



Tuition fee deposits for postgraduate study – Policy

1. Purpose

- 1.1. UCL receives a significant number of applications for postgraduate study in each year. While the majority of individuals to whom UCL offers a place enrol at UCL (whether for the academic year stated in an application or the subsequent academic year if UCL agrees a request for deferral), there is a minority that do not. That results in a place that could have been offered to another individual being left vacant.
- 1.2. The purpose of requiring Offer Holders to pay UCL a deposit towards their Tuition Fees is twofold:
 - 1.2.1. It allows Offer Holders to demonstrate their commitment to attending their chosen programme of study at UCL; and
 - 1.2.2. It gives UCL the sufficient level of certainty that Offer Holders will enrol and aids UCL in its resource and student number planning.

2. Definitions

Enrolment – formal enrolment of the Offer Holder as a student at UCL and **Enrol** and **Enrolled** will be construed accordingly.

Offer Holder – an individual that has formally been offered a place to study at UCL.

Offer Letter – the formal offer of admission made by UCL to the Offer Holder.

Payment Deadline – the deadline by which the Tuition Fee Deposit must be paid, as set out in the Offer Letter.

Response Date – the date by which an Offer Holder is required to accept UCL's offer of admission.

Student Contract – the contract entered into by UCL and the Offer Holder pursuant to which UCL agrees to admit the Offer Holder as a student at UCL.

Tuition Fees – the fees payable by an Offer Holder upon enrolment to the Programme.

Tuition Fee Deposit – the deposit, towards the Tuition Fees, paid by an Offer Holder to UCL in order to reserve a place on the Programme

3. Scope

- 3.1. UCL does not require Tuition Fee Deposits for undergraduate programmes or postgraduate research programmes (MPhil/PhD, MD[Res], specialist doctorates or the MPhilStud), with the exception of selected specialist doctorates in the Eastman Dental Institute.
- 3.2. UCL may require Tuition Fee Deposits for Master's by Research (MRes) programmes.
- 3.3. UCL's requirements for payment of a Tuition Fee Deposit are established on a programme by programme basis.
- 3.4. Offer Holders that are required to pay a Tuition Fee Deposit will be notified in the Offer Letter. The Offer Letter will set out the Payment Deadline, the total Tuition Fee Deposit due and details on how the payment should be made.
- 3.5. A full schedule of Tuition Fee Deposits that are payable for the academic session, detailed by programme, mode of attendance and fee status, is at <https://www.ucl.ac.uk/prospective-students/graduate/taught-degrees/fees-and-funding/tuition-fee-deposits>

4. Policy

- 4.1. Tuition Fee Deposits must be paid by the Payment Deadline. Failure to pay the Tuition Fee Deposit by the Payment Deadline may result in UCL terminating the Student Contract in accordance with its terms.
- 4.2. When an Offer Holder Enrols at UCL, any Tuition Fee Deposit paid will automatically be counted towards the Tuition Fees payable by the Offer

Holder. The Offer Holder will only be required to pay the balance of the Tuition Fees. Tuition Fees are subject to the procedures and policies applicable to tuition fee payments for current students, as detailed at <https://www.ucl.ac.uk/students/fees-and-funding>. Offer Holders are advised to familiarise themselves with this information, in addition to the details contained within this policy.

4.3. Tuition Fee Deposits are charged at the following rates:

- 4.3.1. Full-time Student - £1,000 or £2,000;
- 4.3.2. Part-time (non-modular/flexible Student) – 50% of the above (as applicable);
- 4.3.3. Modular/flexible – subject to programme;
- 4.3.4. Eastman Dental Institute – subject to programme;
- 4.3.5. School of Slavonic and East European Studies (SSEES) - £4,000 for full-time overseas students and £2,000 for part-time overseas students;

but applicants should check the website referred to at paragraph 3.5 before making an application to ensure that they are aware of the most up to date Tuition Fee Deposit requirements.

4.4. The Payment Deadline will usually be the later of:

- 4.4.1. 1st April preceding the start of studies (for Offer Holders due to start in September of the given academic year) or
- 4.4.2. Not more than six weeks after the date of the Offer Letter but in no event will the Payment Deadline be later than the day preceding the formal start date specified in the Offer Letter.

4.5. The Payment Deadline for Offer Holders due to start at times other than September will be as specified in the Offer Letter.

4.6. The requirement to pay a Tuition Fee Deposit shall only arise when the Offer Holder has accepted the offer of admission. Offer Holders will usually be required to accept the offer of admission within five weeks of the date of the offer (but no later than the day preceding the formal start date specified in the Offer Letter). If acceptance of the offer is not made

through the applicant portal by the Response Date specified in the Offer Letter, the offer will be withdrawn.

- 4.7. Tuition Fee Deposits should be made through UCL's online payment system, Payonline. Payment may be made in multiple instalments provided that the full Tuition Fee Deposit is paid to UCL by the Payment Deadline.
- 4.8. The obligation to pay the Tuition Fee Deposit is owed by the Offer Holder but payment may be made by a third party on behalf of the Offer Holder. Any partial or failed payment of the Tuition Fee Deposit by a third party for the Offer Holder will not absolve the Offer Holder of their obligation to pay the remainder of the Tuition Fee Deposit.
- 4.9. If the Tuition Fee Deposit is not received in full by UCL by the Payment Deadline, UCL reserves the right to terminate the Student Contract in accordance with its terms meaning that the Offer Holder will not be able to Enrol at UCL.
- 4.10. If UCL intends to terminate the Student Contract for failure to pay the Tuition Fee Deposit (in whole or in part), UCL will send the Offer Holder an email notification shortly after the Payment Deadline. The notification will give at least two days' notice of termination of the Student Contract. If the Tuition Fee Deposit is paid in full during that period, the Student Contract will not end.
- 4.11. If an Offer Holder's fee account balance is in credit (for example, due to overpayment of tuition fees for a previous period of registration), UCL Graduate Admissions will confirm the credit with UCL Student Finance and then, if agreed with the Offer Holder, the amount will be counted toward the Tuition Fee Deposit. If it is agreed with the Offer Holder, any Tuition Fee credit will be stated in the applicant portal and will be reflected in the balance of any Tuition Fee Deposit payment due.
- 4.12. Payment of the deposit, either in full or in part, does not alone guarantee that the Offer Holder will be able to Enrol or study at UCL. The Offer

Holder's ability to Enrol and study at UCL is determined by the Student Contract.

4.13. If UCL agrees to an Offer Holder transferring from one programme to another, whether before or after payment of the Tuition Fee Deposit but before Enrolment, and the newly selected programme:

4.13.1. does not require a Tuition Fee Deposit, any Tuition Fee Deposit paid prior to the transfer shall be refunded to the Offer Holder or, with the Offer Holder's consent, be held by UCL against Tuition Fees for the newly selected programme; or

4.13.2. requires a Tuition Fee Deposit that is more than the Tuition Fee Deposit for the previous programme, any Tuition Fee Deposit paid prior to the transfer shall be held by UCL towards the Tuition Fee Deposit for the newly selected programme and the Offer Holder will be required to pay an amount to ensure that the Tuition Fee Deposit for the newly selected programme is paid in full; or

4.13.3 requires a Tuition Fee Deposit that is less than the Tuition Fee Deposit for the previous programme, any excess amount that may have been paid by the Offer Holder will be refunded to the Offer Holder or with the Offer Holder's consent, be held by UCL against Tuition Fees for the newly selected programme

and the applicant portal will update accordingly with the amount of Tuition Fee Deposit paid (if any) noted against the offer of admission for the newly selected programme.

4.14. If UCL agrees to an Offer Holder deferring their Enrolment, any Tuition Fee Deposit payment made shall be held on account and form part of the Tuition Fees, once Enrolled. Where payment has been made in part or has not been made, the payment requirement will be communicated again in the deferred offer of admission. The above terms concerning full payment by the stated Payment Deadline continue to apply. Deferral of admission is only permitted once.

5. Exemption

5.1. UCL may exempt an Offer Holder from the requirement to pay a Tuition Fee Deposit where the Offer Holder provides official documentary evidence to UCL Graduate Admissions that the Offer Holder has been

awarded appropriate funding (in the form of an acceptable studentship, scholarship or sponsorship) and that is sufficient to cover the Tuition Fee Deposit in full.

- 5.2. UCL requires evidence of funding in the form of a formal, dated letter of award from the funding body on its letter head and signed by an authorised officer of the funding body specifying the name of the Offer Holder and programme of study.
- 5.3. If evidence of funding is received by UCL Graduate Admissions:
 - 5.3.1. prior to the issue of an Offer Letter, no Tuition Fee Deposit will be requested in the Offer Letter; or
 - 5.3.2. after the issue of an Offer Letter, UCL will waive the requirement for a Tuition Fee Deposit and confirm the same in writing to the Offer Holder; or
 - 5.3.3. after payment of a deposit but before enrolment on the programme of study, UCL will consider a refund of any surplus funds received (see section 6).”
- 5.4. UCL will consider any and all requests for exemption from Tuition Fee Deposit requirement at its absolute discretion.
- 5.5. Should an Offer Holder have an application for appropriate funding pending, which will not be decided by the Payment Deadline, UCL may consider extending the Payment Deadline accordingly. Any such extension will be subject to receipt of evidence of the application for funding in the form of a formal, dated letter from the funding body on its letter head and signed by an authorised officer of the funding body specifying the name of the Offer Holder and likely date of decision.
- 5.6. Should UCL agree to extend the Payment Deadline, full payment must be made by this extended Payment Deadline or exemption agreed. If this does not happen, the Student Contract may be withdrawn in accordance with 4.9 and 4.10.

6. **Refunds**

- 6.1 Tuition Fee Deposits are generally not refundable if the Offer Holder chooses not to Enrol or is otherwise unable to Enrol for reasons within the Offer Holder's reasonable control. UCL has absolute discretion in considering and applying refunds of Tuition Fee Deposits other than in the circumstances set out in section 6.2.
- 6.2. Subject to section 6.1, Tuition Fee Deposits are refundable in the following circumstances:
- 6.2.1. an Offer Holder fails to meet the conditions related to academic entry requirements set out in the Offer Letter and is not admitted (this excludes conditions relating to English language proficiency);
 - 6.2.2 an Offer Holder fails to secure the necessary clearance to enter the UK and undertake the programme;
 - 6.2.3 UCL is unable to admit an Offer Holder due to the programme of study or specific mode of attendance previously agreed with UCL ceasing to be available;
 - 6.2.4 if the Offer Holder has paid the deposit in full or in part and has subsequently, but before enrolling, received full funding for the programme of study and is able to provide appropriate evidence (in accordance with section 5)"
- 6.3 An Offer Holder should apply for any refund of a Tuition Fee Deposit in writing to UCL Graduate Admissions, which will be acknowledged within 10 working days of receipt. Authority to approve refund of Tuition Fee Deposits rests with the Director of Access & Admissions, UCL. UCL will return any Tuition Fee Deposit to the same individual and using the same method of payment as used to pay the Tuition Fee Deposit.
- 6.4 Following Enrolment, refund requests are subject to the policy concerning tuition fee refunds for current students, as detailed at <https://www.ucl.ac.uk/students/fees/pay-your-fees/how-to-pay>
- 6.5 UCL will not refund the exact amount of Tuition Fee Deposit that it receives. If the Tuition Fee Deposit is being refunded to a non-Sterling bank account where a currency conversion is necessary, any exchange

rate fluctuations shall be at the risk of the Offer Holder. UCL shall also be entitled to deduct any bank charges directly connected to the refund of the Tuition Fee Deposit.

Access & Admissions

November 2019