Terms, Conditions and Debt Recovery Policy

Liability

- You are liable to pay all sums due to the University on or before the due date.

- Several standard payment options are available including payment in full.

- The university requires that on or before registration tuition fees and rent are paid or an arrangement is entered into to pay such amounts using standard payment options offered by the University. Students cannot carry debts forward from one academic year to the next.

- Facilities exist to pay by credit or debit card.

- There are no interest or premium charges where payment is made by one of the University's standard payment options. In the event of any payment by cheque or by other means being refused by a bank or card issuer for whatever reason, a £10 administration fee may be charged.

- If a request sent on your behalf for your tuition fees is rejected you will be personally liable for payment of the fees.

- You will be charged a £50 late registration fee if you are due to register or re-register at the start of the Autumn term and fail to register by 31 October.

- The University reserves the right to vary the terms and conditions, from time to time.

Default

The Ordinances and Regulations of this University state that the following sanction may be applied in cases of non payment:

- Registration is withheld or withdrawn.

Lesser sanctions can be applied as detailed in the University's financial regulations:

- Access to computing and library facilities are removed.

- In the case of provisionally registered students requests to extend their registration will be declined.

The Ordinances and regulation also state that the University reserves the right to withhold the award of any degree, diploma or certificate from a student who is in arrears with the payment of any sums due to the University. Lesser sanctions as indicated in the financial regulations are:
The transcript and certificate are withheld.
The student is not allowed to attend a graduation ceremony.
The award is not conferred.

**Debt Recovery Policy and Qualification of Sanctions**

- The University's policy is to take firm, fair and timely steps to recover all monies it is owed, whilst offering a service that is accessible and with a human face. We operate on the standard principle of payment received being applied to the oldest debt first. Our approach to debt collection has been developed in liaison with the University of Sussex Students Union and varies in specific ways depending on whether the debt is 'academic' or 'non-academic'.

**Academic Debt**

- This relates to tuition fees and other charges that are directly related to academic studies (including library charges, field trip fees etc.). If we are unable to reach a satisfactory arrangement to recover an academic debt, then the sanctions that we can apply include: withdrawal of academic-related services; de-registration/refusal of re-registration; exclusion from graduation and withholding details of academic awards.

**Non-academic Debt**

- This covers debts that relate to non-academic services or goods, including rent for university accommodation, crèche fees etc, where we have been unable to reach a satisfactory arrangement to pay. For this type of debt the appropriate standard commercial debt recovery process will apply, including the termination of tenancy, possession proceedings and/or referral to debt recovery agencies.

- The academic sanctions outlined above will not be applied to non-academic debt less than £500. The University reserves the right to apply 'academic' sanctions to all debts over £500, and where there is a mixture of academic and non-academic debt.

In each case any action taken including any sanctions applied will be considered on a case by case basis.