

2021/22

International

Student Fee Policy

EFFECTIVE FROM 01 AUGUST 2021

Summary

Agreed policy for payment and refunds of international student tuition fees.

Glossary of Terms

Not applicable.

Purpose

The International Student Fee Policy is written for international students and University colleagues to understand the tuition fee structures.

Policy

Fee Payment Arrangements (except Study Abroad Programme):

Tuition Fee Deposit

Students are required to pay a deposit of at least 50% of their tuition fees¹ upon acceptance of offer. An acceptance of an offer and the receipt of this deposit are necessary before a Confirmation of Acceptance to Study letter can be issued by EHU.

Payment Options

Option 1- Once students have paid their 50% tuition fee deposit they may pay the remaining 50% due prior to enrolment.

Option 2- Following payment of 50% tuition fee deposit students can choose to pay the remaining tuition fee balance in two equal instalments as follows:

For students enrolling on their main programme of study in September:

- First payment on 31st October
- Second payment of the remaining tuition fees on 10th January

For students enrolling on their main programme of study in January:

- First payment on 28th February
- Second payment of the remaining tuition fees on 10th May

Option 3 - For students in receipt of funding from the William D Form US Federal Loan Program payments will be made in line with the payment schedule
For students taking part in a pre sessional course: full payment must be made at the same time as the tuition fee deposit payment for the main course of study.

¹ With the exception of students who are in receipt of funding from the William D Ford US Federal Loan Program

For continuing students: either full payment of the yearly fees may be made prior to enrolment or 50% of the yearly fee must be paid prior to enrolment and the above payment terms of Option 2 will apply to the remaining fee.

For government sponsored students: separate, appropriate arrangements will apply as agreed with individual government agencies.

Please note:

If students wish to pay their fees in instalments they must complete a 'Request to pay Fees by Instalment' form and submit it to the International Office before they may enrol.

Withdrawals and Refunds:

Refunds will be made to the originating account, by bank draft (for cheque payments) or to the William D Ford SU Federal Loan Program. It may take up to 6 weeks for a refund to be processed.

Fees charged as a result of withdrawal are set out below:

For students enrolling on their main programme of study in September²:

Month of withdrawal	Amount due
September	Minimum of £2,000
October	20% or £2,000 whichever is greater
November	30% or £2,000 whichever is greater
December	50% or £2,000 whichever is greater
January onwards	100% or £2,000 whichever is greater

For students enrolling on their main programme of study in January⁴.

Month of withdrawal	Amount due
January	Minimum of £2,000
February	20% or £2,000 whichever is greater
March	30% or £2,000 whichever is greater
April	50% or £2,000 whichever is greater
May onwards	100% or £2,000 whichever is greater

Fee Payment Arrangements (Incoming Study Abroad Programme):

For students applying via a partner institution, where the partner institution is paying the student fees and an agreement with EHU has been signed:

All fees applicable to the Study Abroad Programme must be paid in full by the end of the first month of study each semester.

For all other applicants:

² Fees charged for students in receipt of William D Ford US Federal Loan Program will be in line with Edge Hill University- Return of Title IV Funds (R2T4) Policy/Program Rules.

Either a 50% deposit will be required or, if subject to Federal Financial Aid, evidence thereof must be supplied before confirmation of a place or a Confirmation of Acceptance to Study letter can be issued by EHU, as appropriate. All remaining fees must be paid prior to enrolment.

Withdrawals and Refunds:

If any student withdraws after arrival but prior to enrolment full accommodation fees will be charged and the tuition fee element refunded. If any student withdraws after enrolment full Study Abroad Programme fees will be charged.

Please note (applicable to all)

Cases which fall under EHU's Extenuating Mitigating Circumstances policy may be considered outside of these regulations.

Failure to adhere to these fee payment regulations may result in the student being withdrawn from their programme of study.

Short Term Programmes

Withdrawal, Cancellation and Refunds:

This section relates to directly applying, individual, fee paying students on Pre-sessional; English Language Development and Summer programmes.

Time of withdrawal	Amount due
Prior to enrolment	No fee liability
In the first week of study	50% fee liability
Start of week 2 onwards	100% fee liability
April	50% or £2,000 whichever is greater
May onwards	100% or £2,000 whichever is greater

If a programme is cancelled by the University, any deposits and fees paid towards the programme will be refunded in full.

Any refunds required will be made to the originating bank account.

Key to Relevant Documents

This policy refers to the following documents, which you may find useful.

Return of Title IV Funds (R2T4) Policy for US Direct Loans Programmes
edgehill.ac.uk/documents/return-of-title-iv-funds-r2t4-policy-for-us-direct-loans-programmes-policy/

Annexes

This policy does not contain any additional information.

Endmatter

Title	2021/22 International Student Fee Policy
Policy Owner	Assistant Registrar - Fees, Scholarships & Bursaries
Approved by	Pro Vice-Chancellor University Secretary - Lynda Brady
Date of Approval	15 February 2021
Date for Review	