



Tuition Fee Deposit Policy

October 2024, January 2025 and April 2025 entry

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Tuition Fee Deposit Policy

The Tuition Fee Deposit Policy (“The Policy”) is [made available on the University of Essex’s website for prospective applicants to review, as well as being] communicated to applicants directly at the point of offer. The Policy applies from the point a tuition fee deposit is paid, or the point at which an applicant accepts their offer from the University of Essex (whichever is soonest).

This version of The Policy applies to the following student intakes:

- October 2024, January 2025 and April 2025

Applicants who must pay a tuition fee deposit

1. Applications for the following courses must pay a tuition fee deposit before the University is able to start the process of issuing a CAS, where a CAS is required (unless section 2 below ‘*Applicants who do not need to pay a tuition fee deposit*’ applies to you)

Applicants who need a visa to study in the UK	Undergraduate degree and Foundation degree courses where applications have been made via the University’s online direct admissions system
	Postgraduate taught courses and research degrees
	Essex Abroad programmes which are longer than six months
	Visiting research programmes which are longer than six months

Applicants who do <u>not</u> need a visa to study in the UK	All Pre-Sessional English Language courses delivered by the University of Essex International College
	All courses at East 15 Acting School (see 3.1)

Applicants who do not need to pay a tuition fee deposit

2. The following applicants will not need to pay a tuition fee deposit, regardless of whether they need a Student visa to study in the UK:

Applicants who have applied to Essex via	UCAS (except applicants to East 15 Acting School)
	A Pathway course delivered by the University of Essex International College
	A recognised link agreement with an Essex partner institution
	Kaplan University Placement Service (UPS)
	A completed programme of study at Essex in the same or previous academic year as their new course (Essex graduates)
	The LLB English and French Law (Licence) partnership
	The Turing scheme, or an Exchange scheme with their home university (where non-fee-paying courses are longer than six months)

Applicants who can evidence the following funding or sponsorship	Sponsorship for all or part of the tuition fee from a sponsor recognised by the University or a recognised scholarship programme
	Tuition fee loan from the Student Loans Company
	US Direct loan or Sallie Mae loan
	University of Essex scholarship or financial award to the value of £6000 or more

Tuition Fee Deposit amount

3. Unless section 3.1 below applies to you, the minimum tuition fee deposit amount due is:
- £4000 for applicants to Undergraduate, Postgraduate and Essex Abroad courses whose country of residence is one of the following:
 - Afghanistan
 - Bangladesh
 - Ghana
 - India
 - Kenya
 - Nigeria
 - Pakistan
 - £2000 for all other applicants to Undergraduate, Postgraduate, and Essex Abroad courses
 - £250 for applicants to Pre-Sessional English Language courses delivered by the University of Essex International College
 - £200 for applicants to courses at the East 15 Acting School

Applicants who wish to pay more than the minimum tuition fee deposit amount may do so. Both the minimum tuition fee deposit amount and any amount received over the minimum tuition fee deposit will be offset against subsequent tuition fee payments.

3.1. E15 Acting School course deposit

All applicants that are made offers to courses at the East 15 Acting School should refer to the separate policy ([East 15 Course Deposit policy](#)).

How to pay the tuition fee deposit

4. The Admissions Office will contact offer holders to provide details on how to pay the tuition fee deposit. Payment can be made online, using a credit or debit card or via GlobalPay for Students (bank transfers and international online payment service) in accordance with the [University's payment options](#). No other payment methods can be used.

4.1. Who is allowed to make the payment

The Higher Education sector is seeing rising levels of fraud in relation to the payment of tuition fees. Because of this:

- Payments should only be made by the applicant or a family member
- Payments will not be accepted from a third-party; this includes an agent, another student, or a former student at the same University
- Applicants should be cautious of financial incentives to pay their tuition fee deposit via a third-party

Where it is identified that a third party has made a payment, this will be investigated and may cause delays to a credibility assessment being arranged (if relevant) and the University of Essex issuing a CAS.

4.2. **What happens after payment of the tuition fee deposit is received**

Once the minimum amount has been received as described in section 4.1 above, the University will update the applicant's financial and admission records to show the tuition fee deposit has been received. If all other requirements have been met, the Admissions Office will proceed to arrange a credibility assessment (if relevant), or alternatively issue a CAS.

Payment(s) made in advance of a CAS being issued will be displayed on the CAS.

Refunds

5. Any tuition fee deposit payments made to the University will be refunded, if the applicant is unable to start their course for any reason.

Note: This does not include where a student registers and starts their course. In these circumstances, please refer to our [Tuition Fee Payment and Liability Policy](#).

In the circumstances set out in 5.1 below an administration fee of £200 will be charged to the applicant to cover costs to the University. This amount will be deducted from the tuition fee deposit refund made to the applicant.

The University reserves the right to increase the administration fee amount to cover its losses, where these exceed £200. In such cases any increase will be explained to the applicant.

5.1 Circumstances in which a refund can be requested but an administration fee will be charged:

- 5.1.1. The applicant has failed a credibility assessment by the University of Essex which means they are not able to start their course at the University and the student contract will be ended. This includes not engaging with the University's attempts to make such an assessment.

- 5.1.2. The applicant changes their mind about attending the University of Essex **after** the 14-day right to cancel period has expired. See the Student Terms and Conditions for more information about the 14-day right to cancel.
- 5.1.3. The applicant has been refused a visa for their course at the University of Essex, on the basis that the Home Office is not satisfied that the applicant is a genuine or credible student, which would mean that the student contract will be ended.

5.2. **Decision on refund of minimum tuition fee deposit**

Initial decisions on refunds of tuition fee deposits will be made by the University's Income section, and if the request falls under one of the clauses listed in 5.1 above, an administration fee will be applied. If the request is more complex or borderline it will be escalated to the Head of Admissions (Compliance) or nominee. This will not impact on any legal rights you may have, and you are entitled to seek independent legal advice if you are not satisfied with any decision that is made by us.

5.3. **Where a refund is approved**

Once paid, tuition fee deposits cannot be transferred to another individual. Refunds will only be made to the individual or organisation that originally paid the tuition fee deposit. If a third party has paid the tuition fee deposit on behalf of the applicant, the University is unable to refund the tuition fee deposit directly to the applicant.

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 to make a refund. Failure to do so will delay the refund and may render it unpayable.

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 must be paid by the party receiving the funds.

5.4. **Timescale for refunds**

Refunds will be made as soon as possible following the approval for a refund and are normally processed within 10 working days. 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 20 working days.

5.5. **Appealing against a decision relating to tuition fee deposits**

An administration fee will normally be applied in the circumstances set out in 5.1 above.

Applicants wishing to contest being charged an administration fee, or to complain about any part of the tuition fee deposit process, may do so via the [Complaints Policy for Applicants](#).

5.6. **Refunds for East 15 Acting School Course Deposit**

Please see [East 15 Course Deposit Policy](#) for information about refunds of deposits paid by applicants to East 15 Acting School, as different terms apply.

Deferral of place at Essex to a later intake

6. If the applicant decides to defer entry to the following academic year or to a later start date after the tuition fee deposit has been paid - the tuition fee deposit will automatically be applied to the following entry point.

Document Control Panel

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