



# **Tuition Fee Deposit Policy**

**January 2026 and April 2026 entry**

---

Authors:	Marketing, Student Recruitment and Admissions
Publication date:	July 2025
Amended:	July 2025
Review date:	March 2025

# Table of Contents

<b>Tuition Fee Deposit Policy</b>	<b>3</b>
<hr/>	
Applicants who must pay a tuition fee deposit	3
Applicants who do not need to pay a tuition fee deposit	4
Tuition Fee Deposit amounts	4
How to pay the tuition fee deposit	6
Refunds	7
Deferral of place at Essex to a later intake	9
Appendix A	10
Appendix B	11

# 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:

- January 2026 and April 2026

## Applicants who must pay a tuition fee deposit

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

### Applicants who need a Student visa to study in the UK and have applied to:

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

### All applicants to:

Pre-Sessional English Language courses delivered by the University of Essex International College

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:

<b>Applicants who have applied to Essex via:</b>
UCAS (except applicants to East 15 Acting School)
A Pathway course delivered by the University of Essex International College
A recognised transfer programme 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
An Exchange scheme with their home university where no tuition fees are charged.

<b>Applicants who can evidence the following funding or sponsorship:</b>
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 £8000 or more

## Tuition Fee Deposit amounts

3. The minimum tuition fee deposit amounts are:
- 3.1 £6,000 for applicants to Undergraduate, Postgraduate and Essex Abroad courses whose country of residence is one of the following:
- Afghanistan
  - Ghana

- Pakistan
- Somalia

3.2 £4,000 for applicants to Undergraduate, Postgraduate and Essex Abroad courses whose country of residence is one of the following:

- Bangladesh
- India
- Kenya
- Nigeria
- Nepal
- Sri Lanka

3.3 £2,000 for all other applicants to Undergraduate, Postgraduate, and Essex Abroad courses.

3.4 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.

### 3.5 **Pre-Sessional English courses at the University of Essex International College (UEIC)**

Applicants from the countries in 3.1 and 3.2 (above) who apply for the Academic Skills Preparation Programme (ASPP) at the University of Essex International College in preparation for, and linked to, their undertaking a University of Essex degree will need to pay their main course deposit of £4000 or £6000 before being issued a CAS.

The full Pre-Sessional English Language course fee must be paid for applicants to Pre-Sessional English Language courses delivered by the University of Essex International College whose country of residence is one of the following:

- Afghanistan
- Bangladesh
- Ghana
- India
- Kenya

- Nigeria
- Pakistan
- Nepal
- Sri Lanka

A deposit of £250 must be paid for applications by all other applicants to Pre-Sessional English Language courses delivered by the University of Essex International College. In these cases, where an applicant pays a £250 deposit for their Pre-Sessional English course a deposit for their main course programme is not required.

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.

### 3.6 **E15 Acting School course deposit payment**

A payment of £200, in addition to all deposits described in paragraphs 3.1 – 3.5, and without reference to country of residence or mode of application, is required for all applicants to courses at the East 15 Acting School. All applicants who are made offers to courses at the East 15 Acting School should refer to the separate [East 15 Acting School Course Deposit Terms and Conditions](#).

## **How to pay the tuition fee deposit**

4. The Admissions Office will contact offer holders – once the offer has been accepted - to provide details on how to pay the tuition fee deposit. Payment should be made through ‘Flywire’ - our online payment system. Flywire can accept payments easily and securely in applicants’ own currency, using a variety of local payment methods including online banking, bank transfers, cards, and e-wallets. No other payment methods will be accepted.

### 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
- Payments must be from a personal account and not a business account.

- 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 in accordance with section 4.1, the University will update the applicant's financial and admission records to show the tuition fee deposit has been received. A CAS will be issued when the deposit is received, all offer and immigration conditions have been met and the Admissions Office has started issuing CAS for the applicant's chosen start date.

Payment(s) made in advance of a CAS being issued will be displayed on the CAS. Where a payment is received after a CAS has been issued, the CAS can be updated on request if it has not yet been used to make a Student visa application.

## **Refunds**

5. Tuition fee deposit payments made to the University will be refunded, if the applicant is unable to start their course for any reason, minus an administration fee to cover costs to the University.

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 \(.pdf\)](#).

Administration fees are set out in 5.1 below.

### 5.1 **Administration fees:**

- 5.1.1. £2000 will be retained by the University where we have assigned a CAS and this was used to make a Student visa application that is subsequently refused by UK Visas & Immigration and the applicant can reasonably be considered to be at fault. See Appendix A for a non-exhaustive list of reasons for refusal that fall into this category. See 5.1.4 for how to request that this is reduced to £500.
- 5.1.2. A £500 admin fee will be retained by the University in other circumstances.
- 5.1.3. Any tuition fee deposit amount paid over the applicable amount will be refunded automatically upon termination of application.

- 5.1.4. Applicants can make a case for the £2000 administration fee to be reduced to £500 by emailing [visaquery@essex.ac.uk](mailto:visaquery@essex.ac.uk). Examples of where a request will be successful include:
- a) The visa refusal decision was subsequently overturned at Administrative Review.
  6. The applicant's Student visa application was refused but the applicant cannot reasonably be held responsible. See Appendix B for a non-exhaustive list of reasons for refusal that fall into this category.
- 5.1.5. If the applicant changes their mind about attending the University of Essex before the 14-day right to cancel period has expired, no administration fee will be retained. See the Student Terms and Conditions for more information about the 14-day right to cancel.

## 5.2. **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 bank statement showing payment from that account must be produced can be requested.

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.

## 5.3. **Timescale for refunds**

- 5.3.1. Refunds of any tuition fee deposit amount over the applicable amount (£2000 or £500) are made automatically upon termination of an application. Please allow up to 10 working days for this process.
- 5.3.2. A case by an applicant to reduce a £2000 administration fee to £500 should be made within one calendar month of withdrawal of application, or the course start date for applicants unable to register for their course. This does not apply to applicants seeking Administrative Review on the understanding that this can take several months for an outcome.
- 5.3.3. Where a case to reduce the administration fee to from £2000 to £500 is successful, the remaining £1500 will then be refunded.

- 5.3.4. Applicants making a case to reduce the administration fee to £500 should allow 20 working days for this to be considered, a decision communicated, and any remaining refund to be made.
- 5.3.5. If it is known that an applicant has used their Student visa to travel to the UK but has not registered for their course at Essex, evidence will be required that the applicant has either left the UK, is registered as a student elsewhere or is in the UK with an alternative valid immigration permission before a refund (with the relevant administration fee applied – see section 5.1) will be made.

#### 5.4. **Appealing against a decision relating to tuition fee deposits**

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](#) (.pdf). This will not impact on any legal rights and applicants are entitled to seek independent legal advice if not satisfied with any decision that is made by the University.

#### 5.5. **Refunds for East 15 Acting School Course Deposit Payment**

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

#### 5.6. **Refunds for Pre-Sessional English tuition fee deposit**

Please see [Terms and Conditions for Pre-Sessional English Programmes](#) at the University of Essex International College for information about refunds of deposits paid by applicants Pre-Sessional English courses, 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. The refund policy for the following entry point will apply.

A refund can only be triggered by termination of the admissions process so will not be made when an applicant's place is deferred to a new intake. However, if an applicant chooses to terminate the admissions process in order to receive any refund of their tuition fee deposit, they can still reapply to Essex in the future.

## **Appendix A**

Grounds for a Student visa refusal that are considered to be the fault of the applicant. This list is non-exhaustive.

- Failed UKVI credibility interview
- Deception or provision of false documents
- Did not provide information or documents requested by the UKVI
- Did not attend UKVI interview
- Funds incorrectly held
- Insufficient funds
- Did not declare a previous visa refusal

## **Appendix B**

Grounds for a Student visa refusal where the applicant will not be held responsible. This list is non-exhaustive.

- Medical grounds
- Error made by the University of Essex led to refusal
- Essential information from a third party is not provided in circumstances that are outside the applicants' control

## Document Control Panel

Field	Description
<b>Title</b>	Tuition Fee Deposit - January 2026 and April 2026 entry
<b>Policy Classification</b>	Policy
<b>Security Classification</b>	Open
<b>Security Rationale</b>	Not applicable
<b>Policy Manager Role</b>	Deputy Director of Admissions (Compliance)
<b>Nominated Contact</b>	adnsbrteam@essex.ac.uk
<b>Responsible UoE Section</b>	Marketing, Student Recruitment and Admissions
<b>Approval Body</b>	Fees Group, University Steering Group
<b>Signed Off Date</b>	July 2025
<b>Publication Status</b>	Published
<b>Published Date</b>	July 2025
<b>Last Review Date</b>	July 2025
<b>Minimum Review Frequency</b>	Annually
<b>Review Date</b>	March 2025
<b>UoE Identifier</b>	0135

If you require this document in an alternative format, such as braille, please contact the nominated contact at [admsnrteam@essex.ac.uk](mailto:admsnrteam@essex.ac.uk).