

## UNIVERSITY COLLEGE BIRMINGHAM

### PRE-PAYMENT POLICY

Academic year 2021/22 (February 2022 intake)

Dear student

Thank you for your application, we are pleased to offer you an unconditional place for your chosen course. Please read this information carefully regarding our pre-payment policy.

#### **Pre-payment policy**

You are required to pay your tuition fees in full before we can issue your CAS (Confirmation of Acceptance for Studies). Tuition fees must be received by our Finance Department before CAS can be issued to an applicant.

All international students will be required to pay 100% of their fees in advance. You will be eligible to receive a £500 discount for paying your fees in full. (Please note this discount is not applicable to Intensive English Course in March 2022 intake).

The total tuition fee required for studies can be paid via online payment, bank transfer, debit card, credit card or bank draft to the Finance Department. All payments should be made payable to 'UCB'. Any queries about payment should be made to the Finance Department on +44 121 243 4017 or on +44 121 232 4116 or by email to [international@ucb.ac.uk](mailto:international@ucb.ac.uk) or [southeastasia@ucb.ac.uk](mailto:southeastasia@ucb.ac.uk)

#### **Refund Policy**

##### **Visa refusal**

If a student provides sufficient reason for declining the offer (e.g. visa being rejected by UKVI) the University will arrange a refund of the tuition fees. In such cases, a fee of £100 for administrative expenses will be deducted from the tuition fee and the remaining amount refunded to the student.

In the event of the visa being rejected on the grounds of the student submitting fraudulent documents or making false representations, UCB reserves the right to withhold the full tuition fee amount.

#### **Cancellation of Application**

If cancellation of the application is made more than four weeks prior to the commencement of the course, the student should inform us immediately. In such cases, a fee of £500 for administrative expenses will be deducted from the tuition fee and the remaining amount refunded to the student. **(see below information for exceptional cases)**

- For cancellations made less than four weeks prior to the commencement of the classes, the University will retain £2,000 and return the balance to the student
- Where a student arrives in the UK but fails to take up their place on the course, the University will retain all the tuition fees.

In the event that the student cancels their admission after joining classes but within the first 60 days of the start date of the course, the University reserves the right to **retain 50% of the tuition fees paid**.

In the event that the student cancels his/her admission more than 60 days after joining classes the University reserves the right to charge the full tuition fee for the first year of the course for loss of income, unless the student's application to extend their visa was made prior to joining classes and has since been refused.

In the event of a student not enrolling or deferring and not re-enrolling on their course for more than four semesters after the date of the deposit payment they will forfeit the right to receive a refund of any tuition fees paid.

Your place at the University is subject to withdrawal following requests from the UKVI at any point during your study.

Evidence of any medical or personal problems leading to a continued period of absence from studies must be provided within ten days of occurrence.

### **Submitting Fraudulent Documents or making false representations on receipt of pre-payment to secure a place at University College Birmingham**

The University regards deception as a deliberate attempt to undermine our academic integrity and therefore, if we identify fraudulent certificates or references at the point of receiving your pre-payment, we reserve the right to retain the full tuition fees paid.

### **Identifying Fraudulent Documents or false representations at Enrolment or whilst on Programme**

The University regards deception as a deliberate attempt to undermine our academic integrity and to put our sponsor license in jeopardy. Along with the immediate withdrawal of sponsorship, the University reserves the right to retain the amount paid in cases where fraudulent documents have been used to obtain sponsorship. Furthermore, the University will contact the relevant authorities.

### **Exceptional Cases**

We understand due to the current Covid 19 outbreak, situations and operating environments may change without any notice. When considering this, we extend the current pre-payment policy to cover the following situations:

In the event that the student has paid their tuition fees but cannot travel to the U.K. due to the travel restrictions by either government (home country or the U.K) In this case you have two options:

1. You can choose to withdraw the application and receive a refund. In this case, it will follow the ruling of 'Cancellation of application' as mentioned above.
2. You can choose to defer your application to the next available intake.

Please note if you have obtained a Student Visa but you have decided not to join the full-time course in the U.K. or if you are not permitted to travel to the U.K. (for example in the case of travel restrictions), UCB will not take any responsibility for your visa application fees.

## **Student Visa Conditions**

Your Student Visa comes with a number of conditions. It is important that you adhere to the following conditions to prevent any immigration issues:

- You must be able to fund your studies in the U.K. independently without needing to resort to part-time employment while you are here.
- You must not work more than the maximum number of hours permitted by your visa, which will be confirmed on your BRP card. You also cannot undertake any business activity, be self-employed, work as an entertainer, professional sportsperson or doctor or dentist in training, or take a full-time permanent position.
- Certain nationalities will need to register with the police after they arrive in the U.K. If this applies to you, it will be confirmed on your entry clearance visa in your passport.
- You must follow the University's attendance and engagement policy. This includes attending all timetabled classes and meeting all requirements for your course, online or otherwise.
- You must make sure to leave the U.K. or submit a visa extension application before your Student Visa expires. It is your responsibility to ensure that you do not overstay on your visa.
- You have 'no recourse to public funds' in the U.K. This means you are not able to claim most government benefits such as welfare benefits, tax credits and housing assistance.
- Your Student Visa is only valid to study the course listed on your CAS at UCB. If you want to change course or institution, you must seek immigration advice from us first. You can undertake supplementary study, such as an evening course or a short course during vacation periods.

## **Payment Methods**

Discount for payment of tuition fees in full - A £500 discount will be deducted from your tuition fees and the amount you have to pay will be included in your offer letter.

The most convenient way to make the payment is online on the University website <https://portal.ucb.ac.uk/#/online-payments> or through Bank Transfer. Please specify whether the payment is for pre-payment of tuition fees or accommodation.

The University bank details are:

National Westminster Bank Plc  
Birmingham City Centre Office  
1 St Philip's Place  
Birmingham, B3 2PP

Account name: University College Birmingham  
Bank 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

**Declaration:**

Please sign and return this page to [international@ucb.ac.uk](mailto:international@ucb.ac.uk) or [southeastasia@ucb.ac.uk](mailto:southeastasia@ucb.ac.uk)

1. I understand I cannot request to have visa application fees refunded if I cannot or choose not to join the course on the U.K. Campus for the February 2022 intake
2. I have read the above pre-payment information and policy and understand the terms and conditions of the policy.

Student ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Full Name: \_\_\_\_\_

Course name: \_\_\_\_\_

Student personal email address: \_\_\_\_\_

Student personal mobile number (including country code): \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Important note**

Please read the above notes carefully and ensure that you understand the policy. You are required to send a signed copy of this policy back to the International Admissions Office. We recommend you keep a copy for your records. If you have any queries regarding this policy, please do not hesitate to contact us on +44 121 604 1090 or email [international@ucb.ac.uk](mailto:international@ucb.ac.uk) or [southeastasia@ucb.ac.uk](mailto:southeastasia@ucb.ac.uk)