

**UNIVERSITY COLLEGE BIRMINGHAM
PRE-PAYMENT POLICY**

Academic year 2024 -2025 (September 2024 and February 2025 intake)

Dear student,

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

Pre-payment policy

All students are required to make a pre-payment of 50% of the published tuition fees when accepting an unconditional offer from University College Birmingham (UCB).

This shows your commitment to study with us, which is important to demonstrate for immigration purposes. We recommend that you make your payment as early as possible, as receipt of this prepayment will allow us to issue you with a Confirmation of Acceptance for Studies (CAS) for your visa application. You may wish to pay more than 50% – some students choose to pay the full amount of the first year’s tuition fees to support their visa application.

All students starting their course are encouraged to make a 100% fee payment towards their course fee when accepting an unconditional offer. The University also holds the right to request the full fee payment from students before issuing CAS in certain cases.

An Early Payment Discount is offered to international students when they pay 100% of tuition fees by the deadline date provided on the University College Birmingham website and shown below. Payment must be received into the University’s bank account by the deadline date, to be eligible for the discount. If payment is being made in full by the deadline, please deduct £500 for a whole year tuition fee or £250 for one semester tuition fee.

September 2024 (Intake)	Deadline for CAS deposit payment received into UCB account – 23 rd August 2024 Early Payment Discount (only applicable) if the full payment received into UCB account – 30 th August 2024
February 2025 (Intake)	Deadline for CAS deposit payment received into UCB account – 31 st January 2025 Early Payment Discount (only applicable) if the full payment received into UCB account – 31 st January 2025

Any over payment of tuition fees will be held on account for students who are studying for more than one year. The overpayment will be automatically allocated against any UCB accommodation invoice or tuition fees for subsequent years of study.

Enrolment

When you enrol onto your main academic program, if you have not already paid your full tuition fees, you will need to pay the remaining amount due, after your tuition fee pre-payment has been deducted. Payment must be in the university's bank before enrolling in person.

All students must have paid their remaining fees in full prior to enrolment, with the exception of the following circumstances:

- 1) Documented evidence of financial guarantee is provided from an approved sponsor for the remaining balance.

Students who have not paid 100% of the fee by the final date of enrolment (and do not meet one of the criteria outlined above) will not be able to enrol on their course and subsequently be unable to commence their studies and will have their visa curtailed.

Refunds

Please note the following information relates only to applicants prior to enrolment. Once a student enrolls, they are subject to university rules and regulations for enrolled students.

If a student provides sufficient reason for declining the offer the University will arrange a refund of the tuition fees. In such cases, a fee of £500 for administrative expenses will be deducted from the tuition fee and the remaining amount refunded to the original payee.

Visa refusal

In the event of the visa being rejected under Tier 4 of the points-based system, UCB reserves the right to withhold £1,000 of the total tuition fee amount paid in all cases apart from those relating to fraudulent payment and documents. The policy relating to these cases can be found below.

Please check very carefully that you meet the [financial requirements set out by UKVI](#) before making your visa application. Where you have your visa refused on the grounds of maintenance, and are issued with a new CAS to make a second visa application, which is then successful, UCB will not deduct the £1,000 from fees paid as a result of the original visa refusal.

UCB reserves the right not to issue a new CAS to any student who has already been refused a visa, where UCB deems the second application is unlikely to be successful or the visa application is unlikely to be processed in time for the student to join the course.

Cancellation of Application Prior to Enrolment

If you change your mind about studying at UCB, then you should inform us immediately via email to international@ucb.ac.uk. In such instances, UCB reserves the right to withhold administrative expenses for costs incurred. These will be deducted from the tuition fee and the remaining amount refunded to the original payee. The circumstances of which are outlined below:

- 1) Made prior to a CAS being used, UCB will retain an admin fee of £500.
- 2) Made after a CAS has been used, but prior to enrolment an admin fee of £1,000 will be retained.

- 3) In the event of a student not enrolling or a student 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 fee paid.

Withdrawal of Application After Enrolment

For any withdrawal after enrolment please refer to the withdrawal policy -

<https://www.ucb.ac.uk/media/2nbeazwf/student-higher-education-withdrawal-policy2020.pdf>

Withdrawal fee calculation is here - <https://www.ucb.ac.uk/media/vc1nivdm/calculations-offees-for-withdrawals-and-leave-of-absence.pdf>

Refund Policy

To obtain a refund, please complete our Refund Form stating your case and providing evidence (e.g. notification of a visa refusal). If you made payment by any other method than Flywire, you will need to send proof of payment. Proof of payment must include the account name, account number and the payment amount (normally a bank statement is sufficient).

Refunds will only be processed back to the original payee. University College Birmingham is unable to refund to any other source. If your payment has been delivered to University College Birmingham via a third party, University College Birmingham is not responsible for any charges deducted by the third party.

If you have not used your CAS to apply for your visa at the point of requesting your refund, your CAS with UCB will be cancelled before your refund is processed. When requesting a refund, please provide your full bank details and your student reference number. Refunds will be paid back into the account where the payment originated from.

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

Fraudulent Payment and Documents

The University regards deception as a deliberate attempt to undermine our academic integrity and to put our sponsor license in jeopardy. Should we identify fraudulent certificates, documents or references at any stage, from the point of receiving your pre-payment through to being enrolled on the program, along with the immediate withdrawal of sponsorship we reserve the right to retain the full tuition fees paid. Furthermore, the University will contact the relevant authorities.

If the University identifies any payments that we think may be fraudulent, we reserve the right to withdraw your application, as well as any future application to University College Birmingham.

Student Visa Conditions

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

The most convenient way to make the payment is online through Flywire using the following link ucb.flywire.com. If you wish to pay via bank transfer you can find the University's bank details using the following link www.ucb.ac.uk/study/online-payments/#/online-payments. Please specify whether the payment is for payment of tuition fees or accommodation.

Any queries regarding payment should be made to the Finance Department on +44 121 243 4017, +44 121 232 4116 or by email to international@ucb.ac.uk.

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

University College Birmingham does not allow cash payments to be made for tuition or accommodation fees. You must ensure that arrangements have been made to pay your tuition fees in advance of enrolment in person.

Declaration:

Please sign and return this page to international@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 in the U.K. for the September 2024 for February 2025 intake.
2. I have read the above pre-payment information and policy and understand the terms and conditions of the policy.
3. I understand by signing this policy I accept my place to study at University College Birmingham

Student ID: _____

Date of Birth: _____

Full Name: _____

Course name: _____

Student personal email address: _____

Student personal mobile number (including country code): _____

Important note

Please read the above notes carefully and ensure that you understand the policy.

You are required to print and physically sign this document then return it 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

Signature: _____

Date: _____