



UNIVERSITY OF LONDON

Schedule of Programme Fees*

Business Administration (New Regulations)

Member Institution: Royal Holloway

* '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.

Please note that 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. Please see below for further information.

2019-2020 session

The Programme Fees below refer to the 2019-2020 session and New Regulations only and are effective from 1 March 2019.

BSc Business Administration – Independent learner	
Application fee (non-refundable)	£97
Registration fee	£1,500
Continuing registration fee	£1,400
Assessment fee per course	£360
BSc Business Administration – Teaching Centre-based	
Application fee (non-refundable)	£97
Registration fee	£1,500
Continuing registration fee	£750
Assessment fee per course	£360
CertHE Business Administration	
Registration fee	£750
Continuing registration fee	£750
Assessment fee per course	£360
Transfer from the CertHE to the BSc Business Administration fee	£1,500
Additional fees payable to the University (where applicable)	
Administrative fee for changing course (per course) (non-refundable)	£192
Application fee for recognition of prior learning per course / half course (non-refundable)	£103 / £52
Late registration fee* (non-refundable)	£100

When to pay

The non-refundable application fee is payable when you make your application. The closing date for applications is 30 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 21 October.

The examination fee is payable when you choose to enter an examination. Examination entries are accepted from 30 November to the closing date of 1 February. Examinations take place in May each year. The examination fee and dates also apply if you are re-entering the 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 each year. The closing date for continuing registration is 1 November.

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 1 November.

Additional fees payable to the University

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

An examination resit fee is payable when entering for an examination to resit a previously failed course. Examination entries are accepted from 30 November to the closing date of 1 February.

*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.

Other costs

In addition to Programme Fees payable to the University, you should budget for tuition costs if studying at a 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 collecting the examination centre fee charged at London centres. You will be charged £70 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 programme 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 resident in the UK, our fees are exempt from VAT.

How to pay

Please see: <https://london.ac.uk/applications/costs-your-course/how-pay-your-fees>

Please note

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

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.

Please use the [enquiries form](#) for any questions.