

International Student Fee Policy

EFFECTIVE FROM July 2025

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1. INTRODUCTION

1.1 Edge Hill University reviews its fees and its fee policy annually.

1.2 This policy applies to students who are considering or currently undertaking a relevant course of study at Edge Hill University. All references to 'you' and 'your' in this policy refer to the student.

2. LIABILITY FOR PAYMENT

2.1 As a student, you are liable to pay the relevant tuition fee for your programme of study.

2.2 The University accepts sponsorship from registered companies and international government embassies. The University will verify the validity of all sponsorships. For sponsored courses, fees are payable in full at the start of the course upon receipt of invoice. University payment terms are net 30 days. You remain responsible for any outstanding fees to the University. Failure by your sponsor to pay fees does not remove your liability.

2.3 The University will not award a degree, diploma, certificate or other qualification to any student who is in tuition fee arrears. Following clearance of any tuition fee debt, the University will award the qualification.

2.4 Late payments may result in the initiation of credit control procedures.

3. UNDERGRADUATE AND POSTGRADUATE PROGRAMMES

3.1 A non-refundable deposit of £4,000 is required from all international students applying for an undergraduate, postgraduate, or integrated degree programme before the Confirmation of Acceptance for Studies (CAS) letter can be issued.

Please note this deposit level may vary according to the country from which you are applying.

3.2 The deposit must be paid after acceptance of offer and prior to either issuance of (CAS), or before enrolment, if a CAS is not required.

3.3 Deposit payments must be made using one of the University's approved payment methods: Flywire, Convera, or TransferMate. Direct bank transfers are not accepted.

3.4 The remaining tuition fees are to be paid in three equal instalments on the dates below:

Start Month	Instalment 1	Instalment 2	Instalment 3
August – September	31 October	31 January	30 April
January	28 February	31 May	31 August

3.5 The University may offer flexible payment options depending on your individual financial circumstances. These must be discussed and agreed with the International Finance Team. In some cases, a bespoke payment plan may be arranged at the University's discretion. If approved, you must adhere to the agreed payment schedule.

3.6 If you experience difficulty paying your fees, you must contact the International Finance Team immediately to discuss your options. The University will aim to assist but cannot guarantee alternative payment arrangements in all cases.

3.7 Failure to comply with these payment regulations may result in university-led withdrawal, removal of UKVI sponsorship where applicable, and referral for external debt collection.

3.8 Continuing students must pay £4000 of the next year's tuition fee before enrolment.

3.9 Withdrawal Refund Policy (Including Voluntary Withdrawals)

- If withdrawal occurs after enrolment and before 31st October, the student will be liable for the deposit payment required or 25% of the annual tuition fee, whichever is greater.
- If the withdrawal occurs after 31st October and before 31st January the student will be liable for 50% of the annual tuition fee or the deposit payment, whichever is greater.
- If the withdrawal occurs after 31st January the student will be liable for 100% of the annual tuition fee.

3.10 If tuition fees are paid in full either before the Confirmation of Acceptance for Studies (CAS) is issued, or before enrolment if a CAS is not required, a discount of £500 will be applied.

4. SHORT TERM PROGRAMMES

4.1 For programmes of less than one semester in duration, all fees must be paid before enrolment and a non-refundable deposit payment may be requested.

4.2 The student will be liable for the full programme fee, inclusive of any accommodation fees, if withdrawal occurs after enrolment.

5. SEMESTER LONG PROGRAMMES

5.1 All fees must be paid before enrolment, unless the University has an arrangement with the home institution and the home institution is responsible for payment of the fee. A non-refundable deposit may be requested.

5.2 If the withdrawal is within the first 4 weeks of the start date of the course the student will be liable for 50% of the tuition fee.

5.3 If the withdrawal is from week 5 onwards the student will be liable for 100% of the tuition fee.

6. FULL YEAR PROGRAMMES

6.1 A non-refundable deposit of £4,000 is required before the Confirmation of Acceptance for Studies (CAS) letter can be issued.

6.2 If invoiced in Dollars, payment must be made by bank transfer only using the details on the invoice.

6.3 If invoiced in Sterling, payments must be made using one of the University's approved payment methods: Flywire, Convera, or TransferMate. Direct bank transfers are not accepted.

7. YOUR RIGHT TO CANCEL

7.1 In accordance with UK consumer protection legislation, students have the right to cancel their acceptance of an offer within 14 days of that acceptance.

7.2 If you cancel within this 14 day period, you will receive a full refund of any tuition fee payments and deposits made, provided you notify the University in writing within this 14 day cooling off period.

8. REFUNDS

8.1 Refunds are not guaranteed and are subject to university approval.

8.2 Requests for refunds must be made in writing and include relevant documentation.

8.3 Refunds will be processed within the following estimated timelines after approval:

- UK card or bank payments: 5 to 10 working days
- International payments: 2 to 6 weeks dependent on payment method used

9. CIRCUMSTANCES WHERE YOU MAY BE DUE A REFUND

9.1 Programme Cancellation: The University withdraws the relevant programme of study for the intended intake.

9.2 Visa Refusal: The applicant receives a visa refusal from UKVI, provided the refusal is not due to fraud, deception, misrepresentation, lack of credibility, or failure to comply with UKVI guidance. A copy of the official visa refusal notice must be provided.

9.3 14 Day Cooling Off Period: A refund request is submitted within 14 calendar days of the University receiving an acceptance of offer, in accordance with UK consumer protection legislation.

9.4 Unmet Academic Conditions: The applicant fails to meet one or more academic conditions stated in their offer, despite making reasonable and evidenced efforts after the offer date.

9.5 CAS Not Issued: The University decides not to issue a Confirmation of Acceptance for Studies (CAS). In such cases, a refund may be issued, minus any reasonable administrative costs incurred in processing the application.

9.6 Exceptional Circumstances: The applicant is unable to enrol due to verified exceptional or mitigating circumstances (e.g. serious illness or government-imposed travel restrictions). Each case will be considered individually, and supporting evidence is required.

10. CIRCUMSTANCES WHERE YOU MAY NOT BE DUE A REFUND

10.1 We will not consider deposit refund requests if you have omitted significant relevant information, made false or misleading statements, and/or provided fraudulent information at any stage of the admissions, tuition fee payment or visa process.

10.2 Refunds will not be considered if your visa is refused by the UKVI due to a failure to submit the necessary documentation to UKVI.

11. ADDITIONAL REFUND CONDITIONS

11.1 You must provide documentary evidence to support your refund request. Any documents not in English must be accompanied by a certified translation. Please note that the University may verify any evidence submitted.

11.2 The University reserves the right to adjust the refund criteria in cases of exceptional circumstances. Such circumstances will be assessed at the University's discretion.

11.3 Refunds will only be issued to the original account and via the original method of payment.

11.4 Any refund will be issued minus any overpaid scholarship or bursary amount, and where applicable, refunded to the originating source or the William D. Ford Federal Direct Loan Program.

11.5 If you request to defer your place, the deposit may be carried forward to the next intake. However, if a second deferral is requested, the deposit will be forfeited.

11.6 The University is not responsible for any charges applied by the payer's or recipient's bank, building society, credit union, or any other financial institution involved in processing payments.

11.7 The University is not liable for any losses due to currency exchange fluctuations between the original payment and any refund.

11.8 The University is not responsible for any costs incurred by the applicant during the admissions, CAS and visa application process.

11.9 Refunds are subject to a £250 administration charge which will be deducted from the refund payment. If a CAS has been issued, a £500 administration charge will be deducted from the refund payment.

12. WITHDRAWAL POLICY

12.1 Date of withdrawal is determined by the last date of attendance/engagement as outlined in the University Withdrawal Procedures

www.edgehill.ac.uk/departments/support/registry/academic-records/withdrawing/.

12.2 Tuition fee liability will be calculated at the approved fee rate for the registered mode of study at the time of cessation of study.

12.3 In the event of withdrawal or interruption of studies, any scheduled bursary payments will cease with immediate effect and adjustments will be made as necessary, calculated by the date of withdrawal.

13. COURSE TRANSFER WITHIN THE UNIVERSITY

13.1 Tuition fees already paid will be transferred to your new course if you transfer within the University.

13.2 If the new course has a higher fee, you will be liable for the difference.

14. VISA EXTENSION

14.1 If you require a visa extension, any outstanding tuition fees must be paid in full before the extension can be approved.

Key to Relevant Documents

This policy refers to the following relevant documents:

Tuition Fee Regulations www.edgehill.ac.uk/documents/tuition-fee-regulations/

Return of Title IV Funds (R2T4) Policy for US Direct Loans Programmes

www.edgehill.ac.uk/documents/return-of-title-iv-funds-r2t4-policy-for-us-direct-loans-programmes-policy/

Annexes - This policy does not contain any additional information.