

# International Student Fee Policy

**EFFECTIVE FROM 1<sup>st</sup> APRIL 2024**

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## Summary

This document outlines the agreed policy for payment and refunds of international student tuition fees.

## Glossary of Terms

Not applicable.

## Purpose

This Policy sets out tuition fee structures and charging arrangements for the benefit of international students and University colleagues. It is to be read in conjunction with the University's Tuition Fee Regulations.

## Policy

### Tuition fee deposits and up-front payments

#### New Students

Students are required to pay a non-refundable deposit of £4000 of their tuition fee for the first year of foundation, undergraduate or postgraduate study.

This must be paid after acceptance of offer and prior to either issuance of Confirmation of Acceptance to Study (CAS), or before enrolment, if a CAS is not required.

An acceptance of an offer and the receipt of this deposit are necessary before a CAS letter can be issued by the University.

Students studying short term or semester long programmes will be required to pay the full tuition fee for the programme. This must be paid after acceptance and prior to enrolment and is non-refundable.

Deposits and up-front payments are not required in the following circumstances:

- If you are a government sponsored student
- If Edge Hill University has a fee payment agreement in place with your home university
- If Edge Hill University has awarded funding from the William D Ford US Federal Loan Program of an amount which covers the tuition fee for the first year of study

*Refunds are only payable in certain circumstances, please see section 'REFUNDS' below for details.*

#### Continuing students

Continuing students must pay £4000 of the next year's tuition fee before enrolment.

## Fee Payment Arrangements

Undergraduate and Postgraduate programmes only

Remaining tuition fees are to be paid in three equal instalments on the dates below:

August - September start	15 October 15 January 15 April
January start	15 February 15 May 15 August

For students in receipt of funding awarded by the University from the William D Ford US Federal Loan Program, payment will be made in line with the confirmed payment schedule.

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

Failure to adhere to these payment regulations may result in a University-led withdrawal and, where applicable, external debt collection referral.

Short term or semester long programmes

All fees must be paid before enrolment.

## Withdrawals

The following applies to students who withdraw and those withdrawn by the university.

Date of withdrawal is determined by the last date of attendance/engagement as outlined in the University Withdrawal Procedures [www.edgehill.ac.uk/departments/support/registry/academic-records/withdrawing/](http://www.edgehill.ac.uk/departments/support/registry/academic-records/withdrawing/)

Tuition fee liability will be calculated at the approved fee rate for the registered mode of study at the time of cessation of study.

In the event of withdrawal or interruption of studies, any scheduled bursary payments will cease with immediate effect.

Undergraduate and Postgraduate programmes

- if the withdrawal is within the first 11 weeks of the start date of the course the student will be liable for 50% of the annual tuition fee
- if the withdrawal is from week 12 onwards the student will be liable for 100% of the annual tuition fee

### Short term programmes

The student will be liable for the full programme fee, inclusive of any accommodation fees, if withdrawal occurs any time after enrolment.

### Semester long programmes

- if the withdrawal is within the first 4 weeks of the start date of the course the student will be liable for 50% of the tuition fee
- if the withdrawal is from week 5 onwards the student will be liable for 100% of the tuition fee
- if withdrawal occurs any time after enrolment, the student will be liable for all accommodation fees

## Refunds

Refunds will only be made in the specific circumstances, please see section below:

- if the University withdraws the programme of study for the intake applied for and offered
- if the student is issued with a visa refusal by the UKVI unless the refusal by UKVI is for reasons of fraud or misrepresentation. A Visa Refusal letter issued by UKVI must be submitted with any refund request for the University to determine if a refund is applicable.
- If you request a refund within 14 days of receipt of payment of the deposit by the University

Additional refund conditions:

- Refunds will be paid less any scholarship or bursary overpayment and to the originating source or to the William D Ford SU Federal Loan Program, as applicable.
- Refunds will not be issued where fraud or misrepresentation has occurred during any part of the application process, tuition fee payment or visa application.
- If the student has not yet arrived and notifies the University that they wish to defer to a later session, the deposit may be carried forward to the next intake. Should the student choose to defer for a second year the deposit will be forfeited.
- All refunds are subject to a £250 administration charge which will be deducted from the refund payment.
- The University shall not be liable for any charges imposed by the University's or recipients bank, building society, credit union or any other financial processing organisation.
- The University shall not be liable for any currency exchange fluctuations occurring between payment and any subsequent refund.

- The University shall not be liable for any costs incurred by the applicant during the admission and CAS application process.

## Key to Relevant Documents

This policy refers to the following relevant documents:

Tuition Fee Regulations

[www.edgehill.ac.uk/documents/tuition-fee-regulations/](http://www.edgehill.ac.uk/documents/tuition-fee-regulations/)

Return of Title IV Funds (R2T4) Policy for US Direct Loans Programmes

[www.edgehill.ac.uk/documents/return-of-title-iv-funds-r2t4-policy-for-us-direct-loans-programmes-policy/](http://www.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	2024/25 International Student Fee Policy
Policy Owner	Assistant Registrar: Fees & Bursaries
Approved by	Pro Vice-Chancellor University Secretary
Date of Approval	
Date for Review	