

<b>Scope</b>	<i>Applicants, Students (both York and London campuses)</i>
<b>Effective Date</b>	<i>Immediate</i>
<b>Responsible Department</b>	<i>Admissions</i>
<b>Last update by and date</b>	<i>International Visa &amp; Compliance Manager, January 2019</i>
<b>Review Due</b>	<i>February 2020</i>

## Deposit Policy

### 1. Scope

1.1. This deposit policy applies to students classed as international students (for both York and London campuses).

### 2. Definitions

2.1. In the context of this policy only:

2.2. An **“International Student”** or **“International Applicant”** is defined as a student or applicant who does not come under any of the home fee categories set out in the Education (Fees and Awards) (England) Regulations 2007 or the Student Fees (Qualifying Courses and Persons) (England) Regulations 2007, as amended from time to time.

2.3. A **“Sponsored Student”** is defined as a student who is having their fees paid by a government or government agency, an international organisation, an international company, or a University.

2.4. A **“Pre-sessional programme”** is defined as an intensive English language programme designed to improve a student’s English language ability and prepare the student to progress onto a substantive programme at the University.

2.5. A **“Pre-sessional student”** is defined as a student who attends a Pre-sessional programme.

2.6. A **“substantive”** programme is defined as the academic programme a pre-sessional student wishes to progress onto after completing their English language programme successfully.

### 3. Deposit requirement

3.1. All International Applicants to the University must pay a 50% tuition fees deposit (of the first year’s fees if a multi-year programme) before they can be issued with an unconditional offer of a place to study at the University, unless they are a “Sponsored Student” or paying through the US student loans system or the Norwegian state loans system. In such cases of sponsorship or loans, official loan confirmation or sponsorship confirmation letters can be used to meet the deposit requirement (see points 3.3-3.5 below).

3.2. The remaining 50% of the fee is due at enrolment. Students will be unable to complete enrolment until the remaining 50% is paid. If the remaining 50% is not paid and enrolment not completed by the latest possible start date (3 weeks after the course start date) then the student will be marked as “Did Not Arrive” and reported to the Home Office. For students on multi-year programmes, tuition for subsequent years of study must be paid as 50% upon re-enrolment in September and 50% in January.

3.3. Sponsored Students must submit a sponsor letter in a format approved by the University and including:

- i. Students full name as it appears on their passport
- ii. The name and contact details of the official financial sponsor,
- iii. The date of the letter,
- iv. The length of the sponsorship and
- v. The amount of money the sponsorship covers or a statement that all course fees and living costs will be covered.

3.4. Students paying through the US student loans system must submit official notification of the loan to the University’s Admissions Office ([admissions@yorks.ac.uk](mailto:admissions@yorks.ac.uk)).

- 3.5. Students paying through the Norwegian state loans system must provide the preliminary statement of financial support to the University's Admissions Office ([admissions@yorks.ac.uk](mailto:admissions@yorks.ac.uk)).
- 3.6. At its discretion, and subject to full payment of the deposit and Pre-sessional programme fees (where applicable), the University will issue the applicant with a Confirmation of Acceptance for Studies (CAS) number. The applicant requires a CAS number to apply for a Tier 4 student visa.

#### 4. Methods of payment which are acceptable:

- i. Bank Draft in pounds sterling and sent directly to the University or its approved agent
- ii. Electronic bank transfer to the University's bank account
- iii. Debit card – Switch/Delta
- iv. Credit Card – Visa/Mastercard

#### 5. Cancellation period

- 5.1. Once a student has paid the deposit there will be a 14 day cancellation period from the date the payment was received by the University. International Applicants requesting a refund within 14 calendar days from the date the payment was received will be refunded in full. Applicants must request a deposit refund by completing a [Deposit Return Form](#) and sending it to [admissions@yorks.ac.uk](mailto:admissions@yorks.ac.uk)
- 5.2. If payment is made via bank draft the 14 day cancellation period starts from the date the bank draft is received by the University or its approved agent
- 5.3. If payment is made via other methods the 14 day period starts from the date the payment clears in the University accounts.
- 5.4. ***After the 14 day cancellation period has expired, refunds will be made in accordance with the [University's Student Financial Regulations](#).***

#### 6. Visa Refusal

- 6.1. A deposit will be returned minus a £500 administration fee if a Tier 4 visa has been refused. In such circumstances the student must complete the Deposit Return Form and send it to [admissions@yorks.ac.uk](mailto:admissions@yorks.ac.uk) along with a copy of the Refusal of Entry Clearance letter.
- 6.2. ***Where the visa is refused on the grounds of fraud and/or fraudulent documents, the University's Anti Fraud Policy and Procedure will be followed before any deposit refund is considered.***

#### 7. Deferral

- 7.1. Students who wish to defer their offer will be able to roll over their deposit to the next academic cycle. An offer will only be deferred up to the maximum of 12 months from the intended first entry point.
- 7.2. Should the student choose to defer to an entry point more than 12 months from the intended first entry point they will be asked to make a fresh application to the University. The student will need to apply again for their chosen programme meeting all set requirements for that intake. The deposit payment will be applied towards the new application if the student so wishes.

#### 8. Re-payment of deposits

- 8.1. In order to comply with UK anti-money laundering laws, repayment of funds will be made by the method of the original payment. For example, an amount paid by credit card will be refunded to the same credit card.
- 8.2. The University will make reasonable endeavours to transfer the deposit in the most cost effective way but will not be liable for any bank charges involved in the money transfer

#### 9. Pre-sessional Programmes

- 9.1. The fee for the Pre-sessional programme must be paid in advance of the programme in addition to the deposit which is required for the substantive programme.
- 9.2. No offer will be made unconditional or CAS issued until the deposit **and** pre-sessional fees are paid.

- 9.3. If a student fails to progress on academic grounds, the full deposit for the substantive programme will be refunded.
- 9.4. ***If a student fails to progress as a result of non-attendance on the Pre-sessional programme and no exceptional circumstances (as set out in clause 10 below) apply, the deposit for the substantive programme will not be refunded***

## **10. Failure to meet offer conditions**

- 10.1. A deposit will be refunded in full if an International Applicant fails to meet the conditions attached to their offer.

## **11. Exceptional Circumstances**

- 11.1. Notwithstanding any of the above, refunds may be made in exceptional circumstances. This covers matters that could not have been foreseen by the International Applicant and that would prevent the International Applicant from commencing, or continuing with, their studies in the University- for example a serious illness, or a bereavement.
- 11.2. Documentary proof (e.g. medical certificates/letters/doctors' notes, death certificates) of such circumstances must be provided.
- 11.3. If an International Student who has already commenced studies leaves the University due to an exceptional circumstance, reporting to the Home Office will be required. In such instances, evidence must be provided that the student has left the UK (entry stamp to home country in passport) before a refund is considered.
- 11.4. Decisions on refunding deposits where there are exceptional circumstances will be made by the University at its discretion and in line with current UK legislation.