

## International Tuition Fee Deposit Policy

1. All non EU/EEA students are required to pay a tuition fee deposit with the exception of Government sponsored applicants. Payment of the deposit demonstrates your commitment to Writtle College and your course; reduces the amount of tuition fees payable on arrival and may help to secure your visa for study in the UK.
2. The tuition fee deposit will be required when you accept our offer and return your signed Writtle College acceptance of a place Form (Form AF1) and the Points Based System – Reporting Duties Form (Form PBSRD). This will also be applicable to international students living in the UK.
3. If you are a Government sponsored student please send us a formal letter of financial guarantee from your Government or Ministerial Department to confirm that they will pay your tuition fees. This should include a full invoice address and a contact name and number. The tuition fee deposit requirement may then be waived.
4. Your Confirmation of Acceptance for Studies (CAS) will not be issued until we either receive your deposit or Government sponsorship letter. The deadline is 1<sup>st</sup> August to allow good time for your visa formalities.
5. Payments as per 2012/13 Deposit & Payment Schedule below

	Postgraduate	Undergraduate	Foundation	Further Education
Deposit due by 1 <sup>st</sup> August	£3750	£3250	£3250	£2500
Payment due before Enrolment	£3000	£3000	£3000	£2600
Payment due before Semester 2	£3000	£3000	£3000	£2600
<b>TOTAL TUITION FEE</b>	<b>£9750</b>	<b>£9250</b>	<b>£9250</b>	<b>£7700</b>

Please see Appendix A for payment methods.

6. Deposits are non-refundable except in the case of a visa refusal (documentary evidence will be required within 28 days of refusal) and only on production of the original visa refusal letter/documents and completion of a Writtle College Refund Application Form (Form RRA). This will be authenticated by the College. All deposit refunds will be subject to bank charges and exchange rate fluctuation.
7. A tuition fee deposit may be transferred to another course or another start date provided that the deferral has been agreed by the College. The deferral application must be less than one year old.
8. A student who has paid their deposit and fails to enrol by an agreed date or provide notification of a course deferral will forfeit their tuition fee deposit.
9. Students who are to attend a Pre-Sessional English Language course prior to their main programme must forward payment in full for this course in addition to the tuition fee deposit for their main programme.
10. Students who wish to reserve a place in halls of residence will be required to pay a damage deposit of £225 GBP in addition to the tuition fee deposit.

*In accordance with the Consumer Protection (Distance Selling) Regulations 2000, you have seven days from the time we receive your deposit in which to cancel your acceptance, we will then refund your deposit.*

## Appendix A:

### International Students - Payment Methods

#### Direct Payment into College Bank Account

Bank	Barclays Bank plc
Branch	High Street, Chelmsford
Address	40-41 High Street, Chelmsford, Essex CM1 1BE
Account Holder	Writtle College Limited
Sort Code	20 19 95
A/C Number	50936146
IBAN Number	GB05BARC20199550936146
SWIFT code	BARCGB22

**It is important that your bank uses your Name and Student ID Number as part of their references for the transaction, so that our Finance Office can identify your payment. Failure to do this could result in delay in sending out your confirmation of acceptance (CAS) letter.**

Allowances must be made for exchange rate fluctuations and bank charges. Please also inform us of any bank reference numbers and the transfer date so we know when to expect your payment.

#### Payment by Credit Card

**DO NOT send your credit card details by email.** Email is not a secure method of sending such data. Please pay in person at the college or telephone +44 (0) 1245 424200 and ask for the Finance Office.

#### Payment by Cheque

Please enclose your cheque, made payable in £ pounds sterling to: 'Writtle College'.

#### Clearance of funds

Please remember:

Bank Transfers and Credit Cards (in person) can take up to 3 days to clear.

UK Personal Cheques can take up to 10 days to clear.

Foreign cheques can take up to 28 days to clear.



## Request for a Refund of a Tuition Fee Deposit (Form RRA)

This form is to be used by international students who wish to request a refund of their tuition fee deposit as they are unable to start the course.

We aim to process the refund within 28 days. All payments will be refunded direct to the payee.

Please complete the following:

Student ID Number	
Name	
Passport number	
Your contact information  Email Telephone number	
Address	
Who made the payment?  Name  Address  Contact details	
Amount paid	
Reason for refund  Please supply supporting documentation where applicable  Visa refusal letter from UKBA  Proof of payment transaction	
Office use only - Admissions	Documentary evidence checked  International Admissions: Date:
Office use only – Finance	Authorisation by Finance  Finance Office Manager: Date: