

Tuition Fee Policy			
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<p><i>Note: All policies must be read in conjunction with all other SOAS policy, procedure and guidance documents. Printed copies of policies may not be the most up to date, therefore please refer to the policy pages on the SOAS external website or intranet for the latest version.</i></p>			

## 1. Introduction and Purpose

- 1.1. This policy forms part of the contract between a student and SOAS and sets out the responsibilities around the payment of Tuition Fees to be followed by both students and the university. This Policy should be read in conjunction with the General and Admissions Regulations.
- 1.2. Whilst every attempt has been made to ensure that this policy is comprehensive, there may be situations which they do not cover. It is important that, in cases of doubt, advice is sought from the Fees and Funding Team.
- 1.3. This policy aims to ensure:
  - It is fair and transparent in respect of the fees and charges it expects students to pay
  - It is providing upfront, clear, intelligible, and unambiguous information
  - It is clear to students what fee liability is applicable to their programme of study and how to pay for their fees
  - It applies to all students where there is a payable fee liability
  - There is clarity around the action SOAS can take if fees are not paid

## 2. Scope of Policy

- 2.1. This policy applies to all SOAS students where there is a fee liability payable irrespective of type of student and country of study.
- 2.2. We understand that managing finances can be challenging, and we encourage students to contact us early if they need support with payment arrangements. However, if fees are not paid or satisfactory arrangements are not in place by the end of the specified period, the university might need to take action.
- 2.3. SOAS reserves the right to change, amend or alter this policy during the academic year if considered appropriate and necessary to do so.

2.4. Definitions for the terms used in this Policy can be found at Appendix 1.

### 3. Definitions

- **Fee Status** – A fee status classification determines whether you pay the ‘home’ or ‘overseas rate of tuition
- **Subject level** – Means the level of qualification being studied
  - Undergraduate - includes BA, BSc, BEng, PGCE courses and integrated masters. The undergraduate classification also covers foundation degrees and foundation years.
  - Postgraduate taught - includes MA and MSc.
  - Postgraduate research - includes Prof Doc, MPhil and PhD.
- **Subject banding** – refers to a group of courses charged at a agreed set rate of fees
- **Module fee** – Means the fee chargeable for an individual module
- **Annual Fee** – Means the total fee charged over an academic year
- **Self-funding student** – Means a student who is paying their fee themselves, without funding from an external body

### 4. Fee Setting, Fee Increases and Payment Conditions

- 4.1. Tuition fee rates are agreed by the SOAS Executive Board annually and in advance of the academic year they relate to.
- 4.2. Fees are calculated based on a student’s subject level, fee status and point of enrolment.
- 4.3. Students enrolling in September will be charged for a full academic year. Students who withdraw, interrupt or change programme will be advised by the Fees Team of any adjustment to their fee in line with the information in section 6 below.
- 4.4. Fees are listed on the website and are dependent on the subject and status of the student. Fees are updated annually in advance of the academic year so students can plan their finances. The level of fees for each type of student are listed below. All fees are payable in pounds sterling (GBP) and are inclusive of VAT and local taxes where applicable.
- 4.5. Fees are payable in full before or at enrolment at the beginning of the academic year. Ways to pay fees are listed in section below.
- 4.6. Students retain ultimate liability for the payment of tuition fees, including where sponsorship agreements have been approved. If payment from an approved sponsor or other source does not come through, SOAS will seek to recover the fees directly from the student. We encourage students to contact us as soon as possible if they anticipate any difficulties with payment. If fees remain unpaid, or suitable arrangements are not in place by the required deadline, the university may need to take further action.

#### 4.7. Undergraduate Home Students

- 4.7.1. Fees are charged in each year of study on your programme. Home fees are capped by the government. The government may raise the cap during the course of students' studies. If the fee cap rises, SOAS may increase the fee in line with the cap.
- 4.7.2. Some undergraduate courses feature a language year abroad in the second or third year. Tuition fees are lowered in this year to the maximum year abroad fee as set by the UK Government.

#### 4.8. Undergraduate Overseas

- 4.8.1. Undergraduate Overseas student will be charged the overseas rate of fees, these are subject to annual tuition fee increases of up to 5%.
- 4.8.2. Current Undergraduate Fee levels can be found [here](#).

#### 4.9. Postgraduate Taught

- 4.9.1. Tuition fees are set based on fee status, course fee band and point of entry. Postgraduate taught fees are subject to tuition fee increases (for courses lasting more than one academic year). Courses are assigned to a particular fee band. Where a course moves fee band during a student's study, students will not be charged an increase of more than 5% in subsequent years.
- 4.9.2. Current Postgraduate Fees can be found [here](#).

#### 4.10. Postgraduate Research

- 4.10.1. Postgraduate Research students have their own fee structure based on a pre-approved study pattern, which is subject to annual fee increases, therefore the tuition fee in second and subsequent years of study may be higher. There may be additional charges for Doctoral researchers who have a second viva exam, after completing major corrections, who will be charged a re-examination fee. Fieldwork will be charged at the equivalent Full-time/Part-time rate.
- 4.10.2. Current Postgraduate Research Fees can be found [here](#)

#### 4.11. Online Learning

- 4.11.1. Our online learning programmes can be paid in full at the time of enrolment, locking in the full programme fees at the Year One rate, or on a part-time (split over two or three years depending on the study schedule) basis. This means that students only pay for the year of study they are enrolling on but they will be subject to annual fee increases of up to 5% for the remaining part-time fees. Fees are payable in full during module enrolment. Students on online learning programmes with entry before September 2026 will be required to pay their fees on a 'pay as you learn' basis with modules subject to annual fee increases of up to 5%. Students are required to pay for the module at point of enrolment.

#### 4.12. Summer School

- 4.12.1. Full payment of Tuition Fees must be paid for each summer course programme within 10 days of receiving an offer. If it is not received, then SOAS may withdraw the offer by emailing the student. Any currency conversion costs, or other charges incurred in connection with the payment of Fees are to be paid in addition to the Fees. No deduction from the Fees for such costs or charges may be made.

#### 4.13. Language Centre Group Courses

- 4.13.1. Fees for academic year are effective from 1st August of that year and are payable in advance of the start of the course.

#### 4.14. Associate

- 4.14.1. The Associate Student programme allows students to study at SOAS for a short time without studying full-time or following a specific degree, certificate or diploma. An Associate Student can choose to take one or more courses at either the undergraduate or postgraduate level. Associate students will be a fully integrated SOAS student with access to all of the events and facilities of the university but will not be expected to take any assessments unless they choose to.
- 4.14.2. An Associate student can choose to study modules on campus or take certain language modules via distance learning.
- 4.14.3. The tuition fees for Associate courses are listed on the website and are dependent on the number of credits gained.

#### 4.15. Intercollegiate

- 4.15.1. Intercollegiate students fall into three main categories.
- Joint degree students that are studying a degree programme that is jointly delivered by SOAS and another College of the University of London. Joint degrees students pay fees to their home institution as normal and the partner college will invoice the home institution for a portion of the fees.
  - Incoming intercollegiate students that are studying an undergraduate or Master's degree programme at another College of the University of London and are eligible to take an intercollegiate option at SOAS. Incoming Intercollegiate students pay fees to their home institution as normal, SOAS would invoice the partner college for the modules taught at SOAS.
  - Outgoing SOAS intercollegiate students that are already studying a degree programme at SOAS and are eligible to take an intercollegiate option at another College of the University of London. Outgoing SOAS students pay fees to SOAS as normal and the partner college will invoice SOAS for the modules taught at their institution
- 4.15.2. Fees are charged pro rata at the relevant standard SOAS Undergraduate or Master's fees rate.

#### 4.16. Study Abroad Fees

- 4.16.1. The overseas fees for inbound Study Abroad students can be found here and are based on students studying either a full year or semester.
- 4.16.2. The fees cover academic tuition, examinations and assessment, use of the library and Membership of the Students' Union. Fees do not cover either accommodation or living expenses.
- 4.16.3. The overseas fees for outbound Study Abroad students are currently covered by the Turing
- 4.16.4. Schemes funding, however this may change in future. The Turing Scheme is managed by the Study Abroad team who will provide further information on eligibility and the application process to all interested SOAS students. Information can be found here.

#### 5. Fee Status

- 5.1. The fee status determines how much tuition is paid and the financial aid a student may be eligible for.
- 5.2. There are two fee statuses: Home or Overseas. Whether home or overseas fees are paid depends on whether certain criteria set by the UK government are met. All universities in England use the same assessment criteria, set by the Department for Education and provided by UK Council for International Students' (UKCISA).
- 5.3. The UKCISA guidelines identify all the different 'categories' of student who can insist on paying the 'home' rate of fee. They set out all the requirements a student needs to meet. If all the criteria required by any one category are met, including any residence requirements, SOAS will charge the 'home' fee rate. Students need only find one category that they fit into.
- 5.4. SOAS will make the decision on a student's fee status based on the information given as part of their application. Further questions may need to be asked before a student is advised of their fee status in the offer letter.

#### 5.5. Home Fee Status

- 5.5.1. A [full guide](#) for students paying home fees is on the [UKCISA website](#) and may be subject to change.

#### 5.6. EU Students

- 5.6.1. Since the UK left the EU, all students that have EU status are classified as Overseas. Students who started at SOAS before 2021 might still be classified as Home fee status and should check with the Fees team.

## 5.7. Overseas Fee Status

- 5.7.1. All students who are not classified as having home fee status will be classified as overseas. If a student is unsure about their fee status the UKCISA website gives further guidance.

## 5.8. Querying Fee Status at the Application Stage

- 5.8.1. Assessments are based on the information provided at the time of application. If a student believes that the fee status is incorrect a query can be raised with the relevant Admissions team for undergraduates, masters or PhD students. The student can download a Fee Status Questionnaire form from the SOAS website to complete and send with supporting evidence, to the Admissions Team prior to enrolment. On receipt of the completed questionnaire and evidence, SOAS Admissions Team will review the decision on the fee status and inform the student of the outcome. Fee status queries should be resolved before a student enrolls in a programme as the fee status does not usually change during the programme.

## 5.9. Changes in Fee Status After Enrolment

- 5.9.1. In most cases fee status cannot be amended after enrolment on a programme. SOAS's fee status assessment is for the duration of the programme. There are some rare situations where a fee status may change after enrolment. If a student thinks they are eligible to have their fee status reassessed during the programme it may be possible to apply for a fee status reassessment. If successful, the new fee status will apply from the start of the next academic year. A reassessment is not applied retrospectively. Information on applying for a fee status reassessment after enrolment can be found on the SOAS website.

# 6. Student Responsibilities

## 6.1. Paying Tuition Fees

- 6.2. Tuition fees are payable in full before or during online enrolment at the start of each academic year. There are multiple ways to pay which can be found here. (Payments made in respect of the Online Summer School are only accepted through the online store or by bank transfer.)
- 6.3. Paying tuition fees is a condition of enrolment and students will be unable to start their programmes unless suitable payment is received, or evidence of appropriate funding is provided. In some circumstances payments can be made in instalments. A fee payment by instalment option is available to self-funding students undertaking on-campus degree programmes.
- 6.4. If a student is sponsored by a funding or government body the student has to upload evidence (as part of the enrolment process) that their tuition fees will be paid. If the sponsor or government body does not pay the student is responsible for paying for the tuition fees.
- 6.5. If a student doesn't pay their fees and there is a debt or other liability outstanding to SOAS, the University of London or to another College of the University, SOAS reserves the right to

take action to obtain settlement, including legal proceedings. Details can be found in the Financial Suspension Procedure which can be found [here](#).

## 6.6. Loans, Funding & Sponsorship

6.6.1. There are multiple ways of a student funding their studies including loans, grants, financial support from SOAS, scholarship, government funding, overseas loans or specific funding for Military and veterans which can be found [here](#).

### 6.6.2. Undergraduate Loans – Student Finance England

6.6.2.1. Eligible Home, undergraduate students can apply to Student Finance England (SFE) for tuition loans to cover the cost of their fees. Full eligibility requirements are available on gov.uk.

6.6.2.2. SOAS is sent confirmation of students who have been approved for tuition loans and uses this as financial validation for initial enrolment.

6.6.2.3. In cases where funding has not been approved, or if SFE reverses their decision to fund a student, then students will be personally liable for their tuition fees and are required to pay their fees in line with the conditions outlined in this policy.

6.6.2.4. Loans are paid directly to SOAS on a termly basis following confirmation by SOAS to SFE of a student's continued enrolment.

### 6.6.3. Postgraduate Loans – Student Finance England

6.6.3.1. Eligible Home Postgraduate Taught and Postgraduate research students can apply to SFE for a loan to cover the cost of living. Full eligibility requirements are available on gov.uk.

6.6.3.2. SOAS is sent confirmation of students who have approved Postgraduate loans and uses this as financial validation for initial enrolment.

6.6.3.3. Loans are paid directly to the student in three instalments during the academic year.

6.6.3.4. Students with Postgraduate loans are directly responsible for paying their fees and are permitted to pay in three equal instalments. Instalments are due by 31st October, 31st January and 14th February. If a student misses an instalment then action may be taken in line with the Financial Suspension Procedure.

## 7. Discounts, Scholarships and Awards

### 7.1. Tuition Fee Discounts

7.1.1. Discounts may be available for alumni of SOAS, staff members, staff family members, or students. Specific eligibility criteria, restrictions, exemptions and how to claim a discount can be found [here](#) . Tuition fee discounts are reviewed on an annual basis.

### 7.2. Scholarships and Awards

7.2.1. SOAS has a wide range of scholarships and awards to support students on degree programmes.

- 7.2.2. There is a competitive application process for these scholarships and awards – based on academic merit. Their focus can range from supporting students from specific countries or a group of countries, to particular degrees or areas of research.
- 7.2.3. A number of bursaries are offered based on financial need at undergraduate level.
- 7.2.4. Current scholarships, bursaries and awards can be found on the SOAS website [here](#).
- 7.2.5. Scholarship maintenance payments for a SOAS (or internal) scholarship, will be paid in 3 equal instalments. Instalments will be paid directly into the recipients' bank account in accordance with a published timeline. Where a scholarship does not cover fees in full, the student would be required to pay the shortfall in full before or during enrolment.

## 8. Changes to Enrolment and Refunds

### 8.1. Withdrawal and Leave of Absence

- 8.1.1. If a student withdraws from a programme or takes a leave of absence they need to complete a Withdrawal or Leave of Absence request. Registry will amend the enrolment record for the date on which the form is received. Any change in tuition fee liability will be calculated from the amended enrolment end date for the academic year. Fees up to the withdrawal or leave of absence date will be charged.
- 8.1.2. SOAS calculates fee liability per half term pro rata for the first two terms. There is no fee liability adjustment for Withdrawals/ Leave of absences in the third term.
- 8.1.3. A table of the dates for the academic year is provided on the Fee Refund and Charging page [here](#).
- 8.1.4. Undergraduate students whose tuition fees are paid by Student Finance have a different charging policy, paying 25% of the fees for Term one, 25% for Term two and 50% for Term three. The tuition fee liability for each term starts on the first day of the term.
- 8.1.5. Where a withdrawal takes place within 14 days of enrolling then tuition liability is cancelled in full and any fees paid can be refunded in full with the exception of CAS deposits which are non-refundable, except for the refund exemptions listed on the [CAS deposit page](#).
- 8.1.6. All degree applicants (except for those who have paid a CAS deposit) and non-degree applicants who formally decline their offer of a place or apply for deferred entry before enrolment, will be eligible for a refund of any tuition fees paid in advance.
- 8.1.7. Refunds are paid back to the original payee.

### 8.2. Language Centre Withdrawals

- 8.2.1. Students commit attending for the whole of the course before enrolling. SOAS Language Centre cannot accept any responsibility for unforeseen changes in students' circumstances that may prevent their attendance for all or part of a course.



- No refunds can be given for classes not attended, unless non-attendance relates to a class rescheduled to a different day by the Centre.
- All cancellations of enrolment and requests for refunds must be received in writing (including email) by the Language Centre at least 14 working days before the start of the course. In such cases, refunds can be given subject to a cancellation fee of £50.
- Orders cancelled less than 14 working days before the start of the course will not receive a refund.
- Refunds will be returned in the same way as the payment was made and may take up to 30 days.

### 8.3. Change in Mode of Study

- 8.3.1. A change in your mode of study may affect the amount of tuition fees you are charged, which could increase or decrease depending on the new mode.

### 8.4. Repeat Year of Study

- 8.4.1. Students who are required to repeat a year of study will be required to pay the full tuition fee applicable, unless their repeat is linked to approved mitigating circumstances. If a student is only required to repeat a fraction of their programme for the year, they will be charged pro-rata.

## 9. Contacts, Appeals and Complaints

- 9.1. Please contact the following teams with any queries related to:
- Fees – [fees@soas.ac.uk](mailto:fees@soas.ac.uk)
  - Scholarships – [scholarships@soas.ac.uk](mailto:scholarships@soas.ac.uk)
  - Admissions – [mastersadmissions@soas.ac.uk](mailto:mastersadmissions@soas.ac.uk) **or** [undergradadmissions@soas.ac.uk](mailto:undergradadmissions@soas.ac.uk)