1. Introduction

The University receives a large number of applications for Taught Postgraduate study each year from students requiring a UK Visas and Immigration (UKVI) student visa sponsored by the University of York. In order to effectively manage the allocation of the University’s Confirmation of Acceptance for Studies (CAS) for student visa purposes, applicants will be required to pay a deposit on their tuition fee to progress their CAS request.

This policy is for Taught Postgraduate entry from September 2022/23.

2. Definition

A tuition fee deposit is an amount paid in advance of starting the programme and before the first invoice for tuition fees is raised. The deposit amount paid will be credited to the relevant student’s fee account and reduce the balance of subsequent tuition fees due to be paid.

3. Applicants required to pay a deposit

The requirement to pay a deposit is applicable to applicants who will require a UKVI student visa to study in the UK on Taught Postgraduate courses.

This also includes:

- EU students if they require a UKVI student visa to study in the UK;
- Applicants for taught postgraduate programmes with the Hull York Medical School where the student will be based at the University of York.

4. Applicants not required to pay a deposit

Certain applicants, regardless of the programme to which they are applying, will not be required to pay a deposit and will be automatically exempt:

- Applicants from overseas who do not require a student visa;
- Applicants progressing from a University of York International Pathway College Foundation or Pre-Masters programme.
• Applicants progressing from a University of York International Pathway College English language pre-sessional programme;
• Applicants for a visiting student programme;
• Applicants for distance learning and online programmes;
• Applicants for a Higher or Degree apprenticeship programme;
• Applicants for York-Maastricht programmes;
• Applicants for MA Women’s and Gender Studies (GEMMA) programme;
• Applicants for MA Public Policy (Mundus MAPP) programme;
• Applicants for Postgraduate Certificate of Education (PGCE) programmes;
• Applicants for MA in Social Work programmes;
• Applicants for taught postgraduate programmes where the application is made through UCAS.

Further to this, the following applicants will not be required to pay a deposit and can request an exemption:

• Applicants who provide evidence that their tuition fees are funded by a third-party sponsor, for example a government agency, employer, charity or University (not family members or friends);
• Applicants who provide evidence that they are on a recognised scholarship programme that will cover their tuition fees;
• Applicants who will be receiving a US Direct loan or Sallie Mae loan, equal or greater in value to the deposit they are required to pay.

These applicants will need to submit evidence of their funding via the ‘Deposit Exemption’ document slot within the You@York (applicant portal). We will aim to communicate a decision by email within 10 working days of receiving a request. If you believe you are eligible for exemption you should make this submission before paying your deposit.

5. Deposit amount

The deposit amount is charged at a standard rate advertised on our webpages, and is reviewed annually. For the 2022/23 entry year the amount will be £2,000.

6. Deposit payment

Deposit payments will be made online through the ‘Your student visa’ section within You@York as part of the CAS request form. Further information is available at: www.york.ac.uk/study/postgraduate-taught/fees/international/fee-deposits

7. Deposit refunds

A refund of the deposit may be authorised in the following circumstances:

• If an applicant’s student visa application has been refused or rejected by the UKVI for any reason other than for a fraudulent application. A copy of the visa refusal letter must be
provided. Inability to obtain a visa in time to join the University will not be accepted as grounds for a refund;

- If the University decides not to issue a CAS to the applicant for any reason other than evidence of fraudulent activity.
- If an applicant's Academic Technology Approval Scheme (ATAS) clearance is refused or rejected for any reason other than for a fraudulent application. A copy of the ATAS refusal notice must be provided. Inability to obtain ATAS clearance in time to join the University will not be accepted as grounds for refund;
- The applicant requests a refund within 14 days of the payment being received by the University;
- If the applicant withdraws their application following notification from the University that the programme is cancelled, suspended or subject to significant changes between the application being submitted, the offer of admission, and enrolment;
- In exceptional circumstances and on receipt of verifiable documentary evidence that the applicant is unable to commence their studies and chooses not to defer their offer. Such exceptional circumstances might include, but are not limited to, serious illness or international restrictions on travel (e.g. travel disruption as a result of COVID-19 or other similar situations).

For all of the circumstances above a refund request must be made by email to pg-deposits@york.ac.uk with the subject ‘Deposit refund request’ and contain the applicant ID, reason for refund and any relevant supporting evidence. We will aim to communicate a decision within 10 working days of receiving a request.

On approval of a refund, in relation to the above circumstances, the applicant’s offer will be withdrawn, and the issued CAS withdrawn and the UKVI notified accordingly.

Approved refunds will be made to the same person or third party as per the original payment transaction. If the payment cannot be made to the original credit/debit card or bank account then the applicant will be contacted by email to provide alternative details for the payment to be made by bank transfer. Refunds will be made in Pound sterling (GBP). If this requires a foreign currency conversion this may be subject to exchange rate differences, which shall be at the risk of the applicant or third party payer. We will aim to process refund payments within 28 working days of approval.

Appeals and complaints will be managed as set out in the University’s Complaints Procedure.

8. Non-payment or late payment of deposit

Payment of the tuition fee deposit must be made by the CAS request deadline in order to progress the CAS issuance process. We will not be able to progress a CAS issuance request until we receive the deposit payment, so applicants should ensure sufficient time to apply for their visa before the start of term. If the applicant pays the deposit after the CAS request deadline we cannot guarantee to issue a CAS in time for the start of term.
9. Third-party payments

If a third party is paying all or part of your fees on your behalf, you will remain liable for the payment of those fees in all respects, including (without limitation) the consequences of non-payment, late payment or failed payment by the third party.

10. Deferrals and transfers to other programmes

Where an applicant successfully requests to transfer their application from one programme to another, the relevant deposit requirement will be reassessed. Where a deposit payment has already been made and the new programme does not require a deposit, any deposit paid prior to the transfer shall be held by the University against tuition fees for the newly selected programme.

Where an applicant successfully requests to defer to the next academic year, any tuition fee deposit payment made shall be held on account and form part of the tuition fees when the applicant enrolls.

11. Policy ownership

For further information regarding this policy or admissions at the University of York please contact:

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