GETTING STARTED AT KENT/ ARRANGE FEE PAYMENTS

In order to fully register prior to your arrival, you need to arrange payment of your fees. Full details of how to pay your fees are available online at www.kent.ac.uk/gettingstarted/fees

Tuition fees
Home/EU undergraduate students
If you have made an application for financial support to Student Finance England, please be advised that once this has been approved and your attendance confirmed, the tuition fees will be paid to the University directly.

If you do not have a tuition fee loan in place or in progress with Student Finance England and do not have a sponsor paying fees on your behalf, private payment of fees will be expected. Please go to our Student Finance website at www.kent.ac.uk/finance-student/payment/makingpayments.html to pay your fees.

You should bring your notification letter with you as this may need to be shown to Finance staff if there is a discrepancy with your tuition fees.

International students (outside the EU)
If you are not classified as a UK or EU student, you will be regarded as an overseas student for fees purposes. For information on fees for international students please visit our international student website at www.kent.ac.uk/internationalstudent

To establish your fee status you may be required to complete a Fee Status Questionnaire, if you have not already done so. If the University regards you as an overseas student for fee purposes, you will be required to show evidence of available funds or sponsorship to pay your fees before you can register for your studies.

If you have a sponsor
If your fees are being paid by a sponsor (a private company or other organisation, not parents/relatives or Student Finance England), please provide us with an original letter from your sponsor/company on headed paper. Ensure that the following information is included:

• your FULL name
• Student number (if known)
• the amount you are being funded for.

A disclaimer will also need to be completed by you and returned to the Income Office, in the Registry Building (Canterbury campus), along with your sponsor letter. Payment terms: 30 days from date of invoice. Failure to do this will result in the tuition fees being invoiced to you.

Making payments
All tuition fees and Canterbury accommodation fees can be paid online once you have received your University of Kent student ID number. Your Kent ID number will be notified to you via a “Your place at Kent - how to enrol” message in your Kent applicant portal in-tray. You will be sent an email to let you know when this message appears in your in-tray.

Tuition fees are payable in advance or by two equal instalments; any tuition fees that remain unpaid will incur an administration charge. If fees are paid in full, before 31 August 2015, a 2% discount can be deducted from the payment. The first payment is due on or before registration and the final payment is due by 1 December 2015. The instalment plan is available only for payment by debit/credit card through the University web payments system.

In the event there is a delay in receiving your University of Kent student ID number, tuition fees can be paid using one of the alternative payment methods. See www.kent.ac.uk/finance-student/payment/makingpayments.html for further information.

• The University will accept bankers drafts and bank payments, however personal cheques are not accepted.
• Please ensure that your full name and student number are quoted on all payments.
• Please do not send cash by post. Cash will only be accepted at the University Income Office.
• The University bank details can be found on the finance website at www.kent.ac.uk/finance-student/payment/makingpayments.html

Invoicing
Tuition Fee invoices are sent to your Kent email address at the start of your programme and each academic year of course. All invoices and statements are sent from agresso_server. If you do not receive the invoice in your Kent email box, please check your junk folder as you may find it there.

Accommodation fees
Undergraduate students (Canterbury)
Payment in full for each term is due by:
• 28 September 2015
• 18 January 2016
• 9 May 2016.

Postgraduate students (Canterbury)
Payment in full for each quarter is due by:
• 1 October 2015
• 1 January 2016
• 1 April 2016
• 1 July 2016.

Undergraduate students (Medway)
If you are living at Liberty Quays you need to pay your accommodation fees directly to them. Once your accommodation is confirmed, Liberty Living will supply you with all documentation for your accommodation, including information about paying your accommodation fees.

• Please ensure that your full name and student number are quoted on all payments.
• Please do not pay Liberty Quays’ accommodation fees to the University.
• Contact Liberty Quays direct on +44 (0)1634 853285 or email libertyquays-medway@libertyliving.co.uk

Non-payment of fees
If fees are not paid within the given timescales, the account will attract late payment charges of 1.5% of the outstanding balance, on a monthly basis. Charges are also made for declined instalment payments.

Students may also be deregistered for non-payment of tuition fees and will be deemed withdrawn without any further opportunity to study, unless permitted to intermit by the school/faculty, and return at a later date. The deregistered student will have no recourse to University resources including accommodation and all email and access requirements. In the first instance students should contact the Income Office, in the Registry Building, with any financial issues.

Further information
See www.kent.ac.uk/gettingstarted/fees.html

This leaflet was produced in July 2015. The information contained in this leaflet was correct at the time of going to press. For the most up-to-date information, see www.kent.ac.uk/gettingstarted/fees.html

www.kent.ac.uk/gettingstarted
Tel: +44 (0) 1227 827272