate courses are listed on the website and are dependent on the number of credits gained.

3.9 Intercollegiate

Intercollegiate students fall into three main categories.

- Joint degree students that are studying a degree programme that is jointly delivered by SOAS and another College of the University of London. Joint degrees students pay fees to their home institution as normal and the partner college will invoice the home institution for a portion of the fees.
- Incoming intercollegiate students that are studying an undergraduate or Master's degree programme at another College of the University of London and are eligible to take an intercollegiate option at SOAS. Incoming Intercollegiate students pays fees to their home institution as normal, SOAS would invoice the partner college for the modules taught at SOAS.
- Outgoing SOAS intercollegiate students that are already studying a degree programme at SOAS and are eligible to take an intercollegiate option at another

College of the University of London. Outgoing SOAS students pay fees to SOAS as normal and the partner college will invoice SOAS for the modules taught at their institution

Fees are charged pro rata at the relevant standard SOAS Undergraduate or Master's fees rate.

3.10 Study Abroad Fees

The overseas fees for in bound Study Abroad students can be found here and are based on students studying either a full year or semester.

The fees cover academic tuition, examinations and assessment, use of the library and Membership of the Students' Union. Fees do not cover either accommodation or living expenses.

The overseas fees for outbound Study Abroad students are currently covered by the Turing Schemes funding, however this may change in future. The Turing Scheme is managed by the Study Abroad team who will provide further information on eligibility and the application process to all interested SOAS students. Information can be found here.

3.11 Protected Fees

Continuing students on the same degree programme are protected from annual increases higher than 5%. The programmes that have protected fees can be found [here](#).

4. Fee Status

The fee status determines how much tuition is paid and the financial aid a student may be eligible for.

There are two fee statuses: Home or Overseas. Whether home or overseas fees are paid depends on whether certain criteria set by the UK government are met. All universities in England use the same assessment criteria, set by the Department for Education and provided by UK Council for International Students' (UKCISA).

The UKCISA guidelines identify all the different 'categories' of student who can insist on paying the 'home' rate of fee. They set out all the requirements a student needs to meet, to fit one those categories. If all the criteria required by any one category are met, including any residence requirements, SOAS will charge the 'home' fee rate. Students need only find one category that they fit into.

SOAS will make the decision on a student's fee status based on the information given as part of their application. Further questions may need to be asked before a student is advised of their fee status in the offer letter.

4.1 Home Fee Status

A [full guide](#) for students paying home fees is on the [UKCISA website](#) and may be subject to change.

4.2 EU Students

The Government has guaranteed EU fee status students, for those that returned and those started in 2019/20 and 2020/21, that their fee status will remain as 'Home' for the duration of their programme of study at SOAS. However, new students starting in and from September 2021 that have EU status will be classified as Overseas. An up-to-date guide with specific details on fee status and access to funding for these students can be found on the [UKCISA website](#).

4.3 Overseas Fee Status

All students who are not classified as having home fee status will be classified as overseas. If a student is unsure about their fee status the [UKCISA website](#) gives further guidance.

4.4 Querying Fee Status at the Application Stage

Assessments are based on the information provided at the time of application. If a student believes that the fee status is incorrect a query can be raised with the relevant Admissions team for undergraduates, masters or PhD students. The student can download a Fee Status Questionnaire form from the [SOAS website](#) to complete and send with supporting evidence, to the Admissions Team prior to enrolment. On receipt of the completed questionnaire and evidence, SOAS Admissions Team will review the decision on the fee status and inform the student of the outcome. Fee status queries should be resolved before a student enrolls in a programme as the fee status does not usually change during the programme.

4.5 Changes in Fee Status After Enrolment

In most cases fee status cannot be amended after enrolment on a programme. The School's fee status assessment is for the duration of the programme. There are some rare situations where a fee status may change after enrolment. If a student thinks they are eligible to have their fee status reassessed during the programme it may be possible to apply for a fee status reassessment. If successful, the new fee status will apply from the start of the next academic year. A reassessment is not applied retrospectively. Information on applying for a fee status reassessment after enrolment can be found on the [SOAS website](#).

5. Student Responsibilities

5.1 Paying Tuition Fees

Tuition fees are payable in full before or during online enrolment at the start of each academic year. There are multiple ways to pay which can be found [here](#). (Payments made in respect of the Online Summer School are only accepted through the online store or by bank transfer.)

Paying tuition fees is a condition of enrolment and students will be unable to start their programmes unless suitable payment is received, or evidence of appropriate funding is provided. In some circumstances payments can be made in instalments. A fee payment by instalment option is available to self-funding students undertaking on-campus degree programmes.

If a student is sponsored by a funding or government body the student has to upload evidence (as part of the enrolment process) that their tuition fees will be paid. If the sponsor or government body does not pay the student is responsible for paying for the tuition fees.

If a student doesn't pay their fees and there is a debt or other liability outstanding to SOAS, the University of London or to another College of the University, SOAS reserves the right to take action to obtain settlement, including legal proceedings. Details can be found in the Financial Suspension Procedure which can be found [here](#).

5.2 Loans, Funding & Sponsorship

There are multiple ways of a student funding their studies including loans, grants, financial support from SOAS, scholarship, government funding, overseas loans or specific funding for Military and veterans which can be found [here](#).

5.2.1 Undergraduate Loans – Student Finance England

Eligible Home/UK, Home/EU* undergraduate students can apply to Student Finance England (SFE) for tuition loans to cover the cost of their fees. Full eligibility requirements are available on gov.uk.

The School is sent confirmation of students who have been approved for tuition loans and uses this as financial validation for initial enrolment.

In cases where funding has not been approved, or if SFE reverses their decision to fund a student, then students will be personally liable for their tuition fees and are required to pay their fees in line with the conditions outlined in section 6.1.

Loans are paid directly to the School on a termly basis following a SOAS confirmation to SFE of a student's continued enrolment.

* EU students who began their courses prior to Academic year 2021/22 will retain their eligibility for SFE tuition loans and Home Fee Status.

5.2.2 Postgraduate Loans – Student Finance England

Eligible Home/UK, Home/EU* Postgraduate Taught and Postgraduate research students can apply to SFE for a loan to cover the cost of living. Full eligibility requirements are available on gov.uk.

The School is sent confirmation of students who have approved Postgraduate loans and uses this as financial validation for initial enrolment.

Loans are paid directly to the student in three instalments during the academic year.

Students with Postgraduate loans are directly responsible for paying their fees and are permitted to pay in three equal instalments. Instalments are due by 31st October, 31st January and 14th February.

* EU students who began their courses prior to Academic year 2021/22 will retain their eligibility for SFE tuition loans and Home Fee Status.

6. Discounts, Scholarships and Awards

6.1 Tuition Fee Discounts

Discounts may be available for alumni of SOAS, staff members, staff family members, or students. Specific eligibility criteria, restrictions, exemptions and how to claim a discount can be found for alumni [here](#) and family members [here](#). Tuition fee discounts are reviewed on an annual basis.

6.2 Scholarships and Awards

SOAS has a wide range of scholarships and awards to support students on degree programmes.

There is a competitive application process for these scholarships and awards – based on academic merit. Their focus can range from supporting students from specific countries or a group of countries, to particular degrees or areas of research.

A number of bursaries are offered based on financial need at undergraduate level.

Current scholarships, bursaries and awards can be found on the SOAS website [here](#).

Scholarship maintenance payments for a SOAS (or internal) scholarship, will be paid in 3 equal instalments. Instalments will be paid directly into the recipients' bank account in accordance with a published timeline. Where a scholarship does not cover fees in full, the student would be required to pay the shortfall in full before or during enrolment.

7. Changes to Enrolment and Refunds

7.1 Withdrawal and Leave of Absence

If a student withdraws from a programme or takes a leave of absence they need to complete a Withdrawal or Leave of Absence request via the Student Information Desk (SID). Registry will amend the enrolment record for the date on which the form is received. Any change in tuition fee liability will be calculated from the amended enrolment end date for the academic year. Fees up to the withdrawal or leave of absence date will be charged.

The School calculates fee liability per half term pro rata for the first two terms. There is no fee liability adjustment for Withdrawals/ Leave of absences in the third term.

Undergraduate students whose tuition fees are paid by Student Finance have a different charging policy, paying 25% of the fees for Term one, 25% for Term two and 50% for Term three. The tuition fee liability for each term starts on the first day of the term.

Where a withdrawal takes place within 14 days of enrolling then tuition liability is cancelled in full and any fees paid can be refunded in full with the exception of CAS deposits which are non-refundable.

All degree applicants (except for those who have paid a CAS deposit) and non-degree applicants who formally decline their offer of a place or apply for deferred entry before enrolment, will be eligible for a refund of any tuition fees paid in advance.

Refunds are paid back to the original payee.

7.2 Transfer from Another College

If a student is transfer from another College SOAS will negotiate with that College over the transfer of fees paid to them. If transferring from SOAS the student should let SOAS know so they can negotiate with the new College.

7.3 Language Centre Withdrawals

Students commit attend for the whole of the course before enrolling. SOAS Language Centre cannot accept any responsibility for unforeseen changes in students' circumstances that may prevent their attendance for all or part of a course.

- No refunds can be given for classes not attended, unless non-attendance relates to a class rescheduled to a different day by the Centre.
- All cancellations of enrolment and requests for refunds must be received in writing (including email) by the Language Centre at least 14 working days before the start of the course. In such cases, refunds can be given subject to a cancellation fee of £50.
- Orders cancelled less than 14 working days before the start of the course will not receive a refund.
- Refunds will be returned in the same way as the payment was made and may take up to 30 days.

7.4 Change in Mode of Study

7.4.1 Repeat Year of Study

For students enrolling before academic year 2022/23

Students may wish to apply to repeat a year of study because:

The student is unable to progress or graduate. If the student cannot proceed to the next year of their degree or graduate and have rights of re-entry left, they will be automatically put on a year's Leave of Absence to re-enter for failed/ outstanding assessments, unless they apply to repeat study or transfer degree.

A student wishes to interrupt their studies to restart the year in the following September they will be put on Leave of Absence for the remainder of the current year.

A Repeat Year will not be approved if it would result in the end date of the degree exceeding the maximum period of registration. This period starts when the student first joined the School ([Reg. 3.1 Taught Degree Regulations 2022/23 for continuing students](#)).

Undergraduates: to be considered full time, the student must take a minimum of 90 credits. Whether they will be permitted to register for less than 120 credits will depend on any modules passed at that level. A student may not repeat any modules that they have already passed.

Applications to repeat study for the following academic year can be made at any point in the year.

If the student is an undergraduate funded by Student Finance they fund the normal duration of a degree plus one repeat year and do not automatically fund a second repeat year. If these circumstances apply SOAS will offer advice to discuss future funding options.

7.4.2 Repeat Study Part Time

For students enrolling before academic year 2022/23

Students may be required to undertake a period of part-time repeat study if they do not meet the criteria to progress to the next stage of their programme as described in the [Taught Degree Regulations](#). Part-time study will be charged at the full applicable part time rate as indicated in the fee tables on the SOAS website.

For students enrolling for the first time in or after academic year 2022/23

Students may be required to undertake a period of part-time repeat study if they are not qualified to progress to the next stage of their programme as described in the [Taught Degree Regulations](#). Part-time study will be charged by a pro-rata calculation of the student's annual fee.

8. Contacts, Appeals and Complaints

Please contact the following teams with any queries related to:

- Fees – fees@soas.ac.uk
- Scholarships – scholarships@soas.ac.uk
- Admissions – admissions@soas.ac.uk

If a student wants to make a complaint in relation to tuition fees they must follow the complaints procedure which can be found [here](#).

9. Appendix 1 – Definitions

Fee Status – A fee status classification determines whether you pay the ‘home’ or ‘overseas’ rate of tuition

Subject level – Means the level of qualification being studied

- Undergraduate - includes BA, BSc, BEng, PGCE courses and integrated masters. The undergraduate classification also covers foundation degrees and foundation years.
- Postgraduate taught - includes MA and MSc.
- Postgraduate research - includes Prof Doc, MPhil and PhD.

Subject banding – refers to a group of courses charged at a agreed set rate of fees

Module fee – Means the fee chargeable for an individual module

Annual Fee – Means the total fee charged over an academic year

Self-funding student – Means a student who is paying their fee themselves, without funding from an external body

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