

International Tuition Fee Deposit Policy – 2021/22

1. International students are required to pay a tuition fee deposit with the exception of Government sponsored applicants. Payment of the deposit 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 University College acceptance of a place forms. 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, though this value will then become payable at enrolment in addition to your first payment.
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 2 months prior to your course commencing to allow good time for your visa formalities.
5. 2021/22 Tuition Fee Deposit & Payment Schedule

Tuition Fee 2021/22 Academic Year	Postgraduate	Undergraduate	Further Education
Deposit payment deadline 25 June 2021	£5,570	£5,050	£4,290
Payment 1 deadline 17 September 2021	£3,800	£3,700	£3,000
Payment 2 deadline 10 December 2021	£3,800	£3,700	£3,000
Total Tuition Fees	£13,170	£12,450	£10,290

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 University 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 University 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 wish to reserve a place in halls of residence will be required to pay a damage deposit bond in addition to the tuition fee deposit. This deposit is refunded when the student leaves halls of residence as long as there is no damage to be paid for.

In accordance with the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013, you have 14 days from the time we receive your deposit in which to cancel your acceptance, we will then refund your deposit. <https://writtle.ac.uk/HE-Regulations-&-Policies>

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 University College Limited
Sort Code	20-20-35
A/C Number	50936146
IBAN Number	GB05BARC20203550936146
SWIFT code	BARCGB22

It is important that your bank uses your Name and WUC 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 via the telephone +44 (0) 1245 424200 and ask for the Finance Office.

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	
Who made the payment? Full name Address	
Amount paid	
Reason for refund Please supply supporting documentation where applicable 1. Visa refusal letter from UKVI 2. 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: