



## Marketing, Recruitment, Admissions and Outreach

### Taught Postgraduate Tuition Fee Deposit Policy 2024/25

#### 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, Taught Postgraduate 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 2024/5. This policy covers only tuition fee deposits during the admissions process. For tuition fee refunds for enrolled students please see the [Student Tuition Fee Refund Policy](#) noting that after the start date of their chosen course students who have enrolled on their course may be liable to pay a proportion of the tuition fees. Any debt such students may owe to the University will be subtracted from any tuition fee deposit refund provided.

#### 2. Definition

A tuition fee deposit is an amount paid in advance of starting the course 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.

#### 4. Applicants not required to pay a deposit

Certain applicants 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 course;
- Applicants progressing from a University of York International Pathway College English language pre-sessional course;

- Applicants for a visiting student course;
- Applicants for distance learning and online courses;
- Applicants for a Higher or Degree apprenticeship course;
- Applicants for York-Maastricht courses;
- Applicants for MA Women's and Gender Studies (GEMMA) course;
- Applicants for MA Public Policy (Mundus MAPP) course;
- Applicants for Postgraduate Certificate of Education (PGCE) courses;
- Applicants for MA in Social Work courses;
- Applicants for taught postgraduate courses where the application is made through UCAS or the Department for Education (DfE);
- Applicants for taught postgraduate courses in the Hull York Medical School.

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

- Applicants who provide evidence that their tuition fees are at least in part funded by certain funders recognised by the University of York;
- Applicants who provide evidence that they are on a recognised scholarship course that will at least in part fund 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 2024/5 entry year the amount will be £3,000.

## **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](http://www.york.ac.uk/study/postgraduate-taught/fees/international/fee-deposits)

## **7. Deposit payments from conditional offer holders**

Deposit payments may be made at any time after accepting a conditional offer, however applicants should note that:

- Your CAS will not be issued until you have met all conditions of your offer.

- Paying the deposit before you have met all conditions of your offer will not prioritise your application in any way nor will it guarantee that you will meet all your conditions and progress to the University of York.
- We will refund the deposit if you do not go on to meet all the conditions of your offer. This will be either:
  - If, on receipt of your final academic award, we reject your application.
  - You do not meet your English language condition before the latest start date for your course. In this case we will aim to refund your deposit no later than six weeks after your latest start date.
  - You do not meet any other conditions of the offer before the latest start date for your course. In this case we will aim to refund your deposit no later than six weeks after the latest start date.
  - Or if you ask us to withdraw your offer as you do not believe you will meet all conditions of your offer.
- You may request a refund of the deposit at any time and for any reason but on receipt of such a request we will assume that you no longer want to progress your application at York. Your offer will be withdrawn and your offer will not progress any further.
- If you hold more than one offer from York that you have accepted, you should pay only one deposit amount. You will be required to confirm which offer you wish to progress at the point of requesting a CAS from York
- We reserve the right not to refund the deposit where we decide to withdraw an applicant's offer due to evidence of fraudulent activity, plagiarism or omission in the application process or visa application process.
- If you choose to defer your application to the following academic year, the deposit paid will be kept on your account for the relevant deferred entry date, unless you request a refund in light of your deferral. Refunds paid due to deferral will not cause your offer to be withdrawn.

## **8. Deposit refunds**

A refund of the deposit may be authorised for any reason while the applicant holds a conditional offer. Once an applicant holds an unconditional offer, a refund may be authorised in the following circumstances:

- If an applicant's student visa application has been refused or rejected by the UKVI or entry to the UK is refused by Border Force officials for any reason other than for evidence of fraudulent activity. 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 calendar days of the payment being received by the University;
- If the applicant withdraws their application following notification from the University that the course 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.
  - Any applicant who fails to arrive for their course by the last date of arrival (as stated on the CAS) and who is subsequently withdrawn and UKVI sponsorship terminated, will not in any circumstance be eligible for a refund.
- Additionally, an applicant may request a refund on being approved for deferred entry to the next academic year (see Section 11 below).

For all of the circumstances above a refund request must be made by email to [pg-deposits@york.ac.uk](mailto:pg-deposits@york.ac.uk) with the subject 'Deposit refund request' and contain the applicant ID, details of the course for which the offer is held, 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, any assigned or used CAS withdrawn and the UKVI notified accordingly, except in the case of deferred entry (see Section 11 below).

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](#).

## **9. 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.

## **10. 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.

## **11. Deferrals and transfers to other courses**

Where an applicant successfully requests to transfer their application from one course to another, the relevant deposit requirement will be reassessed. Where a deposit payment has already been made and the new course 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 course.

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, unless the applicant requests a refund of the tuition fee deposit payment.

## **12. Policy ownership**

For further information regarding this policy please contact:

E-mail: [pg-deposits@york.ac.uk](mailto:pg-deposits@york.ac.uk)

Telephone: +44 (0)1904 324 000

### **Version**

Version: 3.3

Reviewed: October 2023