

University of Aberdeen Tuition Fee Deposit Policy

1. Introduction

The University of Aberdeen (“the University”) requires a tuition fee deposit from international applicants in receipt of an offer to Postgraduate Taught programmes, and who require a Confirmation of Acceptance for Studies (CAS) for a student visa application. This deposit is required in order to demonstrate your commitment to attend the programme should you meet all the conditions of your offer. The deposit is non-transferable and non-refundable except in the circumstances detailed in section 9.1 of this policy.

2. Who is required to pay a deposit?

You will be required to pay a tuition fee deposit if:

you are applying for a Postgraduate taught course, **AND**

you require a student visa to study in the UK, **AND**

you are a self-funded student (see Section 7 below for information for funded/ scholarship students)

3. Who is not required to pay a deposit?

All other applicants are not required to pay a tuition fee deposit.

4. Tuition fee deposit amount

The tuition fee deposit is £3000 for all courses. The University will not issue the CAS required for your visa application until this deposit amount has been received. Applicants who wish to pay more than the deposit amount are welcome to do so, and this will be offset against the remaining tuition fee balance.

5. How to pay the deposit

More information on how to make your deposit payment will be included here as soon as possible.

Payment can be made by the applicant or a family member. Payment from third parties, including agents or another student, is not permitted. Where it is identified that a third party has made a payment this will be investigated and may cause a delay to the issuance of your CAS.

6. Deadline for payment

Deposit payments may be made after receiving an offer of admission. Conditional offer-holders who do not meet the conditions of their offer will have their deposit refunded as per section 8.1 of this policy.

The last date for deposit payments to be received by the University is linked from your offer letter to the website section on deposits. This should match the last CAS issuance date for the intake applied for. Please make your payment in good time to ensure the funds have cleared before the deposit deadline: if you are unsure how long your payment will take to clear, please contact your bank. In exceptional circumstances an applicant may request a deadline extension, however this is at the discretion of the University.

7. Sponsored students

Applicants whose tuition fees are being met by a University of Aberdeen recognised sponsor (including US Federal Loans), or who are in receipt of a full scholarship covering their tuition fees, are not required to pay the tuition fee deposit. Instead, these applicants must upload evidence of their sponsorship/scholarship by the deposit payment deadline published on the website and linked to on their offer letter.

8. Refunds

Deposit refunds can be requested by emailing deposits@abdn.ac.uk.

8.1 Deposit refunds can only be made in the following circumstances:

- If you request a refund of the deposit within 14 days of payment being received by the University. In this instance it will be assumed that you no longer wish to study at the University of Aberdeen and your offer of admission will be marked as declined. However, if a CAS has been issued, within the 14 days, no refund will be authorised and it will be assumed that you no longer wish to study at the University of Aberdeen and your CAS will be cancelled.
- If the University is unable to provide the academic programme originally applied for, offered and accepted, and you do not want to take a place on any alternative programme offered.
- If you do not meet the conditions of your offer, including any English language requirements, **and** you provide satisfactory validating evidence. Note that if you made no attempt to meet the offer conditions no refund will be given.
- If your ATAS clearance application is refused.
- If your UK student visa application is refused or rejected, except where refusal is a result of:
 - A fraudulent visa application
 - Insufficient funds
 - Supply of incorrect documentation or not supplying documentation requested by UKVI

8.2 Deposits will **not** be refunded where the applicant:

- decides to go to another institution.
- cannot be released from work to study at the University of Aberdeen.
- does not send completed documentation as requested in the condition of the offer: this may be required in order to prove that the offer has not been met for academic or language test conditions - failure to respond to requests for this information will result in no refund.
- has not secured funding to attend the University of Aberdeen: this may be as a result of not being successful in applications for scholarships, OR simply not having sufficient funds in your bank at time of visa application. This condition will apply unless it can be proven that there are clear mitigating circumstances which have significantly changed the applicant's position since the time of application.

8.3 Where a refund is approved:

- Once paid, tuition fee deposits cannot be transferred to another individual. Refunds will only be made to the individual that originally paid the tuition fee deposit. If a family member has paid the tuition fee deposit on behalf of the applicant, the University is unable to refund the tuition fee deposit directly to the applicant.

- Refunds can only be made to the account from which the payment was made originally. Proof of payment such as a receipt or a bank statement showing payment from that account must be produced. We will also need the bank's SWIFT or BIC code to make a refund. Failure to do so will delay the refund and may render it unpayable.
- If the tuition fee deposit is being refunded to a non-Sterling bank where a currency conversion is necessary, any exchange rate fluctuations and charges made by the receiving bank must be paid by the party receiving the funds.
- Refunds are normally processed within 28 working days. Exact times may vary depending upon the method by which the original payment was made.

9. Deferrals

- 9.1 If you decide to defer your place to the following academic year or to a later start date and you have already paid your tuition fee deposit, the deposit will be retained and automatically rolled forward to the next entry point.

10. Appeals

Applicants wishing to contest any decision related to tuition fee deposits may do so via our [standard appeals process](#). This will not impact on any legal rights you may have, and you are entitled to seek independent legal advice if you are not satisfied with the decision made by the University.

11. Document control panel

Title	Tuition Fee Deposit Policy 2024-25
Owner	Director of Student Recruitment
Approvals	Fees and Scholarships Committee Student Recruitment Committee Senior Management Team
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