**UNIVERSITY LOCKS FINANCE INFORMATION 2026/27**
**ACCOMMODATION SERVICES**

**This information only refers to University Locks Room Offers.**

The definitions of words used in this document are consistent with those set out in the Licence Agreement 2026/2027.

General information about paying your University Locks Residence Fee
This document is designed to give you the financial information you need for your stay in University Locks Halls of Residence.

**Before accepting the room offer, please ensure that you will have sufficient funds to cover all instalments by the due dates. Accommodation contracts are legally binding.**

Please read through this document carefully and contact a member of the Birmingham City University Locks Team if you have any queries.

Contact details:
+44 (0) 121 331 5359
Email unilocks@bcu.ac.uk

**Accommodation Financial Liability**
Students are fully liable for all payments due under the Licence for the duration of the Period of Residence, such payments more specifically noted at Clause 1.1 and Clause 5.5 of the Licence Agreement 2026/2027.

**Charges for accommodation**
The Residence Fees are calculated annually as part of the University budget process and approved by University's Fees Committee.

**How to pay your Residence Fee for University Locks (41-, 42- and 51-week licence)**
Payment of the Residence Fee should be in full or in three instalments.

**Accommodation Fee Instalment Plan**

To help spread the cost of your accommodation fees, we've outlined a payment plan.

Please refer to the dates below by which each instalment of your accommodation fees must be paid.

**Three instalments**
Payment of the three instalments will be due on the following dates:

| | | |
|---|---|---|
| **Instalment 1** | **1 October 2026** | **33.33%** |
| **Instalment 2** | **07 January 2027** | **33.33%** |

**Instalment 3** **12 April 2027** **33.34%**

**After your arrival** at University Locks, we will raise an invoice for the total accommodation fees. This will be emailed to you before the first instalment due date, **01 October 2026.**

You can then make a payment or set up a payment plan **(only applicable if you have a 41-, 42- or 51-week contract)**, via our online portal: Birmingham City University | Invoice

Once you have set up a payment plan, please be aware it's your responsibility to inform the Accommodation Team of any changes to your bank account or payment card details throughout the year. Birmingham City University | Customer Card Update

## Applicable to Foundation Acting students

**How to pay your Residence Fee for University Locks (28-week licence)**
Payment of the Residence Fee can be paid in full at time of accepting the room offer through the Accommodation Portal or in two instalments.

**Two Instalments**
Payment of the Residence Fee instalments will be due on:

**Instalment 1** **01 October 2026**

**Instalment 2** **07 January 2027**

## Applicable to Semester One bookings

**How to pay your Residence Fee for University Locks (19-week licence)**
Payment of the Residence Fee can be paid in full at time of accepting the room offer through the Accommodation Portal or in one instalment.

**Instalment 1** **1 October 2026**

## Applicable to Semester Two bookings

**How to pay your Residence Fee for University Locks (31-week licence)**
Payment of the Residence Fee can be paid in full at time of accepting the room offer through the Accommodation Portal. or in two instalments

**Instalment 1** **09 February 2027**

**Instalment 2** **12 April 2027**

Please refer to the Residence Fee Summary 2026/2027 for the instalment amounts.

**Sufficient funds**

The first few weeks at University can be expensive, particularly if you are moving away from home. Besides paying for your Residence Fee there will be other expenses such as books, stationery, food, travel, as well as entertainment. It is essential that you budget carefully so that you can live comfortably and without worry during your first few weeks.

**CONTRACT SUMMARY**

If for any reason you find you do not have the funds to cover the Residence Fee instalment, please inform a member of the University Locks Team as soon as possible before the payment due date.

**Late Offers**
If you receive a late Accommodation Offer you will be provided with a revised date and amount for the first instalment.

**If you are an international student**
Due to UK Border Agency rules, the University is only allowed to accept accommodation payments for University managed halls of residence.

**Flywire**

Birmingham City University has partnered with Flywire to accept payments from domestic and international students worldwide. As the trusted choice of millions of students and thousands of institutions worldwide, Flywire is the safest, most convenient way to make your education payment to Birmingham City University.

After you have made a payment, please email us a copy of this (before the Accommodation Offer deadline date, to ensure it is not withdrawn) to unilocks@bcu.ac.uk

**Student loans**
If you wish to apply for a student loan and you have not already submitted an application to Student Finance, you can find further information and details on how to apply online.

You do not need to wait until you receive a confirmed offer of a place on a course before you apply.

If your loan is delayed, it is your responsibility to keep in weekly contact with the University Locks Team and to provide evidence of your delay in writing from the Student Loans Company. Failure to provide evidence or keep in contact will result in the University Locks Team taking further action. Please see the section below 'What happens if I fail to pay' for further information.

**Other miscellaneous charges**
You will be contacted by the University Locks Team if you need to pay for any other miscellaneous charges (such as damages, cleaning, or replacement keys) pursuant to the Licence Agreement. Any dispute should be raised prior to an official Birmingham City University invoice being raised to cover the charge.

**Refunds**
If during your stay in the Accommodation you are due a refund of monies, you must apply to the University Locks Team. If the refund is agreed, a request will be made to the University's finance department to process the refund back to the original source of payment. The refund will be made as soon as possible but it may take up to 6 weeks to be processed. Please refer to the University's Refund Policy for further details.

**Where to go for financial assistance**
The University will make every effort to assist students who face financial difficulties and who have unpaid overdue fees. If you are facing severe financial difficulties, you should contact

your **Student Support Centre** who can talk to you about your situation and can make a referral to the Money and Childcare Advice Team if necessary.

**Student Support Centres**
City Centre Curzon Building, Level 1, Room - C142
City South Seacole Building, Level 0, Room - SCT002

**The Advice Centre, Students' Union**
The SU Advice Centre offers independent advice to students. Log an enquiry
You can telephone +44 (0) 121 331 6801

Visit the BCUSU Reception which is based on the first floor of Curzon Building, City Centre Campus, or the SU Office in Seacole Building, City South Campus.

**What happens if I fail to pay?**
Where students remain in default of the payment terms specified in the Licence Agreement and/or the Terms and Conditions of Licence, the University will terminate the Licence Agreement. This means you will be expected to vacate the Accommodation with full liability for the balance of the Residence Fee in line with Clause 5.5 of the Licence Agreement until the Accommodation is re-let.

Students are advised that the University will seek to recover any unpaid fees from the student and reserves the right to consider recovery options available. This may include legal proceedings. If fees remain unpaid the debt may be referred to the Collections Team to instigate legal proceedings on behalf of the University. This may have serious consequences on your ability to obtain credit in the future and may result in additional costs being incurred in addition to the amount already overdue.

If you are having problems paying the Residence Fee because you have not yet received your Student Finance, it is important that you tell us as we may be able to delay the payment until your funds are available. Please contact the University Locks Team to discuss possible payment options.

We hope that you do not fall behind with the payment of your Residence Fee and would urge you to contact us immediately if you think this might happen to you. However, if you fail to pay your Residence Fee, the University can take several actions. These include:

- Termination of the Licence Agreement will full liability for the balance of the Residence Fee until the Accommodation is re-let, please refer to Clause 5.5.
- Referral of the debt to the Collections Team and the commencement of legal proceedings to recover the debt. Such action may have a negative impact on your credit score rating.
- Refusal to provide an accommodation reference. This means that if you apply to move into other accommodation (whether University or privately-owned) and you need a reference from us, we can refuse to provide that reference until your outstanding debt is cleared.

**Keep in touch**
If you are experiencing financial problems and are having difficulty paying the Residence Fee for University Locks, please keep the University Locks Team informed of your financial situation. Keeping us informed on a regular basis will enable us to offer you the assistance you require.

Telephone: +44 (0)121 331 5359
Email: unilocks@bcu.ac.uk