

2022/23

# International Student Fee Policy

**EFFECTIVE FROM 01 AUGUST 2022**

## Summary

This document outlines the agreed policy for payment and refunds of international student tuition fees.

## Glossary of Terms

Not applicable.

## Purpose

This Policy sets out tuition fee structures and charging arrangements for the benefit of international students and University colleagues.

## Policy

### Fee Payment Arrangements (except Study Abroad Programme):

#### *Tuition Fee Deposit*

Students are required to pay a deposit of at least 50% of their tuition fee<sup>1</sup> upon acceptance of offer. An acceptance of an offer and the receipt of this deposit are necessary before a Confirmation of Acceptance to Study letter can be issued by the University.

#### *Payment Options*

There are three options for payment:

Option 1- 50% tuition fee deposit with the remaining 50% payable prior to enrolment.

Option 2- 50% tuition fee deposit with the remaining balance payable in two equal instalments as follows:

For students enrolling on their main programme of study in September:

- First payment on 31<sup>st</sup> October
- Second payment on 10<sup>th</sup> January

For students enrolling on their main programme of study in January:

- First payment on 28<sup>th</sup> February
- Second payment of the remaining tuition fees on 10<sup>th</sup> May

Option 3 - For students in receipt of funding from the William D Form US Federal Loan Program, payments will be made in line with the confirmed payment schedule.

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<sup>1</sup> With the exception of students who are in receipt of funding from the William D Ford US Federal Loan Program

*For students registering onto a pre sessional course, full payment is required upon acceptance of offer.*

*For continuing students, payment should either be in full prior to enrolment or, 50% of the fee prior to enrolment together with payment terms of Option 2 above. for the remaining fee.*

*For government sponsored students: separate, arrangements will apply, as agreed with individual government agencies.*

*Please note:*

Where students wish to pay their fees in instalments they must complete a 'Request to pay Fees by Instalment' form and submit it to the International Office before they may enrol.

### Withdrawals and Refunds:

Refunds will be made to the originating account, by bank draft (for cheque payments) or to the William D Ford SU Federal Loan Program. It may take up to 6 weeks for a refund to be processed.

Fees charged as a result of withdrawal are set out below:

For students enrolling on their main programme of study in September<sup>2</sup>:

<b>Month of withdrawal</b>	<b>Amount due</b>
September	Minimum of £2,000
October	20% or £2,000 whichever is greater
November	30% or £2,000 whichever is greater
December	50% or £2,000 whichever is greater
January onwards	100% or £2,000 whichever is greater

For students enrolling on their main programme of study in January<sup>4</sup>.

<b>Month of withdrawal</b>	<b>Amount due</b>
January	Minimum of £2,000
February	20% or £2,000 whichever is greater
March	30% or £2,000 whichever is greater
April	50% or £2,000 whichever is greater
May onwards	100% or £2,000 whichever is greater

### Fee Payment Arrangements (Incoming Study Abroad Programme):

*For students applying via a partner institution, where the partner institution is paying the student fees and an agreement with EHU has been signed:*

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<sup>2</sup> Fees charged for students in receipt of William D Ford US Federal Loan Program will be in line with Edge Hill University- Return of Title IV Funds (R2T4) Policy/Program Rules.

Fees applicable must be paid in full by the end of the first month of study each semester.

*For all other applicants:*

A 50% deposit is required or, if in receipt of Federal Financial Aid, evidence must be provided before confirmation of a place or a Confirmation of Acceptance to Study letter can be issued by the University. The remaining fee must be paid prior to enrolment.

#### Withdrawals and Refunds:

Where a student withdraws after arrival but prior to enrolment full accommodation fees will be charged and the tuition fee element refunded. Withdrawal after enrolment will incur the full Study Abroad Programme fee.

#### **Please note (applicable to all)**

Cases which fall under Edge Hill University's Extenuating Mitigating Circumstances policy may be considered outside of these regulations.

Failure to adhere to these fee payment Regulations may result in a University-led withdrawal and external debt collection referral.

#### Short Term Programmes

##### Withdrawal, Cancellation and Refunds:

This section relates to directly applying, individual, fee paying students on Pre-sessional; English Language Development and Summer programmes.

<b>Time of withdrawal</b>	<b>Amount due</b>
Prior to enrolment	No fee liability
In the first week of study	50% fee liability
Start of week 2 onwards	100% fee liability

If a programme is cancelled by the University, any deposits and/or fees paid towards the programme will be refunded in full via the originating payment method.

## Key to Relevant Documents

This policy refers to the following documents, which you may find useful.

Return of Title IV Funds (R2T4) Policy for US Direct Loans Programmes  
[edgehill.ac.uk/documents/return-of-title-iv-funds-r2t4-policy-for-us-direct-loans-programmes-policy/](https://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.

## Endmatter

Title	2022/23 International Student Fee Policy
Policy Owner	Assistant Registrar: Fees, Scholarships & Bursaries
Approved by	Pro Vice-Chancellor University Secretary
Date of Approval	31 January 2022
Date for Review	

