


**Schedule of Programme Fees\***
**Business Administration (New Regulations)**
**Member Institution: Royal Holloway, University of London**

\* 'Programme Fees' mean fees payable to the University which include, where applicable, registration fees, continuing registration fees, module/course fees, dissertation fees and assessment entry fees as indicated below.

**Important:** the table below does **not** include fees payable to a third party, such as tuition costs payable to a [Recognised Teaching Centre or fees charged by your local examination centre](#), or local VAT, [Goods or Services Tax \(GST\) or sales tax](#).

**Fees payable 2020–2021 session**

The Programme Fees below refer to the 2020–2021 session only and are effective from 1 March 2020.

<b>BSc Business Administration – Independent Learner</b>	
Application fee (non-refundable)	£101
Registration fee	£1,575
Continuing registration fee	£1,470
Assessment fee per course	£378
<b>BSc Business Administration – Recognised Teaching Centre-based</b>	
Application fee	£101
Registration fee	£1,575
Continuing registration fee	£787
Assessment fee per course	£378
<b>CertHE Business Administration</b>	
Registration fee	£787
Continuing registration fee	£787
Assessment fee per course	£378
Transfer from CertHE to the BSc Business Administration fee	£1,575
<b>Additional fees payable to the University (where applicable)</b>	
Administrative fee for changing course (per course) (non-refundable)	£201

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Application fee for recognition of prior learning per course/half course (non-refundable)	£108 / £54
Late registration fee* (non-refundable)	£100

### **Additional costs**

A non-refundable fee is payable if you wish to make an application to have discretionary prior learning considered for accreditation on the degree programme.

The assessment fee is payable when making an assessment entry to resit a previously failed course.

\*A non-refundable late registration fee of £100 will be charged if payment is not received by the deadlines specified for initial or continuing registration.

In addition to the Programme Fees payable to the University, you should budget for tuition costs if studying at a Recognised Teaching Centre.

You should also budget for the fee charged by your local examination centre. Examination centre fees are not included within the fees set out above. This fee will vary from centre to centre and you should contact your proposed examination centre(s) for details of their fees to factor them in to the overall cost of completing the programme. Using this link, you can find contact details for all our [examination centres](#). The University of London is only responsible for the examination centre fee charged at London centres. You will be charged £75 per sitting when using London examination centres.

### **Goods and Services Tax (GST)**

The University is required to add Goods and Services Tax (GST) to registration and module/course fees paid by students resident in certain countries. Further information can be found on our [web page](#).

All student fees shown are net of any local VAT, Goods and Services Tax (GST) or any other sales tax payable by the student in their country of residence. Where the University is required to add VAT, GST or any other sales tax at the local statutory rate, this will be added to the fees shown during the payment process. For students residing in the UK, our fees are exempt from VAT.

### **When to pay**

The non-refundable application fee is payable when you make your application. The closing date for applications is 15 September. If your application is successful, you will receive an offer inviting you to register.

The registration fee is payable in order to be registered with the University as a University of London student. The closing date for initial registrations is 2 October.

The assessment fee is payable when you choose to make an assessment entry. Assessment entries are accepted from mid-December to the closing date of 1 February.

Examinations take place in May or June each year. The assessment fee and dates also apply if you are re-entering for examination.

The continuing registration fee is payable in the second and subsequent years of registration at the time when you complete the continuing registration process. The closing date for continuing registration is 2 October.

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Students progressing from the University of London's International Foundation Programme to study the BSc Business Administration programme at a University of London Recognised Teaching Centre will pay the Continuing Registration Fee, rather than the Registration Fee.

### **Transfer from CertHE**

A transfer fee is payable if you complete the CertHE Business Administration and transfer to the BSc Business Administration. In the year that you pay the transfer fee, no continuing registration fee is payable. The closing date for transfers from the CertHE programme to the BSc is 2 October.

### **How to pay**

Details on how to pay your fees are available on the [website](#).

Generally, students whose fees are paid by sponsors will be expected to correspond directly with their sponsor regarding Programme Fees. The University can provide an invoice, if needed, upon request. Materials will not be despatched and VLE access will not be available until Programme Fees have been received.

### **Fee increases**

Programme Fees are subject to annual revision and typically may be increased by up to 5% per annum.

### **Contact us**

Please use the [enquiries form](#) for any questions; or ask a question via the [portal](#).