

## **INTERNATIONAL TUITION FEE DEPOSIT POLICY**

### **Purpose and Context**

The University requires new applicants that either need a Confirmation of Acceptance for Studies (CAS) to apply for a student visa to study in the UK or have limited leave to remain to submit a financial deposit as part payment of their tuition fees (tuition fee deposit) before the CAS is issued and their place is confirmed on a course.

### **Scope**

This policy applies to all new applicants from overseas with limited leave to remain in the UK and who wish to undertake their studies at the University and are required to make a tuition fee deposit before they enrol on their course of study.

The Credit Control & Debt Management policy and applicable handbook of regulations outline the payment terms for students once they enrol at the University.

### **1 Deposit Requirements**

- 1.1. Applicants will be informed of the tuition fee deposit requirements to confirm their place as part of the conditions detailed in their offer letter from the University.
- 1.2. The amount of the tuition fee deposit will be deducted from the first-year fees quoted in the offer letter from the University.
- 1.3. Any payment over the tuition fee deposit amount detailed in the offer letter will be classed as an over-payment and
  - 1.3.1. handled in line with the University credit control and debt management policy IF an applicant has enrolled on their course of study outlined in the Student Handbook of Regulations.
  - 1.3.2. Handled as part of this policy if an applicant does not enrol fully on their course of study.
- 1.4. The tuition fee deposit must be received by the University, in full, alongside the meeting of any other academic conditions detailed in the offer letter, or evidence to make a decision, as outlined in the "Confirmation of Acceptance for Studies Issuing Policy" before a CAS may be issued.

### **2. DEPOSIT REFUNDS**

- 2.1. Deposits paid are non-refundable unless an applicant can prove they fall within one of the following categories. No refund will be authorised unless the applicant can show to the University's satisfaction:
  - 2.1.1. the applicant withdraws their offer before a CAS is issued.
  - 2.1.2. the applicant has notified the University they wish to defer their studies and have not used their CAS

2.1.3. the applicant has been refused a visa and can demonstrate:

2.1.3.1 they have exhausted all avenues of appeal; and

2.1.3.2 that the reason for refusal was not because of the actions or failure to act of the applicant.

2.2. Any request for a refund on the above grounds should be made to the University by the following dates in the same academic year as their course start date:

**30<sup>th</sup> November** for degree courses starting in September and October

**31<sup>st</sup> March** for degree courses starting in January and February

2.3. Tuition fee deposit payments **will NOT be refunded** in the following circumstances:

2.3.1. Where a student has used a CAS but does not enrol or commence their studies.

2.3.2. Where a visa application is refused for any reason and the University considers the applicant contributed towards the refusal.

2.3.3. Where a visa application is refused, and the applicant fails to submit documentation received from UKVI confirming the refusal.

2.3.4. Where an applicant decides to study at a different University once a CAS has been issued.

### 3. OVERPAYMENTS

3.1. If an applicant has paid more than the deposit amount requested as part of their offer letter, but has not enrolled on their course of study, this will be classed as an overpayment. The overpayment will only be refunded in the following circumstances:

3.1.1. Where an overseas visa application has been successful, but the applicant has not travelled to the UK and can evidence this.

3.1.2. Where an applicant has arrived in the UK but not completed enrolment due to circumstances beyond their control and returned to their home country (subject to documentary evidence).

3.1.3. Where an applicant has arrived in the UK and successfully changed into a different immigration category (subject to documentary evidence).

3.2. Overpayments will **NOT be refunded** in the following circumstances:

3.2.1. If an applicant has enrolled on their course and there are tuition fees outstanding. Once an applicant has enrolled on their course of study, standard payment terms and conditions apply. Any overpayment of a tuition fee deposit is offset against any tuition fees owed for a course of study. Enrolled students should refer to the relevant Credit Control & Debt Management policy and the Student Handbook of Regulations.

3.2.2. Where an applicant has arrived in the UK and is refusing to enrol without a specific reason.

3.2.3. Where an applicant has arrived in the UK and is refusing to submit evidence of their leave to remain

3.2.4. Whereby it is the judgement of the University that the overpayment may constitute money laundering.

3.3. Any refund of overpayment will be made to the bank account, individual or organisation which made the original payment.

#### **4. CONSIDERATION OF CASES AND DISPUTE**

4.1. The judgement of whether a student is compliant with the policy outlined above and may receive a refund will be taken by the Head of International Operations.

4.2. In the event of a dispute the Applicant Complaints & Appeals policy will be followed.

4.3. In the event of a fraudulent application, either through documentation or misrepresentation, the University reserves the right to withdraw all applications and ban any future applications, including retaining the non-refundable deposit.

#### **RELATED DOCUMENTATION**

[Academic Regulations for Taught Programmes](#)

[Confirmation of Acceptance of Studies Issuing Policy](#)

[Admissions Policy \(Taught Courses\)](#)

[Admissions Policy \(Research Degrees\)](#)

[Regulations for Postgraduate Research Students](#)

[Applicant Complaints & Appeals Policy](#)

[Credit Control & Debt Management Policy](#)

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<b>REVISION HISTORY</b>			
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