

## HOW TO PAY YOUR COURSE FEES

### When and how much should I pay?

Fees can be paid either in full or by instalments. Please refer to the University's finance terms and conditions for details of payment deadlines.

If any part of your fees is being paid by the Student Loans Company, your funds will be released once you have attended your induction and are a current student with The University of Law.

**We only accept payments in Pounds Sterling.**

### How should I pay?

You have four options of how to pay your fees:

#### 1. Online with a debit or credit card

This payments service allows you to pay your tuition fees instantly over a secure connection at any time of the day or night.

Login to web payments service

You will need your Student Reference Number, card details and be aware of how much tuition you need to pay then follow the on screen instructions.

You will be asked to enter your email address. When the transaction is successfully completed you will be emailed a receipt and the transaction details.

We do not accept payments by American Express and Diners Club.

The University does not add a transaction charge for payments made by credit card.

#### 2. By Bank Transfer

If you want to pay from your bank account then please pay 'The University of Law Limited';

Bank: NatWest

Address: Fleet Street (B) Branch

P.O. Box 281

156 Fleet Street

London

EC4A 2DX

Account Number: 6148 1211

Sort code: 60-80-08

Swift: NWBKGB2L

IBAN: GB85NWBK60800861481211

It is important to state your Student Reference Number in the reference field. Without this information we cannot identify your payment and your account with the University will have an overdue balance. In addition to any bank charges levied by your own bank you may incur a small commission charge levied by The University of Law Limited bank which is payable by you.

### **3. By Online Paperless Direct Debit**

To make payment of your course fees by direct debit please click on the attached link, enter your ELITE login details and complete the Direct Debit mandate online using your UK bank account details.

The University of Law will send you a confirmation letter via email to your University email address once you have set up your direct debit details and will send out an advance notice letter 10 days prior to payment being taken from your nominated bank account. Please note that the nominated bank account must be the student's personal account and excludes bank accounts in joint names.

### **4. By Cheque**

Cheques should be made payable to 'The University of Law Limited' and sent to Student Finance at our Guildford centre to arrive on or before your course fee instalment date. Please refer to the terms and conditions for details of payment deadlines.

Please write your student reference number, full name and course on the reverse of the cheque.

If you pay by a cheque drawn on an overseas bank there may be a delay before the bank can process your cheque and you will be liable for any bank charge.

### **What if I might miss the payment deadline?**

The University will send payment reminders, call and email if payment becomes overdue.

### **What if I have missed the payment deadline?**

If you miss the payment deadline, you risk being de-registered from the course and legal action being taken to collect fees. Examination results and assessment results will not be issued. Students who have not paid their fees will also lose their guarantee of a place on the next academic year.

### **What if I cancel my place or wish to defer a reserved place?**

Please refer to the University's finance terms and conditions for our cancellation policy.

### **Additional queries**

If you have any questions regarding fees and funding that are not answered in this document, please contact our Student Finance Team.

Please note that we have automatic processes in place to acknowledge both payment and any overdue balances, so there is no need for you to worry about contacting us to check if your payment has been received.

Email: [studentfinance@law.ac.uk](mailto:studentfinance@law.ac.uk)

Phone: +44 (0) 1483 216380

We will endeavour to process your query within 72 hours, however this may take longer during busy times of the year.