GUIDE TO TUITION FEES SEPTEMBER 2013 STARTS INTERNATIONAL STUDENTS

ROBERT GORDON UNIVERSITY ABERDEEN

This guide is designed to explain the payment options for studying at Robert Gordon University. Details of your tuition fees can be found on the relevant course page of our website, and will also be stated on your offer letter; scholarships information will usually follow separately. The below information offers a guide to understanding the process for paying your tuition fees.

PAYING YOUR FEES

Instalments

If you wish to pay by instalments, please ensure that:

- Your fees are £800 or more for the academic year
- You have funds to pay each instalment on the date it is due

You can pay by instalments in the following ways:

- By credit or debit card (where RGU collects payments from your card)
- By bank draft or bank transfer to RGU's bank account (where you pay RGU by or before the due date)

Please note, your pre-payment (deposit) of 40% of your course fees is deducted from your tuition fees and is reflected in the first instalment you pay the University.

Fees at RGU are non-negotiable and cover tuition and the cost of RGU facilities, including the libraries and computer access. The fees do not cover the cost of other expenses - for example, reference books, notebooks, stationery or other goods or services that you may use during your course.

Paying in two instalments

1) By Enrolment • September 2013 • 50%
2) 1 February 2014 • 50%

or

Paying in four instalments

1) By Enrolment • September 2013 • 40%
2) 2 December 2013 • 20%
3) 7 January 2014 • 20%
4) 1 February 2014 • 20%

RGU's bank account details are:

Account Name:
The Robert Gordon University

The Bank of Scotland
39 Albyn Place
Aberdeen, AB10 1YN
United Kingdom

Account Number: 06003836
Sort Code: 80-05-14
Swift No: BOFSGB21353
Iban No: GB08BOFS80051406003836

If you are paying your fees by bank transfer you must quote your student ID number as a reference. If you do not include your student ID we will not be able to identify your payment and this will delay your admission to RGU.

Please note that payments made by bank transfer may incur charges: students at RGU are liable for any such charges.

SPONSORSHIP

If your employer or another organisation is paying your fees, make sure that you send a Purchase Order or complete a confirmation of sponsorship form which can be downloaded from:

www.rgu.ac.uk/future-students/finance-and-scholarships/how-to-pay/

A Purchase Order must show:

- Proof of payment of your fees
- The amount your sponsor is paying for you
- The full name and postal address that the invoice should be sent to.

You must send confirmation of sponsorship to the Student Finance Department at least two weeks prior to enrolment. Please email your confirmation using the details below:

E: studentfinance@rgu.ac.uk

RGU will send an invoice directly to your sponsor once you have enrolled.

Further information can be found on the Student Finance Department's web page at:

www.rgu.ac.uk/studentfinance

Alternatively, you can telephone or email the Student Finance Department using the details below:
T: +44 1224 262664
E: studentfinance@rgu.ac.uk