**Tuition Fee Payment Procedure**

**2025-26**

This information will apply to all current students at the University and any former students with outstanding debt, and covers:

1. The options for payment of fees for tuition and course related costs
2. A student’s responsibility to pay these
3. Sanctions the University will apply in cases of non-payment

This document forms part of the contract between each student and the University and should be read in conjunction with the following related documents:

* [The University’s Student Finance Framework for the relevant academic year](https://www.qub.ac.uk/Study/Feesandfinance/) (this is updated on an annual basis)
* [The University’s Terms and Conditions for 2026 Entry](https://www.qub.ac.uk/Study/TermsandConditions/)
* [The University’s General Regulations (Part III, Regulations for Students, Section 3)](http://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/GeneralRegulations/)

**HOW TO PAY YOUR TUITION FEES**

 **What do my tuition fees cover?**

Each student enrolled on a programme of study at the University will pay a tuition fee which covers:

* tuition, access to learning resources, including the virtual learning environment (VLE),
* examinations, and a wide range of student support services, which includes, but is not limited to:
	+ library facilities,
	+ IT services
	+ professional support services,
	+ membership of the Students’ Union,
	+ and a premium for personal accident insurance.

**Payment of Tuition Fees**

View information on[Fees and Funding](https://www.qub.ac.uk/Study/Feesandfinance/).

As a student you will have a choice to pay your tuition fees in one of three ways:

1. Externally Funded - sponsored by a third party
2. Internally funded by the University.
3. Self-Funded – payment in full or by an approved payment plan

**Externally Funded**

You may be considered an externally funded student if you are:

* receiving a tuition fee student loan
* receiving financial support from your government
* funded by an external sponsor
* receiving an educational loan

If you are receiving funds for your tuition fees directly from your sponsor to pay the University, then you are considered a self-funded student.

Sponsors will be invoiced between **21st October and 1st November** and they normally have 30 days to pay. If the sponsor fails to pay within 30 days of the due date, **you will be personally liable to pay the tuition fees to the University and will have 30 days to make payment in full or sign up to a payment plan.**

**Internally funded by the University**

If you are receiving funds for your tuition fees directly from the University, you must ensure that approved funding is sufficient to pay your fees in full for the academic year. Where this is not the case, you, or a nominated external sponsor will be liable to pay the difference.

 **Self-Funded Students**

As a self-funded student, you will be assessed as “self-funded” if you are:

* funding your own studies
* receiving financial assistance directly from an external funder

**Payment options for self-funded students are:**

* **Pay in full:** You must either pay your tuition fees in full at enrolment, **OR**
* **Payment Plan**: Pay an initial instalment and sign up to one of the advertised payment plans at enrolment. These are published annually and available at [Fees and Funding](https://www.qub.ac.uk/Study/Feesandfinance/pay-tuition-fees/#flywire-payment-plans-1785242-2).

**RESPONSIBILITY TO PAY YOUR TUITION FEES**

As a students at the University, you are personally responsible for ensuring your tuition fees, including any element of fees payable by sponsors, are paid in accordance with [the University’s Terms and Conditions](http://www.qub.ac.uk/Study/TermsandConditions/).

**In accepting the offer of registration, you also accept contractual liability to pay your tuition fee for the duration of their course you are enrolled on in accordance with these Terms and Conditions**

**Communications regarding Outstanding Tuition Fees**

The University will email invoices and reminders by system generated communication to your Queen’s University Belfast email account.

If you have signed up to pay by a payment plan you will receive additional monthly payment reminders to your Queen’s University Belfast email address.

**It is your responsibility as a student to log into your QUB email account and action all communications. Failure to check this email address is not an acceptable reason for late or non-payment of tuition fees due.**

Communications relating to outstanding fees will be first sent **on 6th October 2025.**

A further reminder to pay your tuition fees will be sent on **13th October 2025** which will outline the sanctions for non-payment of tuition fees

**Self-Funded Students**

If you did not pay your tuition fees at enrolment or did not sign up to a payment plan you will be invoiced on **6th October 2025** for outstanding fees and you must pay these in full by **15th October 2025**.

If you did sign up to a payment plan, you must adhere to the payment dates of the plan. If you miss the first instalment on 1st October, you will be cancelled off your payment plan and will receive an email on **6th October 2025, notifying you that your fees are due in full**.

If you miss your second or subsequent instalments, you will be cancelled off your payment plan and you must pay your fees in full.

**SANCTIONS FOR NON-PAYMENT OF TUITION FEES**

Sanctions will be applied where tuition fees are not paid by the due date, which is 7 days after the first email sent requesting payment of overdue fees. A reminder letter then will be sent to your **Queen’s University Belfast email account formally giving 21 days’ notice and a date on which IT sanctions will be applied for non-payment of overdue tuition fees**.

Further communications will be sent as set out in Table 1 overleaf, Timeline of Communications

Failure to pay tuition fees, or make appropriate arrangements to pay tuition fees, by the dates outlined will lead to the following sanctions being applied on **3rd November 2025**.

**IT Restrictions**

* University will restrict your access to Canvas, the University’s virtual learning environment (VLE) and Library facilities.
* The sanction will remain in place until such time that a suitable arrangement to pay tuition fees is in place and/or the outstanding account balance is settled in full.

**When the outstanding tuition fees have been paid in full, it will take up to 24 hours for your restriction to be lifted.**

**Withdrawal**

* Students with outstanding tuition fees on **17th November 2025** will be sent a notification of withdrawn from the University if suitable arrangements to pay tuition fees are not in place and/or the outstanding account balance is not settled in full.

**Table 1: Timeline of Communications**

|  |  |
| --- | --- |
| Date | Communication |
| 6th October 2025 | Statement of overdue fees and notification of date of sanctions for non-payment |
| 15th October 2025 | Reminder of overdue fees and date sanctions applied for non-payment |
| 20th October 2025 | Warning of overdue fees and date sanctions applied for non-payment |
| 27th October 2025 | Warning of overdue fees and date sanctions applied for non-payment |
| **3rd November 2025** | **Email confirming sanctions have been applied for non-payment** |
| 17th November 2025 | Withdrawal warning letter, containing withdrawal date |
| 1st December 2025 | Email confirming withdrawal has been processed |

This cycle of communications will be run again in January 2026 and run each month commencing on the first of each month for students enrolling throughout the academic year

**Registration Sanction**

* Students with outstanding tuition fees shall not be permitted to register in the next academic year.

**Graduation Restriction**

* Students with outstanding tuition fees shall not be permitted to register for graduation or attend their graduation ceremony. The University will withhold a degree certificate or transcript from any student who is in debt for unpaid tuition fees.

**Additional Sanctions for Non-Payment of Tuition Fees for International Students**

* In addition to the above sanctions which will apply to all international students, if you hold an UK Visa and Immigration (UKVI Student visa, are sponsored by the University and your student account is restricted for reasons of debt, this may result in non-engagement with your programme of study and an inability to meet the terms of your visa sponsorship.
* Consequently, you will be withdrawn from your course for non-engagement, resulting in the University having to notify UKVI that sponsorship of your Student visa has been withdrawn.  UKVI would then begin the process of curtailing your Student visa and ultimately, you will need to leave the UK.

**FINANCIAL SUPPORT**

Students who are experiencing unforeseen financial difficulties which are supported by exceptional circumstances may contact SU Advice at su.advice@qub.ac.uk

Please note that financial problems are not deemed exceptional circumstances. The University will be sympathetic and assist where it can, however, the quality of teaching is dependent on funding and the University must therefore act to recover all outstanding debts.