



## International Student Deposit – Policy Document

If you receive an offer of a place on a full-time programme, you will need to pay a tuition fee deposit to confirm your place.

The deposit is required to help students with their visa applications by providing evidence to the University and the UK Visa and Immigration (UKVI) that the applicant has made a commitment to undertaking a course at Bath Spa University (BSU) by making a non-refundable payment. For this reason, payment of the minimum deposit is required before a Confirmation of Acceptance of Studies (CAS), required for all Tier 4 student visa applications, is issued by BSU. The CAS includes the amount of tuition fees already paid so students who pay more than the minimum deposit will have that higher amount included in their CAS.

The deposit amount for 2018/19 entry is £3,000, however you can pay any amount above this. Please ensure you quote your 6 digit student ID with any payment.

**Payment of the deposit can be made in several ways, see:**

<https://www.bathspa.ac.uk/students/student-finance/how-to-pay/>

We encourage all students to make early payment as late payment of the deposit may impact on the applicants' ability to secure a visa in time for commencing their studies;

**Payment of the minimum deposit will ensure that:**

- **BSU continues to hold open the offer of a place**, subject to meeting all other conditions of any offer made
- **Once a CAS is assigned**; subject to the International terms and conditions and to any outstanding conditions of the offer; it will show the amounts paid to the University.

### Exemptions from the Deposit Policy

The deposit will be payable by all international fee paying students except in the following circumstances:

- International students studying at BSU as part of an exchange programme where no fees are payable by the student.
- The deposit MAY be waived where evidence is submitted by the student that they are being funded by their government or other major sponsor (for example scholarship schemes). We will consider requests for exemption if verifiable evidence is provided.
- Consideration may be made to waive the deposit for groups of students coming to BSU from institutions where we have a co-operation agreement in place.

**This deposit is non-refundable** except in the following exceptional circumstances:

- For students who pay the deposit whilst holding a conditional offer and subsequently do not meet those conditions, a full refund will be made.
- Refunds will also be made to students who are refused a visa by the relevant visa office EXCEPT if the refusal is because the applicant submitted fraudulent documentation or the applicant failed to follow UKVI guidance with respect to the application. Failure to follow UKVI guidance will include those cases where students do not provide all the information required to secure a visa (including financial details and qualifications), so it is important that all evidence be provided with the visa application. You will be required to provide the visa refusal document to us for consideration before a refund will be approved.
- Any strong personal circumstances that do not allow students to commence the course should be referred to [internationaladmissions@bathspa.ac.uk](mailto:internationaladmissions@bathspa.ac.uk) for consideration.

### **Further notes on the Deposit Scheme**

- Requests for a refund or waiver of the deposit should be submitted to [internationaladmissions@bathspa.ac.uk](mailto:internationaladmissions@bathspa.ac.uk) – a form will be sent to the applicant for completion and evidence of payment of the deposit will be required from the applicant to ensure that any refund is paid in the same method and to the same account as the money was originally received. This is to comply with money laundering regulations and no exceptions can be made.
- Any applicant who is granted a deferral of their place to the following year will have any deposit deferred as well. The deposit is **not** refundable in these circumstances.
- Applicants who change their minds about taking up their place will not have their deposit refunded.
- If a student does not register, any additional advance payments made to the University (excluding the deposit amount) will be refunded upon request

### **Please note that:**

- Visa letters (CASs) will not be sent to students until a deposit has been received (or exceptionally waived)
- The total amount received will be listed in the CAS and the UKVI secure system that is used by visa processing officers to confirm the details, reducing the amount of funds needed to prove in the visa application process.

No refund will be made where a student fails to attend the start of the programme, or withdraws from study after enrolment.