

WELCOME TO YORK

Your guide to loans, funding and fees



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INTRODUCTION

This booklet has been designed to advise you of the essential financial information you will need during your time at the University of York. It contains information on student loans, undergraduate bursaries, tuition fees, payment methods and payment dates.

Please read this booklet and the Information on the New Students' Welcome Pages before contacting the University.

york.ac.uk/students/new

Please note that if you are unable to pay your tuition fees, residence fees or any other fees by the due date you must contact the Fees Office at fees-office@york.ac.uk as soon as possible.

If you are the parent of a new or prospective student then visit the online parents' guide at york.ac.uk/parentsguide



If you would like a large-print copy of this booklet or to enquire about other formats please contact +44 (0)1904 322120 or email fees-office@york.ac.uk

STUDENT LOANS OR FUNDING

This is potentially applicable to UK and EU undergraduates, nurses, PGCE, masters and doctoral students.

Loan instalments are paid by the Student Loans Company [SLC] by direct electronic bank transfer via the Bankers Automated Clearing system [BACS] into your bank or building society account.

The first maintenance loan instalment is released by the SLC once they have received verification from the University that you have arrived.

Registration of attendance for First Year students is normally confirmed once you have completed enrolment, during which you will have reviewed and agreed to a student finance declaration and confirmed your intention to start your course. The university will use this declaration to confirm your registration which will allow any approved loan to be released on or shortly after the start date of your course.

After this point, if you need to make any changes to your study intentions please speak to your department and Student Records.

In addition, all students need to:

- have enrolled with the University of York before term begins, at: evison.york.ac.uk
- have provided the Student Loans Company with your bank details.

Student Loans Company helpline numbers

The contact details below relate to where you were living at the time of your application:

England	0300 100 0607
Wales	0300 200 4050
N Ireland	0300 100 0077
EU	+44 (0)141 243 3570
Scotland (SAAS)	0300 555 0505
Postgraduate Masters and Doctoral Loans	0300 100 0031



Student Loans - repayment

England, Scotland and NI
Wales
Overseas

Student Finance England:
Scotland (SAAS):
Wales Twitter:

0300 100 0611
0300 100 0370
+44 141 243 3660

twitter.com/SF_England
twitter.com/saastweet
twitter.com/sf_wales

If you have not yet applied for a student loan please contact your student finance provider for more information, [gov.uk/studentfinance](https://www.gov.uk/studentfinance)

What to do if you have not received your student loan

If you have not received your loan by 3 October 2022, please check that you have completed the declaration part of your student finance application and that you have provided your bank details.

Make sure that you have completed your enrolment with the University at: evision.york.ac.uk

You should allow five working days after successfully completing your enrolment for the payment to reach your bank account.

Please note: the SLC does not start to release payments to student bank accounts until 26 September 2022 or your course start date, if your course starts prior to the first day of term. You should allow five working days after successfully completing your enrolment for the payment to reach your bank account. Therefore, if you have completed enrolment by your programme start date then your loan should be released to you within the 5 working day period.

If you have still not received your payment and you have allowed five working days after completing your enrolment, check that your details are correct on the University's student records system. To do this you should contact student records by emailing student-records@york.ac.uk

If everything appears to be correct on the University student records system and you have completed and returned all relevant documentation to the SLC, you should contact the SLC helpline using the telephone numbers on page 6.

Students who are still experiencing problems can complete a self referral form via the Student Hub webpages york.ac.uk/students/support/student-hub or contact the Fees Office: fees-office@york.ac.uk

The Fees Office is situated in Finance Services, Unit 1, Market Square. The Fees Office is normally open Monday to Friday from 10am until 4pm (excluding bank holidays).

For further information regarding student loans and grants, and for financial assistance please contact the Student Hub by completing a self-referral form on the Student Hub webpages: york.ac.uk/students/support/student-hub

NHS students

UG nursing and midwifery students obtain loans as other UG students. In addition to this students may be able to achieve additional funding from NHSBSA Student Services through the Learning Support Fund to cover expenses such as Travel and Dual Accommodation Costs, Training Grant, Parental Support and Exceptional Support Fund.

Please visit nhsbsa.nhs.uk/nhs-learning-support-fund to find out more.

Social work

Social work students may be eligible for a Social Work Bursary:
nhsbsa.nhs.uk/students

To find out more about the funding available to students on NHS funded courses, visit: The NHS Business Services Authority: nhsbsa.nhs.uk/students

GOV.UK: gov.uk/studentfinance

Helpline numbers:

NHS Bursaries	0300 330 1345
NHS Learning Support Fund	0300 330 0521
Social Work Bursaries	0300 330 1342

US Students

For queries relating to US Federal Aid please contact Student financial support, sfsu@york.ac.uk

Students with US Federal Aid are advised not to set up a direct debit because the University automatically deducts any money owing before disbursing the balance of the loan to the student's bank account.

Postgraduate students

How and when to pay your tuition fees

If a sponsor is paying your fees, you should provide the following details when you enrol. A company headed document containing the full address, email details where the invoice is to be sent, and the contact name at the organisation. This information should be provided at the start of each year of study.

If you're self-funding your studies, you'll need to pay your fees directly to the University. You can pay in instalments, depending on the amount, duration of your studies, and whether you have a history of late payments. This is an automatic concession and does not have to be arranged with the Fees Office. Please refer to the Tuition Fee Instalment Information on page 14.

If you're funding your studies with a loan, your loan provider may pay your fees directly to the University or to yourself depending on which loan scheme you apply for. You can pay in instalments that align to your loan disbursement dates, depending on the amount, duration of your studies, and whether you have a history of late payments. **This is not an automatic concession and must be agreed with the Fees Office.**

Postgraduate master's loan

If you are a new student starting a postgraduate masters course from 1 August 2022 onwards you could get a Postgraduate Master's Loan of up to £11,836 to help with course fees and living costs.

Further information is available at [gov.uk/masters-loan](https://www.gov.uk/masters-loan)

Postgraduate doctoral loan

If you're starting a doctoral degree on or after 1 August 2022, you could get a Postgraduate Doctoral Loan of up to £27,892 to help with course fees and living costs.

Further information is available at [gov.uk/doctoral-loan](https://www.gov.uk/doctoral-loan)

Funding for postgraduate research students

For research students there are variety of funding opportunities offered both from the UKRI and departments.

Details of the funding available can be found at york.ac.uk/study/postgraduate/fees-funding/research

GOV.UK gov.uk/funding-for-post-graduate-study

General queries can be sent to pgr-administration@york.ac.uk or the relevant department.

Any student who is receiving a UK government loan should email a copy of the loan paperwork showing your payment schedule to fees-office@york.ac.uk in order to have the repayment instalments aligned to your loan disbursement dates.

PGCE applicants

A tuition fee loan can be obtained from the Student Loans Company (SLC) and this will be paid directly to the University.

Maintenance loan instalments are paid by the Student Loans Company (SLC) by bank transfer directly into your bank account. The SLC will make the first payment once we've informed them that you have arrived at the University. Further information is given on page 6.



Standard full time tuition fees 2022/23		
Undergraduate and PGCE Fees		£
Home from 21/22, including PGCE, Foundation Year		9,250
Home /EU, started from 17/18 to 20/21		9,250
Work Placements (UK or Abroad)		20% of full time fee
Year Abroad / Study Year Abroad		15% of full time fee
Home /EU, PGCE, Foundation Year started 12/13 to 16/17		9,000
Overseas (Including EU), PGCE and Visiting started 22/23	Non laboratory programmes	19,600
Overseas (Including EU), PGCE and Visiting started 21/22	Non laboratory programmes	18,717
Overseas, started 20/21	Non laboratory programmes	18,611
Overseas, started 19/20	Non laboratory programmes	18,167
Overseas, started 18/19	Non laboratory programmes	17,988
Overseas, started 17/18	Non laboratory programmes	17,982
Overseas, started 16/17	Non laboratory programmes	17,656
Overseas (Including EU) started 22/23	Laboratory programmes	24,000
Overseas (Including EU) started 21/22	Laboratory programmes	23,103
Overseas started 20/21	Laboratory programmes	22,971
Overseas started 19/20	Laboratory programmes	22,634
Overseas started 18/19	Laboratory programmes	22,632
Overseas started 17/18	Laboratory programmes	22,632

Standard full time tuition fees 2022/23

Postgraduate (Taught) Fees

£

Home started 22/23	Non laboratory programmes	9,290
Home started 21/22	Non laboratory programmes	8,608
Home / EU started 20/21	Non laboratory programmes	8,364
Home / EU started 19/20	Non laboratory programmes	8,287
Home / EU started 18/19	Non laboratory programmes	8,202
Home / EU started 17/18	Non laboratory programmes	7,461
Home started 22/23	Laboratory programmes	10,800
Home started 21/22	Laboratory programmes	9,924
Home / EU started 20/21	Laboratory programmes	9,373
Home / EU started 19/20	Laboratory programmes	9,104
Home / EU started 18/19	Laboratory programmes	8,592
Home / EU started 17/18	Laboratory programmes	8,112
Overseas (including EU) started 22/23	Non laboratory programmes	19,950
Overseas (including EU) started 21/22	Non laboratory programmes	19,074
Overseas started 20/21	Non laboratory programmes	18,976
Overseas started 19/20	Non laboratory programmes	18,432
Overseas started 18/19	Non laboratory programmes	18,162
Overseas started 17/18	Non laboratory programmes	17,982
Overseas (including EU) started 22/23	Laboratory programmes	24,500
Overseas (including EU) started 21/22	Laboratory programmes	23,766
Overseas started 20/21	Laboratory programmes	23,637
Overseas started 19/20	Laboratory programmes	22,963
Overseas started 18/19	Laboratory programmes	22,632
Overseas started 17/18	Laboratory programmes	22,411

Standard full time tuition fees 2022/23		
Postgraduate (Research) Fees		£
Home (including EU started prior to 21/22)		4,596
Overseas (Including EU) started 22/23	Non laboratory programmes	18,900
Overseas (Including EU) started 21/22	Non laboratory programmes	18,105
Overseas started 20/21	Non laboratory programmes	17,998
Overseas started 19/20	Non laboratory programmes	17,933
Overseas started 18/19	Non laboratory programmes	17,414
Overseas started 17/18	Non laboratory programmes	16,912
Overseas started 16/17	Non laboratory programmes	16,664
Overseas (Including EU) started 22/23	Laboratory programmes	23,900
Overseas (Including EU) started 21/22	Laboratory programmes	22,695
Overseas started 20/21	Laboratory programmes	22,576
Overseas started 19/20	Laboratory programmes	22,528
Overseas started 18/19	Laboratory programmes	21,885
Overseas started 17/18	Laboratory programmes	21,770

Standard full time tuition fees 2022/23		
Postgraduate Visiting students		£
Postgraduates (Taught)	Non laboratory programmes	19,950
Postgraduates (Taught)	Laboratory programmes	24,500
Postgraduates (Research)	Non laboratory programmes	18,900
Postgraduates (Research)	Laboratory programmes	23,900

Standard tuition fees 2022/23

If you are a visiting student attending less than one academic year your fees will be adjusted accordingly. See your offer letter for further details.

Payment of tuition fees

The student will be held personally liable for the FULL amount of fees unless they have informed the University that they are being funded by a recognised sponsoring organisation or company (this excludes parents, guardians or relatives).

Please note the sponsor information has to be given to the University for each year of study.

If you are a UK undergraduate student or an EU undergraduate student who started prior to 21/22 you have nine months from the start of the academic year to apply for a tuition fee loan.

If the University has NOT received notification from the SLC that you have applied for a tuition fee loan or if you have not applied for the maximum loan, then the student will be held liable for payment of the tuition fees by the due dates.

Tuition fees are payable in full in advance at the beginning of each year of study.

The University offers a concession to pay fees by instalments as detailed within this booklet. This is an automatic concession and does not have to be arranged with the Fees Office. Please note that the University reserves the right to refuse this concession to students with a history of late payments.

The University does not issue tuition fee invoices to UK Undergraduate students (or EU Undergraduate Students who started prior to 21/22) – please refer to the SLC documentation or to the fees notified. All other students will receive a tuition fee invoice.

If you are unable to pay University fees by the due dates you must discuss the problem immediately with the Fees Office (fees-office@york.ac.uk). There may be additional sources of funding or loans available. Please contact the Student Hub by completing a self-referral form on the Student Hub webpages: york.ac.uk/students/support/student-hub who may be able to advise you further.

Where a student fails to pay the required amount by the due date, further action may be taken and may include a recommendation for the student to be suspended from their studies; their account may be passed to a Debt Collection Agency for further action.

Please note that referral to a Debt Collection Agency could result in a County Court Judgment being taken out against UK or EU students and may impact on the immigration status of International and EU students.

If you are experiencing any problems paying your tuition or accommodation fees you must inform the Fees Office fees-office@york.ac.uk as soon as possible.

Tuition fee instalments

Autumn Term (2022 starters)

Up to £680 or visiting one term only	Pay in full by 31 October 2022
Over £680 up to £1,380 or visiting two terms only	50% by 31 October 2022 50% by 31 January 2023
Over £1,380 or visiting three terms	50% by 31 October 2022 25% by 31 January 2023 25% by 30 April 2023

Tuition fee instalments

Spring Term (2023 starters)

Up to £680 or visiting one term only	Pay in full by 31 January 2023
Over £680 up to £1,380 or visiting two terms only	50% by 31 January 2023 50% by 30 April 2023
Over £1,380 or visiting three terms	50% by 31 January 2023 25% by 30 April 2023 25% by 31 July 2023

Tuition fee instalments

Summer Term (2023 starters)

Up to £680 or visiting one term only	Pay in full by 30 April 2023
Over £680 up to £1,380 or visiting two terms only	50% by 30 April 2023 50% by 31 July 2023
Over £1,380 or visiting three terms	50% by 30 April 2023 25% by 30 July 2023 25% by 31 October 2023

Tuition fee instalments

The University reserves the right to amend the instalment concession arrangements offered for any future academic year. Any changes will be published in advance.

York online programmes

The University has introduced a range of 100% online Masters degrees. The information contained in this booklet does not apply to York Online students. Further information on our 100% online Masters courses, including tuition fees and payment information, can be found at online.york.ac.uk and on the FAQ section online.york.ac.uk/FAQ

Payment of accommodation fees

Details of your accommodation fees and instalment dates can be found at accommodation.york.ac.uk

The 2022/23 three standard rent instalments are due on the following dates:

- 31 October 2022
- 31 January 2023
- 30 April 2023

Invoices for accommodation charges are not shown on your evision account until November; therefore we recommend that you print your booking details once you have accepted your room booking.

If you misplace your booking details you can go to accommodation.york.ac.uk at any time. If you have any difficulty in doing this, please contact Accommodation Services at accommodation@york.ac.uk

When you accept your University room booking, you will be asked to make an advance payment of £200 which will be offset against your first accommodation instalment, and you agree to abide by the terms and conditions of the accommodation. This includes agreeing to pay for your accommodation for the whole of the letting period, by the instalment dates shown in your booking details.

Please refer to your accommodation agreement york.ac.uk/accommodation for further details.

Charges for late payment of accommodation fees

An initial late payment fee of £20 will be charged if accommodation fees are not paid by the due date. An additional £40 supplementary charge will be made if accommodation fees remain unpaid by the end of the term in which they fall due.

Library fines

The University Library uses a system of fines to encourage users to return items promptly for use by others. Basic fines are charged on all overdue items, higher fines apply to overdue items requested by other users, and a lost book charge applies for non-returned items. Outstanding charges of £20 or more will result in library borrowing privileges being suspended until fines are paid in full.

For further details please see the library web pages york.ac.uk/library/borrowing/fines

Miscellaneous payments

Charges for all other goods and services are payable in full within seven days of the date passed to the student account, unless otherwise specified by the College or department raising the charge.

Examination resit fees

Students may be required to pay an examination resit fee. Further information can be found at york.ac.uk/students/studying/assessment-and-examination/taking-an-exam/#tab-6

Distance learning programmes

Further information for Distance Learners can be found at york.ac.uk/study/online-distance-learning

International Pathway College

This booklet does not apply to International Pathway College (IPC) students studying a Foundation or Pre-masters course. IPC students with payments and finance enquiries should contact the IPC, kaplanpathways.com/colleges/university-of-york-international-pathway-college/fees-and-dates

Payment methods

The payment methods outlined on pages 17 to 24 are not applicable to York Online Students.

For information on how to pay for the York Online Courses go to online.york.ac.uk

PAYMENT METHODS

Our preferred method of payment is online. You can pay tuition or accommodation fees online by logging into your student e:vision account.

Further payment details can be found at: york.ac.uk/payments

Flywire

The University of York has partnered with Flywire, to accept payments from international students worldwide. Easily and securely pay your fees in your own currency, using local payment methods. Simply login to your e:Vision account to pay your fees via Flywire.

Direct debit (tuition and accommodation only)

This is the easiest way to pay your fees and is therefore recommended by the University for students who hold UK bank accounts. *There are **no** additional charges for direct debit.*

A direct debit is an instruction from a UK bank account holder to their bank or building society authorising the University to collect varying amounts from their account at times specified by the University.

Most UK banks and building societies offer this service, but not for all account types. If in doubt please discuss with your bank or building society.

The system is covered by a direct debit guarantee (see pages 17 to 23) and provides for the following:



- The University will notify the account holder of the amounts and dates for each collection at least 10 days before the collection takes place. The student will be sent the notification to their University email address. Where the account holder is not the student the notification will be sent to the notification email address recorded on e:Vision. If the account holder does not have an email address the University must be notified in writing of the address for correspondence relating to the direct debit mandate.
- If there is an error and an incorrect amount is deducted from the account, the account holder is guaranteed a full refund from their bank or building society. Please contact your bank or building society should this occur.

How to pay by direct debit

- Complete the online application form at the time of enrolment using e:Vision. If the tuition fees and accommodation fees are to be paid from different bank accounts please complete a direct debit form for the second account.
- Complete the direct debit form located in the back of this booklet and return it to the Fees Office in person or by post. Please do not return the direct debit mandate form to any other office.

Completed direct debit mandate forms must be received by the Fees Office no later than 3 October 2022 to enable registration of the mandate and allow the University to provide the required notification for the first collection on 31 October 2022.

Please note that direct debit forms are also available from the Fees Office, Market square.



Further information regarding direct debits

The direct debit mandate will remain in place unless any of the following apply:

- the mandate is cancelled by the account holder
- no collection has been made from the account for a period of 13 months
- the University declines to allow the fees to be paid by this method.

It is essential that the Fees Office is advised immediately if the account holder knows the collection will fail and alternative arrangements must be made to pay the due amount.

In those circumstances where failure occurs without prior notification to the University, the student will be contacted at their term-time accommodation and/or email address and advised to make payment by an alternative method within seven days of being contacted.

The account holder has the right to cancel the direct debit at any time by instructing their bank or building society and advising the University that this has been done. They may also cancel the direct debit directly on e:Vision or by writing to the Fees Office.

Once you have set up a direct debit mandate your fees will automatically be debited from your chosen account on the due date, and you need take no further action. The direct debit will remain active for each academic year providing there are fees to be collected. The direct debit mandate is automatically cancelled if no collection has been made for 13 months.

Separate mandates are only required if payment of tuition and accommodation fees are made from different bank accounts.

If you have any further questions regarding the direct debit system please follow the link entitled "Direct Debit Frequently Asked Questions" on e:Vision, or contact the Fees Office.



Online payment

Online payments can be made through either of our online payment portals.

- Evision – for students
- Or at york.ac.uk/payments – for current and withdrawn students and parents.

Credit and debit cards

We are unable to accept payment by card over the telephone. Card payments should be made online. If your card provider does not allow online payments you can pay in person at the payment counter in the Fees Office.

It is the responsibility of the card holder to have the relevant security information when making a payment and to have arranged for all relevant authorisation with the card company prior to making a payment. This is especially relevant to international students.

Cheques and bank drafts

Please make these payable in sterling to 'The University of York' and post to the Fees Office along with a completed payment slip or covering letter stating what the payment is for. Please write the student number/debtor code on the reverse of the cheque/draft along with the student family name.

Following changes within the banking industry we can only accept cheques written in bold black ink that have no amendments or alterations. Any cheques that fail to meet these new standards will be returned and payment will have to be made by another method.

Cheques should only be presented if you know you have money in your bank account to cover the amount being paid. If this is not the case then your bank may refuse to honour the cheque (the University will not receive any money) and the bank may charge you. In addition the University will charge you an administration cost of £10.

Bank transfer

A bank transfer should be arranged to allow sufficient time for the payment to reach the University by the due dates for each payment of tuition or residence fees.

It is essential to include the student number/debtor code and student family name in the reference information on bank transfers.

Please remember that your bank/building society may make a charge for this service and for international transfers. The student is liable to pay any charges levied by the banks and for any losses that may have been incurred due to fluctuations in exchange rates.

University bank details	
Account Name	University of York
Bank	Lloyds Bank Plc, Pavement, York YO1 9UP
Account Number	42268468
Sort Code	30-63-64
IBAN Number	GB73 LOYD 306364 42268468
BIC/Swift	LOYDGB21657

Cash payment - the University does not accept cash

To ensure compliance with Anti Money Laundering legislation the University does not accept payments in cash either in the fees office on campus or paid into the University's bank account through any branches. In the event that a cash payment is made the University will treat this as a fundamental breach of contract and this may result in us terminating our arrangement with you.

If such a decision is taken, you have the right to appeal against it in accordance with the University's complaints procedure:

york.ac.uk/about/departments/support-and-admin/sas/complaints

We may also refuse to consider any future applications from you.

Money laundering and fraud

All students, in particular overseas students, are targets for criminal gangs who want students to bring illegal money into the UK, legitimise it by laundering it through student bank accounts or enticing students to exchange their own funds for illegal cash. Students should be aware that operating a bank account or dealing with cash in this manner is potentially illegal and there are serious consequences for engaging with this type of criminal activity. The University reserves the right to terminate our arrangement with you should we have grounds to suspect such activity and, in certain circumstances, will be required by law to do so.

If such a decision is taken, you have the right to appeal against it in accordance with the University's complaints procedure:

york.ac.uk/about/departments/support-and-admin/sas/complaints

We may also refuse to consider any future applications from you.

Never give any money to a third party offering to pay your tuition fees or secure a fee discount for you. Fraudsters may present themselves as legitimate agencies, associates or friends. Always pay your tuition fees directly to the University using the authorised payment methods.

Students should remain vigilant and question anything that seems unusual. We encourage all students who fear that their bank account may have been misused or who have been approached with an offer of cash, to speak to either the university support services, their bank, or to the police.

The security and welfare of students is always a top priority for the University and we are concerned if any student is exploited or unwittingly drawn into this type of criminal activity.

Additionally, the British Council's Creating Confidence guidance and the UKCISA website both contain helpful information for students.

Living expenses

You should not pay your living expenses to the University

Overpayments

Please ensure that you only pay the exact amount to the University. Any overpayments made to the University will be held on the account and allocated against any future charges.

Refunds for overpayments are normally processed by the Fees Office at the end of the academic year, and can be requested by contacting the Fees Office, fees-office@york.ac.uk

Refunds will be paid back to the same card / account that the payment was originally made from.

Payment confirmation letters

If you require a letter confirming that your fees have been paid to the University you need to make a request at least five working days before the date the letter is required. There is a charge payable for each letter produced of £10. The Fees Office will let you know when the letter is ready for collection.

University of York bursaries and scholarships for undergraduates

The University offers a number of bursaries and scholarships to students, depending on their individual circumstances. Please refer to the Fees and Funding webpage for the latest information on funding opportunities, eligibility and award levels: york.ac.uk/study/undergraduate/fees-funding

Leaving the University

If you think that you may want to leave the University or withdraw from your programme please seek advice from your department, course tutor, college or Student Support to help you with your decision as there might be options you have not considered including advice about student funding, tuition fees or accommodation issues you may be having.

If you are living in University accommodation, you should notify Accommodation Services by completing the online Request to Vacate form at york.ac.uk/students/accommodation/accommodation/requesttochangeleaveyourroom as you are asked to give advance notice or make a payment in lieu of advance notice.

Advice and further information about leaving is available on the Support, Welfare and Health website york.ac.uk/students/studying/progress/taught/leaving

USEFUL CONTACTS

Before contacting the University please read this carefully.

Query	Office/location	Contact details
Invoice and Payment enquiries	Fees Office Finance Services, Unit 1, Market Square, Heslington, York, YO10 5NH	Telephone number: +44 (0)1904 322120 Email/website: fees-office@york.ac.uk
Accommodation charges and bookings	Accommodation Services	Telephone number: +44 (0)1904 322165 Email/website: accommodation@york.ac.uk
Enrolment and student loan payment	Student Records Student Hub	Telephone number: +44 (0)1904 322136 Email: student-records@york.ac.uk
Emergency Loans, Student Support Fund, US Federal Aid and Veterans Affairs Funding for US students	Student Financial Support Student Hub	Telephone number: +44 (0)1904 324043 Email/website: sfsu@york.ac.uk
Student Support	Student Services Student Hub	Telephone number: +44 (0)1904 324140 Website: york.ac.uk/students/support/student-hub
SLC – Student Loan Company		Website: slc.co.uk
NHS Bursaries		Telephone number: 0300 330 1345 Email/website: nhsbsa.nhs.uk/students
Social Work Bursaries		Telephone number: 0300 330 1342 Email/website: nhsbsa.nhs.uk/students

FORMS

The Direct Debit Guarantee

- The Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit the University will notify you (normally 10 working days) in advance of your account being debited or as otherwise agreed. If you request the University to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by the organisation or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.
- If you receive a refund you are not entitled to, you must pay it back when the organisation asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify the University.
- Please send your letter to: Fees Office, Finance Services, University of York, Unit 1, Market Square, Heslington, York, YO10 5NH.
- The Guarantee covers Direct Debit payments. It cannot be used to address contractual disputes between you and the University.



Instruction to your bank or building society to pay by direct debit

Please complete the whole form using a ball point pen.

Name and full postal address of your Bank/Building Society

To: The Manager
 _____ Bank/Building Society
 Address: _____

 Postcode _____

Name(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

Send to:

Fees Office
 Finance Services, University of York,
 Unit 1, Market Square,
 Heslington,
 York, YO10 5NH

Student Number

Originator's Identification Number

9	4	8	6	4	9
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This instruction will remain valid until the University of York is instructed otherwise, or 13 months have elapsed without collection from the account.

[Please tick relevant boxes]

My Payment by Direct Debit is in respect of:

Tuition Fees Only

Accommodation Fees Only

Tuition and Accommodation Fees

Tick if Account Holder is not Student

Email address for Direct Debit notification

Instructions to your Bank or Building Society

Please pay the University of York Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with the University of York and, if so, details will be passed electronically to my Bank/ Building Society.

Signature(s) _____

 Date _____

Student Name (please print)



Instruction to your bank or building society to pay by direct debit

Please complete the whole form using a ball point pen.

Name and full postal address of your Bank/Building Society

To: The Manager
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9	4	8	6	4	9
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This instruction will remain valid until the University of York is instructed otherwise, or 13 months have elapsed without collection from the account.

[Please tick relevant boxes]

My Payment by Direct Debit is in respect of:

Tuition Fees Only

Accommodation Fees Only

Tuition and Accommodation Fees

Tick if Account Holder is not Student

Email address for Direct Debit notification

Instructions to your Bank or Building Society

Please pay the University of York Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with the University of York and, if so, details will be passed electronically to my Bank/ Building Society.

Signature(s) _____

 Date _____

Student Name (please print)

Payment by cheque or bankers draft paying-in slips

Please complete the form below and return with your payment.

Write your STUDENT NUMBER and FAMILY NAME on the back of the cheque.

Send one copy of the form with each payment to:

The Cash Office,
Finance Services,
University of York,
Unit 1, Market Square,
Heslington,
York, YO10 5NH
Tel: +44 (0)1904 322116/322117

✂-----

Student payment of fees

Name _____

Student Number _____ Date _____

Paying**	Tuition Fees	£	_____
	Accommodation	£	_____
	Other (please state)	£	_____
	TOTAL of payment submitted	£	_____

**Please ensure you complete the details

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Student payment of fees

Name _____

Student Number _____ Date _____

Paying**	Tuition Fees	£	_____
	Accommodation	£	_____
	Other (please state)	£	_____
	TOTAL of payment submitted	£	_____

**Please ensure you complete the details



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