

Pre-payment of Tuition Fees Policy for International Students studying Pre-Sessional English Language Programme

Please note that there is a pre-payment of tuition fees policy for International Students applying for a course at University College Birmingham.

Pre-payment policy

1. Payment of full tuition fees for the **Pre-Sessional English Programme** must be received by UCB's Finance Department before an official unconditional offer letter can be issued to an applicant.
2. The payment can be made by Flywire, bank transfer, debit card, credit card or bank draft. All 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 by email to international@ucb.ac.uk
3. Having received the payment, our Admissions Office will confirm your offer by issuing an official Unconditional offer letter to the applicant. Induction details will be sent two weeks before the course commences.

Refund policy on Cancellation of application

- 1.1 Full payment will be refund if you withdraw the application within 14 days after we have received your payment.
- 1.2 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 £100 for administrative expenses will be deducted from the payment and the remaining amount refunded to the student.
- 1.3 For cancellations made within four weeks prior to the commencement of classes or the student cancels his/her admissions after joining classes the University reserves the right to **retain the full Tuition Fee.**

Payment Methods

The most convenient and effective way to make the payment is to pay online through Flywire - ucb.flywire.com or through Bank Transfer. Please specify the payment is for 'Pre-sessional English programme tuition fees'. In addition, please ensure the **date of birth** and **student's full name** are marked in the transfer document.

Alternatively, all 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 University bank account, the University bank details are as below:

Bank details	National Westminster Bank Plc , Birmingham City Centre Office, 1 St Philip's Place, Birmingham, B3 2PP, United Kingdom
Sort Code	60 02 35
Account Number	10216731
International Bank Code	GB40NWBK 600235 10216731
SWIFT Code	NWBKGB2L

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

Important note

Please read the above notes carefully and ensure that that you fully understood the conditions. You are required to sign this copy and send it back to International Admissions Office for our records. If you have any queries regarding this policy, please do not hesitate to contact us on international@ucb.ac.uk

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

Name:

Date of Birth:

Applicant mobile number:

Applicant email address:

Signature: _____ Date: _____