

**UNIVERSITY OF ESSEX**  
**POLICY FOR TUITION FEE DEPOSITS**

**This policy applies to the following points of entry:**

- 2022 - January, April and October
- 2023 – January and April

**1. Applicants required to pay a tuition fee deposit**

- a) Applicants who will require a **Student visa** to study in the UK and have applied for the courses listed below will be required to pay a non-refundable £2000 deposit in order to confirm a place on their chosen course:
- Undergraduate degree and Foundation degree courses where applications have been submitted 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.
- b) **Pre-Sessional English Language** courses delivered by the University of Essex International College. [Please note that a separate policy applies to applicants taking Pre-Sessional English Language courses at the University of Essex International College, and different deposit amounts apply].
- c) **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
  - Masters (PGT) EU Scholarship

**2. Applicants not required to pay a tuition fee 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 £2000, a tuition fee deposit will still be required);
- Applicants who have completed a course of study at the University of Essex and are starting a new course within the same or the following academic year;
- 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 in receipt of 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 on an undergraduate or postgraduate course 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, will not be required to pay a tuition fee deposit for their undergraduate or postgraduate course;
- Undergraduate applicants applying via the UCAS application system;
- Non-fee paying applicants joining an Essex Abroad course longer than six months through the ERASMUS scheme, or an Exchange scheme with their home university;

- Undergraduate and Postgraduate applicants who will be joining Essex through a recognised link agreement with another institution or organisation;
- Undergraduate and Postgraduate applicants who will be studying at the East 15 Acting School. These applicants will still be required to pay a £300 deposit and are covered by a separate policy;
- Undergraduate and Postgraduate applicants who will be joining Essex through the Kaplan UPS service;
- Undergraduate and Postgraduate applicants who will be joining Essex from a pathway course delivered by the University of Essex International College;
- Applicants who are in receipt of a University of Essex award, with the exception of those awards stated above, in 1(c);
- Undergraduate applicants who have applied directly to M123 LLB English and French Law (Licence).

### 3. Deposit amount

The following amounts will apply for: January, April, October 2022; January and April 2023.

- Tuition fee deposits for Undergraduate, Postgraduate, and Essex Abroad applicants will be **£2000**
- Tuition fee deposits for Pre-Sessional English Language courses delivered by the University of Essex International College 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 tuition fee payments.

### 4. How to pay the deposit

The relevant Admissions Office will contact offer holders to provide details on how to pay the 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. Please see below for more information on making a payment:

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

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).

Payment made in advance of CAS issue will be displayed on the CAS

### 5. Refunds

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](mailto:income@essex.ac.uk)) detailing why a refund should be considered.

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 (although in the case of deferral, the deposit would normally be deferred to the requested point of entry), or
- e. The applicant declines their place within the 14 day right to cancel period, or
- f. The applicant is unable to join because of circumstances related to the Covid-19 pandemic. In these cases a refund will automatically be made, where requested, or a deposit can be deferred and applied to a later start date. More information for applicants on Covid-19 and the University can be seen on our website.  
> <https://www.essex.ac.uk/covid-19>

If, after payment of a deposit, the applicant decides to defer entry to the following academic year, the deposit will normally be applied to the following academic year (unless a refund is requested, please see 5 (d)).

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.

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.

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.

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.

Please note that refunds are not normally made following a failed credibility assessment by the University of Essex.