

UNIVERSITY OF ESSEX

POLICY FOR TUITION FEE DEPOSITS FOR 2019 ENTRY

Applicants required to pay a deposit

Applicants who will require a Tier 4 visa to study in the UK and have applied for the following courses will be required to pay a non-refundable deposit in order to confirm a place on their chosen course:

- Undergraduate degree and Foundation degree programmes where applicants have applied to the University through the University's online direct admissions system, i.e. not through UCAS;
- Postgraduate taught courses and research degrees;
- Essex Abroad programmes which are longer than six months;
- Occasional research programmes which are longer than six months
- Pre-sessional English language courses, delivered by the University of Essex International College

Applicants receiving University of Essex awards

- Applicants who will be studying one of the courses above, and who are receiving one of the following University of Essex awards, will still be required to make a deposit payment:
 - Alumni Loyalty Discount
 - Academic Excellence International Masters Scholarship
 - Africa Scholarship
 - Americas Regional Scholarship
 - Essex Business School MBA Scholarship

Applicants not required to pay a deposit

The following applicants will be **exempt** from the requirement to pay a deposit:

- Applicants who provide evidence that they have sponsorship for all or part of the tuition fee from a sponsor recognised by the University or a recognised scholarship programme (where sponsorship is for less than £1000, a tuition fee deposit will still be required);
- Applicants who provide evidence that they have been awarded a tuition fee loan from the Student Loans Company, by showing a letter of entitlement which names the University of Essex as their chosen university;
- Applicants who will be receiving a US Direct loan or Sallie Mae loan, equal or greater in value to the deposit they are required to pay;
- Applicants who hold an offer of a place which is conditional on English language and who are currently registered on, or who will be taking, a Pre-Sessional English course delivered by the University of Essex International College;
- Undergraduate applicants who have applied through UCAS
- Applicants joining an Essex Abroad programme longer than six months through the ERASMUS scheme, or an exchange scheme with their home university

Amount of Deposit

1. For 2019/20 entry tuition fee deposits for Undergraduate, Postgraduate, and Essex Abroad students will be £1000.
2. Tuition fee deposits for Pre-sessional English language courses delivered by the University of Essex International College from April 2019 will be £250.

Applicants who wish to pay more than the minimum deposit amount may do so. Any amount received over the minimum deposit will be offset against subsequent payments.

How to pay the deposit

3. The Undergraduate or Graduate Admissions Office or Essex Abroad will contact applicants who are seeking to confirm a place to provide details of the arrangements for paying the deposit. Payments can be accepted online, using a credit or debit card, or via GlobalPay for Students (bank transfer and international online payment service) in accordance with the University's payments options. Please see more information on making a payment here:

<https://www1.essex.ac.uk/fees-and-funding/current/payments/>

4. Once the minimum amount has been received, the University will update the applicant's financial and admission records to show the deposit has been received. If all other requirements have been met, the relevant Admissions Office will proceed to issue a Confirmation of Acceptance for Studies (CAS), in accordance with the policy for the sponsorship of students for immigration purposes.
5. The amount paid will be included in the CAS.

Refunds

6. Any payments made to the University **in excess of the minimum deposit** may be refunded upon request. Refunds of the minimum deposit are not normally made, but applicants should contact the Income Office by email (income@essex.ac.uk) detailing why a refund should be considered.
7. The minimum deposit paid will only be refunded in the following circumstances:
 - (a) The applicant has been refused a visa. The Visa Refusal letter issued by the Home Office must be submitted with any request, as evidence; or
 - (b) There are unanticipated and exceptional circumstances which prevent the applicant from arriving to start study on the relevant course. Appropriate documentary evidence must be submitted with any request; or
 - (c) The deposit was paid while the applicant held a conditional offer, the applicant failed to meet the conditions of the offer and was not admitted to the University for the relevant course and start date specified in the offer letter; or
 - (d) The applicant defers their place to a later start date and requests a refund.
8. If, after payment of a deposit, the applicant decides to defer entry to the following academic year, the deposit will normally be held over to the following academic year (unless a refund is requested, please see 8(d)).
9. Once paid, deposits cannot be transferred to another individual. Refunds will only be made to the individual or organisation that originally paid the deposit. If a third party has paid the deposit on behalf of the applicant, the University is unable to refund the deposit directly to the applicant.
10. Refunds will be made as soon as possible following the approval of a request for a refund. Exact times may vary depending upon the reason for the requested refund and the method by which original payment was made. At busy times of year, please note that a refund may take slightly longer, but will usually be processed within four weeks.
11. Refunds can only be made to the account from which the payment was made originally. Proof of payment such as a receipt or a bank statement showing payment from that account must be produced. We will also need the bank's SWIFT or BIC code in order to make a refund. Failure to do so will delay the refund and may render it unpayable.
12. If the tuition fee deposit is being refunded to a non-Sterling bank where a currency conversion is necessary, any exchange rate fluctuations and charges made by the receiving bank will be paid by the applicant.