



Request for Refund of Tuition Fee Deposit

Please note that the tuition fee deposit, currently levied on international postgraduate students, is non-refundable, except in the circumstances outlined in our refund policy, details of which can be found here: hull.ac.uk/tuition-fee-deposit

This form is to be used by international students who wish to request a refund of their tuition fee deposit as they are unable to attend their programme at the University of Hull. A refund request should be received by the University no later than six weeks after your intended course start date.

Please **remember to submit the following documents with this form**, in order that we can process your request:

- Copy/proof of payment
- Copy of visa refusal letter from the UKVI if the reason for requesting a refund is a visa refusal
- Official documentation to support any mitigating circumstances

If a refund is approved, Student Finance will refund all payments to the payee directly, using the same method by which the payment was received.

If your refund request is refused, you do have the right to appeal to a group consisting of Senior Management. Any decisions made by this group are final.

Please complete and return the form below (2 pages) using the tick boxes provided to indicate the circumstances under which you are applying for a refund:

Date refund form submitted	
Applicant code	
Name (as shown on passport)	
Year of application	
Email	
Telephone number	
Amount paid to Hull	

1. The University has withdrawn my programme prior to the start date	Yes	No
2. The University is unable to deliver my course as advertised, due to circumstances beyond its control	Yes	No
3. I have failed to meet the academic criteria for my course and can provide evidence to support this	Yes	No
4. My deposit payment was made and received by the University later than 8 weeks before the start date of the course and it is now too late for me to join the course	Yes	No
5. I have exceptional circumstances beyond my control such as illness or I have had a bereavement of a family member. I can provide evidence to support this	Yes	No
6. I have had my visa refused but NOT for one of the following reasons: <ul style="list-style-type: none"> • The UKVI cancelled my visa as a result of breach of visa conditions • The UKVI has stated that I submitted falsified documents • Incomplete information has been submitted to the UKVI in support of my visa application and the UKVI have determined that false representations have been made and/or failed to declare information material to the visa application 	Yes	No
7. I have failed the UKVI credibility interview and I have lodged a successful Administrative Review	Yes	No

Please note that numbers 4-8 above are subject to an admin fee of 5%. This fee will only be levied on the compulsory minimum deposit payment, please see website for details on current level of deposit payment.

Please remember to attach/send any documentary to support your request.

Please return this form to: **CAS@hull.ac.uk** or by post to: Postgraduate & Partnerships Admissions Manager, Admissions Service, University of Hull, Cottingham Road, Hull, HU6 7RX

For office use only

Refund terms & conditions met	Yes	No
Details		
If 'Yes' amount to be refunded		
Admissions authorisation		
Date sent to student finance		