

International Office

Tuition Fee Deposit and Deposit Refund Policy

1. Purpose

- A standard deposit of **£3000** is payable by all international students accepting an offer of a course place at Birmingham City University.
- The deposit is held against due course fees, (as confirmed in the offer letter and CAS), and is debited, in full, against fee payments due upon successful enrolment of a student on his/her course of study.
- The University holds Highly Trusted Sponsor status (“HTS”) under UKVI Tier 4 guidelines and as such, is able to support students in obtaining a visa to enter or remain in the UK for the purpose of their studies with the University.
- This policy aims to protect the University’s HTS status for the benefit of its prospective and current students, its international reputation and business interests by deterring non-genuine applicants, which would have potential to prejudice the University’s HTS status and ability to sponsor prospective and current international students under the Tier 4 regime.
- The standard deposit is required to evidence applicants’ genuine commitment to studying with the University as a Tier 4 sponsor under the immigration Points Based System. It must be paid in full before a Confirmation of Acceptance of Studies (CAS) will be issued by the University in accordance with University’s obligations under the UKVI regulatory framework to ensure that CASs are issued only to genuine students.
- Exemptions may apply where student fees are being funded through a scholarship award or similar. Such exemptions are at the discretion of the Director of International Office and will be detailed on the website where possible.

2. Scope

All international students paying a deposit as the final stage in accepting an offer of study on a BCU course but unable to fulfil that commitment / enrol successfully in accordance with the course offer made.

3. Policy

- Tuition fee deposits are refunded in full where the reason for not taking up the accepted place on a University programme is deemed by the University in its absolute discretion to be genuine and outside of the applicant’s control, such as under the following circumstances:
 - i. Where a student visa application is rejected in writing by the Embassy / High Commission, subject to the provisions relating to fraudulent applications below. Should a visa application be rejected, the University requires you to attach the following documents to the refund request:

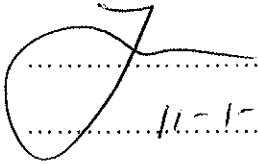
- A copy of the Visa Rejection Notification from the High Commission
 - A copy of the CAS statement
 - A request in writing with signature
- ii. Where there are exceptional circumstances beyond your control such as illness or bereavement of an immediate member of family.

An application for this type of refund must be supported by Certified Documents such as a Doctor's certificate and / or relevant documents verifying the situation. Decisions regarding exceptional circumstance refunds are at the discretion of the Assistant Director of the International Office.

- iii. In the event of a default by Birmingham City University due to the following circumstances:
- when the University does not offer a course on the advertised start date
 - when the University terminates a course after the course start date and before the course completion date
 - when the University does not provide a course as advertised, due to sanctions or circumstances beyond its control
- In line with the purpose of protecting the interests of genuine international students and the need of the University to manage potential reputational risk, as detailed in the Purpose section above, refunds **will not** be given under the following circumstances:
 - i. **Once you have arrived in the UK or after the commencement date of the course**, other than for what the University considers in its absolute discretion to be exceptional circumstances.
 - ii. If the UKVI has cancelled a visa as a result of a **breach of visa conditions**, or if a visa application is refused by the UKVI because the UKVI concluded that the application was made using **falsified documents**.
 - iii. Similarly, where the UKVI or the University has determined that **fraudulent documents are used or submitted** at any other stage of the process including at the time of application or enrolment
 - Any requests for refunds should be sent to Zsuzsanna Batorfi, Senior Finance Officer, International Office, zsuzsanna.batorfi@bcu.ac.uk.
 - All refunds will be returned to the source, i.e. to the person who made the original payment/s.
 - For refunds of £3,000 or more, you will be asked to sign a letter under the 2007 Money Laundering Act.

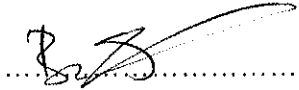
Signed by:

Director of International Office


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Date

Pro Vice Chancellor


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Date

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