



# International Tuition Fee Deposit Policy

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This policy sets out requirements for international applicants to pay a tuition fee deposit before receiving a CAS. It explains exemptions, payment processes, refund conditions, deadlines and consequences of non-payment, ensuring compliance with visa requirements and clear management of deposits during admissions.

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## Related documents:

- Academic Fees Policy
- Penalties for the Non-payment of Tuition Fees
- Regulations and Procedure for the Investigation and Determination of Complaints by Students



# International Tuition Fee Deposit Policy

## 1 Introduction

- 1.1 The University receives many applications each year from international applicants requiring a student visa to study in the UK. To effectively manage the University's annual Confirmation of Acceptance for Studies (CAS) allocation and comply with UK Visas and Immigration (UKVI) Student Sponsor compliance responsibilities, there are many measures in place across the institution. Specifically, prior to a CAS being assigned, all prospective international students are required to pay a tuition fee deposit. Further information can be found in this [link](#).

## 2 Scope

- 2.1 This policy covers only tuition fee deposits during the admissions process.
- 2.2 For tuition fee refunds for enrolled students please see the Academic Fees Policy noting that after the start date of their chosen course students who have enrolled on their course may be liable to pay a proportion of the tuition fees.

## 3 Definitions

- 3.1 A tuition fee deposit is an amount paid in advance of starting the course and before the first invoice for tuition fees is raised. The deposit amount paid will be credited to the relevant student's fee account and reduce the balance of subsequent tuition fees due to be paid.

## 4 Applicants not required to pay a deposit

- 4.1 Certain applicants will not be required to pay a deposit and will be automatically exempt:
- a. International students who do not require a UKVI Student visa to study in the UK (e.g., they have an alternative immigration status in the UK).
  - b. Students taught postgraduate courses where the application is made through UCAS or the Department for Education (DfE).
  - c. Further to this, the following individuals might not be required to pay a deposit and can request an exemption:
    - [i] Individuals who provide evidence that their tuition fees are fully funded by a University of Hull approved financial sponsor.
    - [ii] Individuals who provide evidence that they are in receipt of a full-fee scholarship or bursary from the University of Hull
    - [iii] Individuals who are coming through an approved partnership route
    - [iv] You are studying an OnCampus course.
- 4.2 These applicants will need to submit evidence of their funding.

## 5 Deposit amount

- 5.1 The deposit amount is charged at a rate advertised on our webpages and is reviewed after each intake.



5.2 On that basis there may be occasions when the deposit amount changes mid-cycle. The university reserves the right to do so and will on occasion ask for the payment of the difference between the deposit amount paid and the new, increased amount, prior to issuing a CAS.

## 6 Deposit payment

6.1 Deposit payments will be made online in the MyApplications tab within the MyHull portal following the issue of an offer letter from the University.

6.2 Further information is available at: [Tuition fee deposits | University of Hull](#)

## 7 Deposit payments from conditional offer holders

7.1 Deposit payments can be made at any time after accepting a conditional offer, however individuals should note that:

- a. A CAS will not be issued until all offer conditions have been met. Paying the deposit before all offer conditions are met will **not** prioritise their application in any way nor will it guarantee that the applicant will meet all their conditions and progress to the University of Hull.
- b. We will refund the deposit if an individual does not go on to meet all the conditions of their offer. This will be either:
  - [i] If, on receipt of their final academic award, we reject the application.
  - [ii] The individual does not meet their English language condition before the latest course start date.
  - [iii] The individual does not meet any other conditions of the offer before the latest course start date.

7.2 A deposit refund may be requested at any time and for any reason, however, on receipt of such a request we will assume the individual no longer wishes to progress their application with the University of Hull. The offer will be withdrawn, and the application will not progress any further.

7.3 If an individual holds more than one offer from the University of Hull that has been accepted, the applicant should pay only one deposit amount. The applicant will be required to confirm which offer they wish to progress at the point of requesting a CAS from the University of Hull.

7.4 We reserve the right not to refund the deposit where we decide to withdraw an applicant's offer due to evidence of fraudulent activity, or omission in the application process or visa application process. For further information please refer to Section 8.

7.5 If an individual is approved to defer their application to the following academic year, the deposit paid will be held for the relevant deferred entry date, unless the individual requests a refund following the deferral. Deposits returned as part of the deferral process will not prompt the offer of study to be withdrawn.

## 8 Deposit refunds

8.1 The tuition fee deposit is non-transferable and non-refundable, except in specific circumstances, as detailed below:

- a. An individual requests a refund within the 'cooling off' period; 14 calendar days



from receipt of the deposit being received by the University: or in the event of a default by the University of Hull for any of the following reasons: where the University withdraws a programme prior to the start date; where the University is unable to deliver a programme as advertised, due to circumstances beyond its control.

- b. If the University decides not to issue a CAS for any reason other than evidence of fraudulent activity.
- c. If an individual withdraws their application following notification from the University that the course is cancelled, suspended or subject to significant changes between the application being submitted, the offer of admission, and enrolment.
- d. In exceptional circumstances and on receipt of verifiable documentary evidence that the individual is unable to commence their studies and chooses not to defer their offer. Such exceptional circumstances might include, but are not limited to, serious illness or bereavement of an immediate family member, international restrictions on travel.
  - [i] Any documentary evidence must be on official letterhead, be legible, signed and stamped, dated, and accompanied by a certified translation if they are not written in English.
  - [ii] Not written in English must be accompanied by an official translation. The translation must include confirmation that it is a true and accurate representation of the original document, along with the date of translation, the translator's full name, contact details, and signature.
- e. If a CAS has been used to make a Student visa application and the applicant wishes to claim a refund of their deposit, they are required to provide satisfactory evidence they did not use their visa to travel to the UK, in addition to evidence of exceptional circumstances beyond their control which prevented them enrolling in their course.
- f. Individuals who have paid a deposit higher than the base deposit rate (£4,000) and who apply for a refund will automatically be eligible to receive a refund of the difference between £4,000 and the total amount paid. The base deposit of £4,000 remains non-refundable, except where the applicant qualifies for a refund (less administration fee of £400) in accordance with the criteria set out in this policy.
- g. Additionally, an individual may request a refund on being approved for deferred entry to the next academic year (see section 12).

8.2 A tuition fee deposit will not be given to:

- a. Any individual failing to arrive for their course by the last date of arrival (as stated in the CAS) and therefore does not enrol, will have their UKVI sponsorship withdrawn, and will not be eligible for a refund under any circumstances.
  - [i] Cancellation of permission to enter or remain, either prior to travelling to the UK or after arriving in the UK
- b. A tuition fee deposit refund will not be given when an individual has received a visa refusal or notice of cancellation of their permission from UK Visas and Immigration (UKVI) for any of the following reasons:
  - [i] Credibility (e.g., following a UKVI interview)



- [ii] Use of deception or misrepresentation, including submission of falsified or fraudulent documents, as part of their application to study at the University of Hull

- 8.3 Individuals who receive a visa refusal or cancellation of permission for one of the above reasons may only become eligible to apply for a refund if they provide appropriate evidence to the University of a successful outcome of their Administrative Review application, following which the refusal decision is overturned by UKVI.
- 8.4 No refunds, other than for exceptional circumstances (see above) will be made once an individual has arrived in the UK, this includes where they have applied to switch on a different immigration route (including UK asylum claims).
- 8.5 Failure to attend at the start of the programme or withdraw from the programme after enrolment will mean that the deposit is forfeited by the individual. Where applicable, UKVI will be informed that the individual has not enrolled on the programme and has withdrawn.
- 8.6 Inability to obtain a visa in time to join the University will not be accepted as grounds for a refund.

## 9 How to apply for a refund

- 9.1 Individuals should complete and return the [Request for Refund of Tuition Fee Deposit Form](#) and send to "Applicant Refunds" [applicantrefunds@hull.ac.uk](mailto:applicantrefunds@hull.ac.uk).
- 9.2 Refunds will be processed automatically where circumstances (8.1a) or (8.1b) and students are not required to submit the form to request this.
- 9.3 Applications for refunds must be received by the University no later than the specified deadline for which the individual receives an offer to study. The application form must be completed in full and must include all relevant documents in support of the application. The latest dates to apply are as follows:
  - a. For the September intake, the latest date to apply for refund is 30 November of the same year.
  - b. For the January intake, the latest date to apply for a refund is 15 March of the same year.
  - c. For the May intake, the latest date to apply for a refund is 15 July of the same year.
- 9.4 On approval of a refund, in relation to the above circumstances, the offer of study will be withdrawn, any assigned or used CAS withdrawn and the UKVI notified accordingly, except in the case of deferred entry (see section 12).
- 9.5 Approved refunds will be made to the same person or third party as per the original payment transaction. If the payment cannot be made to the original credit/debit card or bank account, then the individual will be contacted by email to provide alternative details for the payment to be made by bank transfer. Refunds will be made in Pounds Sterling (GBP). If this requires a foreign currency conversion this may be subject to exchange rate differences, which shall be at the risk of the individual or third-party payer. We will aim to process refund payments within 28 working days of approval.
- 9.6 Unless stated otherwise, all refunds are subject to a £400 administration fee. The fee will only be levied on the compulsory minimum deposit amount.



## **10 Non-payment or late payment of deposit**

- 10.1 Payment of the tuition fee deposit must be made by the CAS request deadline to progress the CAS issuance process. We will not be able to progress a CAS issuance request until we receive the deposit payment, so students should ensure sufficient time to apply for their visa before the start of term. If a deposit is paid after the CAS request deadline we cannot guarantee to issue a CAS in time for the start of the course.

## **11 Third-party payments**

- 11.1 If a third party is paying all or part of a student's fees on their behalf, the student will remain liable for the payment of those fees in all respects, including (without limitation) the consequences of non-payment, overdue payment, or failed payment by the third party.

## **12 Deferrals and transfers to other courses**

- 12.1 When an individual successfully requests to transfer their application to a different course, the relevant deposit requirement will be reassessed. Where a deposit payment has already been made and the new course does not require a deposit, any deposit paid prior to the transfer shall be held by the University against tuition fees for the newly selected course.
- 12.2 When an individual successfully requests to defer to the next academic year, any tuition fee deposit payment made shall be held on account and form part of the tuition fees upon enrolment, unless they request a refund of the tuition fee deposit payment. If they withdraw from the deferred application cycle, and they hold an unconditional offer, they will not be entitled to a refund, unless they meet the exceptional circumstances criteria outlined in section 8.

## **13. Appeals and complaint**

Appeals and complaints will be managed as set out in the University's Complaints Procedure. For further information and how to please follow this [link](#).