



Mr A Ymeri
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Invoice Date: 20 October 2022
Invoice Number: 2100201
Academic Session: 202223

DESCRIPTION	AMOUNT
O/Seas P/G Tgt F/T	£25,050.00
Sponsor Liability	-£2,500.00
TOTAL	£22,550.00

IMPORTANT INFORMATION

Please visit www.liverpool.ac.uk/feespayment to make a payment using your credit or debit card within 14 days of the issue date, or by the relevant published instalment plan.

Please note that invoices do not take into account payments already made. If you have already paid or made arrangements with the University concerning the payment of the above amount, kindly ignore this invoice.

If you are a postgraduate research student, your tuition fee has been calculated based on your expected attendance between 1st October – 30th September the following year. If you started after the 1st October the amount will reflect each month of attendance during the academic year.

If you have received this invoice and you are funded by an external organisation (not family and friends) we have not received your funding information and you are currently liable for fees. Therefore, please forward confirmation of your funding to the Student Fees & Funding Office at feeseng@liverpool.ac.uk

Please ensure that you provide your student ID number in any correspondence sent to the University.

The University of Liverpool

Fees & Funding Office, Foundation Building,
765 Brownlow Hill, Liverpool, L69 7ZX



feeseng@liverpool.ac.uk

+44 (0)151 794 6777

www.liverpool.ac.uk/feespayment

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IMPORTANT INFORMATION

What period does this invoice cover?

Fees are charged from the beginning of the academic session or the start of your programme, whichever is later, to the end of the academic session.

When are my payments due?

Programme fees are raised annually and are due to be paid in full prior to the start of each academic year. Where programme fees are raised part of the way through the year (e.g. for students on postgraduate research programmes), the due date will be provided on the invoice that is issued to you.

Where programme fees amount to £500 or more, payment instalment plans are available. Instalment due dates can be found on our [fees payment site](#).

What happens if I do not pay on time?

After 1 February 2022 (or after 1 June 2022 for those whose programmes start in January 2022), where a student fails to make the necessary programme fee payment(s) in accordance with their relevant published payment plan, the University will notify the student in writing and give them

5 working days' notice to settle the outstanding account balance. Where the student fails to make good their outstanding balance within 5 working days, the University will seek to apply sanctions as mentioned. This will include restriction of students' access to the Graduate Document Portal, and to the facility to request secure, verified and digitally signed documents such as transcripts and official student status confirmations.

If I pay using the recommended online system, how long should I allow for the payment to reach my University account?

Payments made online with a debit/credit card usually take between 24 and 48 hours to appear on your account. CIBC payments take 2-5 working days to appear on your account.

I have taken out a Student Finance Loan to pay my programme fees. Why am I being told that I have fees outstanding?

Please get in touch with the Fee Collection Team on +44(0)151 794 6777 immediately, so that we can investigate the matter on your behalf. Your fees will remain outstanding until this is resolved so it is very important that you get in touch with us straight away so that we can help you.

My fees are paid by a sponsor. Why do I have fees outstanding?

You should contact us immediately to check that we have received your sponsor guarantee letter and, if not, you should provide us with a copy. We will then make arrangements to invoice your sponsor directly.

If we have invoiced your sponsor but they fail to pay your fees by the due date, then you (the student) are liable for the outstanding fee. It is important that you get in touch with the Fee Collection Team on +44(0)151 794 6777 so that we can address the situation with your sponsor.

If I make arrangements to pay what is overdue, how quickly will a hold be removed from my account?

In addition to the payment clearance times stated above in relation to online and alternative methods of payment, you should also allow up to a further 2 working days for your access to be reinstated fully in view of the number of systems affected.

What will happen if I fail to pay what I owe?

If you progress from the current year of your programme, you will be prevented from re-registering for the next session of study until you pay the outstanding programme fee(s). In such cases, you will be deemed withdrawn from your studies (unless you apply to academically suspend your studies on financial grounds – see question below). This applies to all students at all levels of study.

If you still owe programme fees one month before you are due to graduate, you will be prevented from graduating and all award documentation will be withheld until you pay any outstanding programme fee(s).

If you are a student on a programme of postgraduate research, you should be also be aware that if you remain on financial suspension for a period of 6 months or more in session, your studies will be terminated automatically.

What if I am unable to pay my fees?

The University is keen to support students who are finding it difficult to pay their outstanding fees, and alternative arrangements can sometimes be made under certain circumstances. To discuss your case with a member of the team, you should contact us by phone on +44(0)151 794 6777 or by email at feeseng@liverpool.ac.uk.

Home or EU students experiencing financial hardship should contact the Money Advice and Guidance Team by phone on +44(0)151 795 1000 or by email at money@liverpool.ac.uk.

International students experiencing difficulties should contact the International Advice and Guidance Team at iagteam@liverpool.ac.uk.

One option that may be available where you are unable to pay your fees is to academically suspend your studies for a period of time until you are in a position financially to settle your outstanding debt. This will suspend the accrual of fees (but not what you owe) and can give you the time you need to regain a sound financial footing. Any request to suspend your studies is subject to academic approval and you should therefore discuss your circumstances in the first instance with your School, as well as with the relevant support team listed above, in order to fully understand the financial and academic options available to you.