

Cash at the Cash Office, Sutherland Building, City Campus West

Cheque/Bank Draft made payable to University of Northumbria, please write your name, student no. and date of birth on the back of the cheque

Bank Transfer from your account to the University:

Barclays Bank PLC
City Office
Percy Street
Newcastle upon Tyne
NE1 8QL

Account Name: University of Northumbria at Newcastle No.1 a/c

Sort Code 20.59.42

Account Number: 00909297

IBAN Code: GB63 BARC 2059 4200 909297

Swift Code: BARC GB22

BIC Code: 8030

Non Payment of Fees

For more information on these procedures – Please refer to the 'Credit Control and Debt Management' section of the Student Regulations Handbook or visit:

<http://www.northumbria.ac.uk/studentregs>

Withdrawal Policy

For more information on these procedures – Please refer to the 'Credit Control and Debt Management' section of the Student Regulations Handbook or visit:

<http://www.northumbria.ac.uk/studentregs>

Refunds

For more information on these procedures – Please refer to the 'Credit Control and Debt Management' section of the Student Regulations Handbook or visit:

<http://www.northumbria.ac.uk/studentregs> For More Information

Please Visit:

http://www.northumbria.ac.uk/sd/central/finance/stud_inf/

Useful Numbers and Links

Northumbria University Finance enquiries – 0191 227 4050

Northumbria University Finance email address –
it.help@northumbria.ac.uk

Student Loans Company general enquiries – 0845 0262019

Consent Line for Scholarships and Bursaries – 0845 6034016

For all forms and guides relating to Student Finance – Please log on to

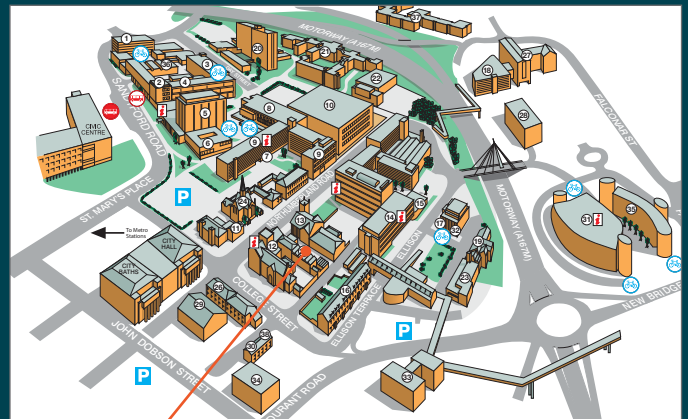
http://www.direct.gov.uk/en/EducationAndLearning/UniversityAndHigherEducation/StudentFinance/DG_183342

Where to Find Us

Finance Office
Student Enquiries and Payments Office
Room SUB 0001, Sutherland Building
Newcastle upon Tyne NE1 8ST
Tel: 0191 2274050
E-mail: it.help@northumbria.ac.uk



Important Information for all students 2011-2012



Finance Office
Student Enquiries and Payments Office
Room SUB 0001
Sutherland Building



Home and EU Fees

Undergraduate Full Time: £3,375.00

Undergraduate Part Time: £1,680.00

Sandwich Year out (SYO): £843.00

Undergraduate Full Time (old system): £1,345.00

Sandwich Year out (SYO – old system): £672.00

Discretionary Fees

Postgraduate Full Time (Excluding NBS): £4,400.00

Postgraduate Research F/T: £3,800.00

International Fees

Classroom Fees

Undergraduate Classroom: £9,450.00

Postgraduate Taught (Excluding NBS): £9,450.00

Postgraduate Classroom Research (Excluding NBS): £10,300.00

Sciences Fees

Undergraduate Science: £10,150.00

Postgraduate Science: £10,300.00

Postgraduate Science Research: £10,300.00

Postgraduate Science Research P/T: £5,150.00

English Language Fees

One Semester: £2,650.00

Two Semesters: £5,300.00

Summer School

Six Weeks: £1,300.00

Twelve Weeks: £2,600.00

Payment Terms for Self Financing Students

Full-Time Home Students

50% to be paid on or before Enrolment. If the previous year's fees were paid by Direct Debit this will continue for 2011–12 tuition fees and the 1st payment will be taken on 5th December 2011.

(Final 50% by 5 February 2012).

Full-Time Overseas Students

50% to be paid on or before Enrolment (subject to a minimum of £5,500.00). Final 50% by 1 December 2011.

Part-Time

In full on or before enrolment or 6 equal monthly instalments by Direct Debit with the 1st instalment due on or before enrolment. If the fees are under £500.00, these need to be paid in full on enrolment.

Payment by a Sponsor

If you are being sponsored for your fees, then the university requires a sponsor letter to confirm your sponsorship status. This needs to be on the Company's / Sponsor's letterhead.

The following information must be included in the letter:

1. Student Number
2. Student Name
3. The amount or the Percentage of the sponsorship
4. The Academic Year/Years, the sponsorship applies to
5. Relevant Contact person in the Company
6. Any Purchase Order or Reference, that the sponsor would like to be quoted by the university when we request payment
7. A VAT Registration Number if the company has one, if not, this must be stated in the letter

A sponsor letter is required for each academic year of study. This letter can be sent to the university as a scanned e-mail attachment to helpline@northumbria.ac.uk. This can also be faxed over on 0191 2274464. In the event of a sponsor defaulting on payment, the University will pass the debt on to the student and it is the student's responsibility to pay the fees. The student will be advised of this by the Credit Control Section of the Finance Department that the liability has been passed to them and an invoice raised in the student's name will be sent to their University e-mail address.

How to Apply for a Tuition Fee Loan

Undergraduate full time UK/EU New Students can apply to the Local Authority (LA) for a fee loan (up to a maximum of £3,375.00 for 2011/12). The new top-up fees structure means that – unless you want to pay the fees upfront – you can take out a student loan for fees and defer the payment until you graduate, which means you don't have to repay the loan until you're earning an annual salary of over £15,000. If you intend to apply to an organisation for sponsorship for assistance in paying your fees, you must do so in good time. Students who have applied for a tuition fee loan, the Student Loan Company will send the fees direct to the University You can apply for the fee loan by completing a PN1 / PR1 form. Forms are available from your LA or online at <http://www.direct.gov.uk/en/EducationAndLearning/UniversityAndHigherEducation/StudentFinance/index.htm>

Home Students – Scholarship and Bursaries

Please visit the link below to read more information on Scholarships and Bursaries you may be entitled to - http://www.northumbria.ac.uk/sd/central/stud_serv/sws/homeinfo/undergrad/bursscholnewsys

Methods of Payment

Online Website –

<http://www.northumbria.ac.uk/sd/central/finance/epayments>

Please Note – We do not accept American Express. Visa Electron cards are acceptable but must be taken in to the cash office to be swiped. We cannot accept payments by telephone for these cards.

Please note that Northumbria University operates the Chip and Pin technology if paying by card in the cash office

By phone with a Credit/Debit card 0191 215 6555 (we do not accept American Express)