

Partial Pre-payment of Tuition Fees Policy for International Students studying Pre-Sessional English Language Programme (2009)

Please note that there is a partial pre-payment of tuition fees policy for International Students (Non-EU) who apply for a course at the University College Birmingham.

Pre-payment policy

1. A partial pre-payment of tuition fees of **£1000/2000** for the Pre-Sessional English Programme must be received by the Finance Department before an official unconditional offer letter can be issued to the applicant.
2. The pre-payment can be made by bank transfer, debit card, credit card, bank draft or cheque to the Finance Department. All cheque payments should be made payable to 'UCB'. Any queries about payment should be made to the Finance Department (cash office) on +44 121 243 0017 or Dr. Sarah Chiu (Overseas Student Admissions Manager) on +44 121 243 0116, fax +44 121 604 1166 or by email to s.chiu@ucb.ac.uk.
3. Having received the correct pre-payment, the official unconditional offer letter will be sent to the applicant confirming his/her programme of study.

Refund policy

1. Visa refusal

If a student provides sufficient reason for declining the offer (e.g. visa being rejected by the Home Office, British High Commission or British Embassy) the college will arrange a refund of the pre-payment. In such cases, a fee of £100 for administrative expenses will be deducted from the pre-payment and the remaining amount refunded to the student.

2. Cancellation of application

- 2.1. If cancellation of the application is made more than four weeks prior to the commencement of the course, the student should inform Sarah Chiu immediately. In such cases, a fee of £500 for administrative expenses will be deducted from the pre-payment and the remaining amount refunded to the student.
- 2.2. For cancellations made within four weeks prior to the commencement of classes or in cases where a student arrives in the U.K. but fails to take up their place, the College will take reasonable steps to find a replacement student and the pre-payment of **£1,000/£2,000** will be dealt with as follows:
 - Where the College fills the place with another overseas student, it will retain £500 for administrative expenses and return the balance to the student.
 - Where the College fills the place with a student from the European Union or fails to fill the place it reserves the right to **retain the full fees** for loss of income.
- 2.3. In the event that the student cancels his/her admission after joining classes the College reserves the right to **retain the full fees** for loss of income.

Payment Methods

All cheques and bank drafts should be made payable to 'UCB'. If a student wishes to pay the pre-payment via an international bank transfer direct to the College bank account the college bank details are:

National Westminster Bank Plc
Birmingham City Centre Office, 1 St Philip's Place, Birmingham, B3 2PP. UK
Sort Code: 60 02 35
Account Number: 10216731

Please ask your bank to quote the student's name and what the payment is for (i.e. tuition fees pre-payment)

International Bank Code: GB40NWBK 600235 10216731
SWIFT CODE: NWBKGB2L

Important note

Two copies of this pre-payment policy have been sent to you. Please read the above notes carefully and ensure that they are fully understood. You are required to sign the second copy and send it back to Admissions Office for our records. If you have any queries regarding this policy, please do not hesitate to contact Sarah Chiu on +44 121 243 0116 or email s.chiu@ucb.ac.uk

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In the event of a student deferring or not enrolling on their course for more than four semesters they will forfeit the right to receive a refund of any deposit paid.

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SWIFT CODE: NWBKGB2L

Declaration:

I have read the above information and understand the terms and conditions of the policy.

Name: _____ **Signature:** _____ **Date:** _____

Course applied: _____ **Date of Birth:** _____