

UAL Awarding Body invoicing policy

University of the Arts London undertakes to raise all invoices for fees and charges promptly, and to ensure that sufficient information is made available with all invoices to enable the customer to verify it for payment.

All invoices will be raised on the University's Management Information System and shall comply with the University's Standing Financial Orders and Financial Procedures for Income.

The University requires all invoices to be settled upon receipt and all outstanding amounts will be referred to our Credit Control team after 30 days. These terms of business shall be clearly stated in all correspondence. The University currently maintains an electronic record of all transactions for 10 years.