



University of Essex



# **Tuition Fee Deposit Policy**

**October 2023, January 2024 and April 2024 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 and applies from this point onwards. 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 2023, January 2024 and April 2024

## Applicants who must pay a tuition fee deposit

1. **Applicants who need a visa to study in the UK:** Unless the below titled “Applicants who do not need to pay a tuition fee deposit” applies to you, applicants who need a Student visa to study in the UK and who are applying for the following courses **must pay** a tuition fee deposit before the University is able to start the process of arranging a credibility interview (if relevant) and issuing a Confirmation of Acceptance for Studies (“CAS”):

- 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 not need a visa to study in the UK:** The following applicants **must pay** a tuition fee deposit, regardless of whether they need a visa to study in the UK:

- All applicants to Pre-Sessional English Language courses delivered by the University of Essex International College;
- All applicants to East 15 Acting School (.)

## **Applicants who do not need to pay a tuition fee deposit**

2. The following applicants who need a Student visa to study in the UK **will not** need to pay a tuition fee deposit:
  - 2.1. Applicants who have applied to Essex via:
    - UCAS (except applicants to East 15 Acting School);
    - A Pathway course (Foundation Certificate, International Year One, Pre-Masters) delivered by the University of Essex International College; (Pre-Sessional English courses are covered in point one above)
    - 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).
  - 2.2. 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:
  - £2000 for Undergraduate, Postgraduate, and Essex Abroad courses

- £250 for Pre-Sessional English Language courses delivered by the University of Essex International College
- £200 for 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 tuition fee 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](#).

Applicants who are eligible for a refund under this policy will be contacted by the University and a refund will be provided; if applicants have not been contacted 20 working days after notifying us that they will not be starting their course, they are advised to contact the Income Office by email ([income@essex.ac.uk](mailto:income@essex.ac.uk)) to request this.

### 5.1. **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.

### 5.2. **Timescale for refunds**

Refunds will be made as soon as possible following notification that the applicant will not be starting their course and are normally processed within 10 working days. Exact times may vary depending upon the method by which original payment was made.

### 5.3. **Appealing against any decision related to tuition fee deposits**

Applicants wishing to contest any decision related to tuition fee deposits may do so via the [Complaints Policy for Applicants](#). 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.

#### 5.4. Refunds for East 15 Acting School Tuition Fee Deposit

Please see [East 15 Course Deposit Policy](#) for information about refunds of tuition fee 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

<b>Title</b>	<b>Tuition Fee Deposit Policy 2023-24</b>
<b>Policy Classification</b>	Policy
<b>Security Classification</b>	Open
<b>Policy Manager Role</b>	Director of Admissions
<b>Nominated Contact</b>	Admissions senior team at <a href="mailto:admsnrteam@essex.ac.uk">admsnrteam@essex.ac.uk</a>
<b>Responsible UoE Section</b>	Admissions, Communications & External Relations
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