

UNIVERSITY OF ESSEX

POLICY FOR TUITION FEE DEPOSITS FOR 2018 ENTRY

Applicants required to pay a deposit

1. Applicants who are not nationals of an EEA country (or Switzerland) and who 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. The payment of a deposit will ensure that the University is able to sponsor the student for immigration purposes in accordance with the Home Office's Points-Based Immigration system:
 - 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 leading to an award of the University;
 - Essex Abroad programmes with a duration greater than six months;
 - Occasional research programmes with a duration greater than six months
 - Applicants who are in receipt of the following awards:
 - Alumni Loyalty Discount
 - Academic Excellence International Masters Scholarship
 - Africa Scholarship
 - Americas Regional Scholarship
 - Essex Business School MBA Scholarship

All applicants (regardless of nationality, or whether they will require a Tier 4 visa) will be required to pay a deposit for Pre-sessional English language courses in the Essex Pathways Department (£250 deposit).

2. 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 (if sponsorship is partial, and less than £1000, a tuition fee deposit should be paid to equal £1000); Applicants who provide evidence that they have been awarded a tuition fee loan from the Student Loans Company in the way of a letter of entitlement which names the University of Essex as their chosen university;
 - Some exclusions are detailed in section 1.
 - 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 are currently registered on, or who will be taking, a University of Essex Pre-Sessional English course;
 - Applicants from outside the EEA (and Switzerland) who do not require a Tier 4 visa to study in the UK (except for Pre-sessional English courses in the Essex Pathways Department as per point 2 above) so will not be sponsored by the University for immigration purposes.

Amount of Deposit

3. For 2018/19 entry tuition fee deposits (where applicable) for Undergraduate, Postgraduate taught, Postgraduate research and Essex Abroad students will be £1000. Applicants starting an Essex Pathways Pre-sessional English language course will have a tuition fee deposit of £250.

Applicants that wish to pay in excess of 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

4. The Admissions Office, Essex Pathways, 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.
5. 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 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.
6. The amount paid will be included in the CAS.

Refunds

7. 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 Director of Finance, in writing or by email detailing why a refund should be considered.
8. 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;
 - (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.
9. 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)).
10. 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, we are unable to refund the deposit directly to the applicant.
11. 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.
12. 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.
13. Refunds will be made at the rate of exchange in force on the date the refund is processed. Any charges levied by the receiving bank will be paid by the applicant.