

International Student Fee Policy

EFFECTIVE FROM 31 AUGUST 2023

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

Up front tuition fee payment and non-refundable deposits

Students are required to pay a deposit of at least 50% of their tuition fee¹. 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. £500 of this upfront payment is a non-refundable deposit.

The deposit is only refundable in the following circumstances:

- if the university does not issue a CAS or
- if the student is issued with a visa refusal by the UKVI unless the refusal by UKVI is for reasons of fraud or misrepresentation.

Continuing students must pay 50% of their tuition fee prior to enrolment on the next cycle of study.

Fee Payment Arrangements

Undergraduate and Postgraduate students

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

August - September 2024 start	15 October 2024 15 January 2025
January 2025 start	15 February 2025 15 May 2025

¹ Except for students in receipt of funding from the William D Ford US Federal Loan Program

For students in receipt of funding from the William D Form 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.

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:

- applicable fees must be paid in full by the end of the first month of study each semester.

For direct applicants:

- a 50% deposit is required, and the terms detailed above for undergraduate and post graduate students will apply, or, if in receipt of Federal Financial Aid, evidence must be provided before confirmation of a place or a Confirmation of Acceptance to Study letter can be issued by the University.
- the remaining fee must be paid prior to enrolment.

Pre-sessional and Short-Term Summer and Winter Programmes

Fees must be paid in full prior to enrolment and by any latest payment dates published in relation to specific programmes.

Please note:

Cases which fall under Edge Hill University's Extenuating Mitigating Circumstances Policy may be considered outside of these regulations.

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

Withdrawals

The following applies to students who withdraw and those withdrawn by the university.

Undergraduate and Postgraduate students

Date of withdrawal is determined by the last date of engagement as outlined in the University Withdrawal Procedures

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, all scheduled bursary and scholarship payments will cease with immediate effect.

- if the withdrawal is within the first 10 weeks of the start date of the course you will be liable for 50% of the annual tuition fee;
- if the withdrawal is from week 11 onwards you will be liable for 100% of the annual tuition fee.

Pre-sessional and Short-Term Summer or Winter Programmes

- if the withdrawal is in the first week of the course you will be liable for 50% of the course fee;
- if the withdrawal is from the second week onwards you will be liable for 100% of the course fee.

Study Abroad Programme (package: tuition and accommodation)

- If the withdrawal is in the first week of the course, you will be liable for 50% of the course fee including accommodation fees;
- If the withdrawal is from the second week onwards you will be liable for 100% of the course fee including accommodation fees.

Refunds (applicable to all)

Refunds will be paid net of any scholarship or bursary overpayment and via the originating payment method or to the William D Ford SU Federal Loan Program, as applicable.

If a programme is cancelled by the University, any deposits and/or fees paid towards the programme will be refunded, in full, via the originating payment method.

It may take up to 6 weeks for a refund to be processed.

Key to Relevant Documents

This policy refers to the following relevant documents:

Tuition Fee Regulations

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/

Annexes

This policy does not contain any additional information.

Endmatter

Title	2024/25 International Student Fee Policy
Policy Owner	Assistant Registrar: Fees and Bursaries
Approved by	Pro Vice-Chancellor University Secretary
Date of Approval	27 October 2023
Date for Review	July 2025