

Paying tuition fees

At Birmingham we recognise that students need flexibility when paying fees. We provide a range of payment options to suit everyone. The fee can either be paid in full or spread over manageable instalments by Direct Debit.

Your fee may be paid prior to, or upon registration. As a part of online registration you will be required to complete the 'Funding section' to indicate how your fee will be funded. Payment, application for a Direct Debit or full sponsor information upon who to invoice must be received by 10th October 2014 or upon registration if your course begins after this date

You can pay your fees using the following options:

- [Credit card/debit card/Paypal online \(/undergraduate/fees/pay-tuition/credit-debit.aspx\)](/undergraduate/fees/pay-tuition/credit-debit.aspx)
- [Direct bank transfer/online banking \(/undergraduate/fees/pay-tuition/bank-transfer.aspx\)](/undergraduate/fees/pay-tuition/bank-transfer.aspx)
- [Cheque or draft \(/undergraduate/fees/pay-tuition/cheque-draft.aspx\)](/undergraduate/fees/pay-tuition/cheque-draft.aspx)
- [Direct Debit \(/undergraduate/fees/pay-tuition/direct-debit.aspx\)](/undergraduate/fees/pay-tuition/direct-debit.aspx)

Important information

Can I pay by instalments?

You can pay your tuition by either monthly or termly Direct Debit instalments.

Sponsored students

If you are a sponsored student (i.e. an organisation is payment some or all of your tuition fee), please provide these details in the Sponsorship section during online registration. An invoice will then be sent to your sponsor. Please note that if we have not received the details of your sponsor you will be treated as a self-financing student.

Authorisation Contact Details

In order for the Finance Office at the University of Birmingham to disclose or discuss a student's account details with a parent, spouse, partner, relative, friend or other third party, the University is required under the Data Protection Act 1998, to obtain the written consent of the student. This can be given by completing the Authorisation Contact Details Section during online registration or by printing and completing the [Disclosure to Third Party form \(PDF - 42KB\) \(/Documents/students/payments/disclosure-3rd-party.pdf\)](#).

Until we receive the completed form we can only disclose details of an account to the student concerned.

To request a receipt

All successful online payments are confirmed with a confirmation email and separate receipt. If you require a receipt for payments made towards tuition fees for the current academic year, please complete the details on the form below:

[Request a receipt for tuition fee \(Word - 64KB\) \(/Documents/students/payments/Requestareceipt.doc\)](#)

[Request a receipt for tuition fee \(PDF - 10KB\) \(/Documents/students/payments/Requestareceipt.pdf\)](#)

To request a refund

If you believe you have overpaid your tuition fees please print and complete with the necessary details supporting documentation and return the [student refund request form \(PDF - 27KB\) \(/Documents/students/payments/student-refund.pdf\)](#). Please be aware that:

- If your payment was made by card, the refund will be made back to the original card used.
- All other refunds will be paid directly into the original payer's bank account.
- If you paid via Draft, you will be required to submit a copy of the remittance advice to show the original payer

Please note that we may only refund the original payer of an account, if the original payer wishes an alternative account to be credited please complete and return the [refund authorisation form \(PDF - 19KB\) \(/Documents/students/payments/refund-auth-form.pdf\)](#).

Late payment

The University incurs additional administrative costs in collecting late tuition fee payments. Please note that if we fail to receive payment when requested a default charge of £50 or 1.5%, whichever is greater, will be charged to cover associated cost. For further details on penalty of non-payment please refer to the [Admissions and Registration regulations \(PDF - 67KB\) \(/Documents/students/payments/adm-regist-regulations.pdf\)](#).