



Schedule of Programme Fees*

Business Administration

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 examination 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 Old Regulations only and are effective from 1 February 2019.

BSc Business Administration	
Continuing registration fee	£497
Examination fee per course	£286
Examination fee per half course	£143
Access programme to the BSc Business Administration	
Continuing registration	£497
Examination fee per course	£286
Examination fee per half course	£143
Access transfer fee	£1,203
Additional fees payable to the University (where applicable)	
Administrative fee for changing course (per course)	£192
Application fee for recognition of prior learning per course/half course (non-refundable)	£103 / £52
Late registration fee* (non-refundable)	£100
Fee for second and subsequent transfers between BSc Business Administration routes**	£150

When to pay

The examination fee is payable when you choose to enter an examination. Examination entries are accepted from mid-December to the closing date of 1 February.

Examinations take place in May or June 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. The closing date for continuing registration is 1 November.

Additional fees payable to the University

A non-refundable fee may be payable if you wish to make an application for (discretionary) recognition of prior learning.

*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.

**Students are permitted one free transfer between BSc Business Administration Routes. A fee of £150 will be charged for each subsequent transfer between BSc Business Administration Routes. This fee does not apply to transfers within a programme, i.e. Diploma to Degree, Certificate of Higher Education to Diploma of Higher Education, etc.

Other costs

In addition to the Programme Fees payable to the University, you should budget for textbooks (this may well be in the region of £300 per year if you are taking four courses in one year) and 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 £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, or ask a question via the [portal](#).