

Policy for tuition fee deposits for postgraduate taught degrees

Purpose of Policy

To provide applicants with transparency about the arrangements for tuition fee deposits where they are required, and to set out a framework to be used by academic Schools when introducing tuition fee deposits.

Overview

Some University of Edinburgh academic Schools require a non-refundable tuition fee deposit to be paid by applicants who wish to secure the offer of a place on a postgraduate taught degree programme.

This policy is designed to provide applicants with transparency about the arrangements for tuition fee deposits where they are required, and to set out a framework to be used by academic Schools when introducing tuition fee deposits.

Scope: Mandatory policy

This policy applies all Home, EU and Overseas applicants to programmes where tuition fee deposits are required. All applicants will be required to pay the deposit in order to secure the offer of a place on the relevant programme, unless the student qualifies for an exemption as detailed in paragraph 3.4 of the policy.

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Document control

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Approving authority Central Management Group (now Student Recruitment and Fees Strategy Group)

Consultation undertaken College admissions practitioners, Student Recruitment Management Group

Section responsible for policy maintenance and review Student Recruitment and Admissions

Related policies, procedures, guidelines and regulations University of Edinburgh Admissions Policy

UK Quality Code 2018 Core practices: *The provider has a reliable, fair and inclusive admissions system.*

Policies superseded by this policy None

Alternative format If you require this document in an alternative format please email SRA.Adteam@ed.ac.uk

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Policy for tuition fee deposits for postgraduate taught degrees

1. Purpose

- 1.1 Some University of Edinburgh academic Schools require a non-refundable tuition fee deposit to be paid by applicants who wish to secure the offer of a place on a postgraduate taught degree programme. This policy is designed to provide applicants with transparency about the arrangements for tuition fee deposits where they are required, and to set out a framework to be used by academic Schools when introducing tuition fee deposits.

2. Scope

- 2.1 For programmes where tuition fee deposits are required, all Home, EU and Overseas applicants will be required to pay the deposit in order to secure the offer of a place on the relevant programme, unless the student qualifies for an exemption as detailed in paragraph 3.4 below.

3. Policy

- 3.1 Where a tuition fee deposit is required, information will be included in the “Fees and Costs” section of the programme entry on the University’s online Degree Finder, and in relevant published documents, including the amount of the deposit required. A link to a webpage which includes payment links, together with the details of the fee policy published in the ‘Fees and Funding’ section of the website.
- 3.2 Tuition fee deposits for full-time programmes will be charged at £1,500 for a full Masters programme (£1,000 for a Postgraduate Diploma and £500 for a Postgraduate Certificate), which will be allocated to the student’s tuition fee account at matriculation. The tuition fee deposit is a minimum and students may pay more of their tuition fees in advance if they wish.
- 3.3 The requirement for a tuition fee deposit will form part of the conditions of both conditional and unconditional offers for a relevant postgraduate taught degree programme. In order to secure the offer of a place to study on such a programme, the applicant must pay the deposit in full.
- 3.4 The following applicants will not be required to pay a tuition fee deposit:

- Those who are sponsored by a University of Edinburgh recognised sponsor or who have a full scholarship covering their tuition fees. Applicants must provide acceptable evidence of this no later than the deadline by which the deposit would have been due. Details of the evidence required will be provided during the application process. University recognised sponsors include national governments, corporations or employers, national and international charities and universities, but do not include family members or friends; or
- Applicants who previously studied at the University of Edinburgh and who received one of the following scholarships:
 - Rest of the UK (RUK) Undergraduate Bursary
 - Scotland Accommodation Bursary
 - University of Edinburgh Scholarship
 - Scotland Scholarship
 - Access Edinburgh Scholarship

3.5 Deposit deadlines

3.5.1 When a deposit is required, it must be paid by the relevant deadline as shown in the table below for programmes that start in Semester 1:

Offer date	Programme Type	Deadline for payment of tuition fee deposit
Offers issued up to 1 March	High demand programmes*	28 days from the offer date
	Other relevant programmes*	31 March
Offers issued after 2 March until the programme start date	All programmes	Deadlines will be between 7 and 28 days, as determined by the relevant College taking into account the start date of the programme (this responsibility can be delegated to School level). The deadline period will be specified in the offer letter and information on deadlines will be published on the relevant website.

*The deposit deadline that applies will be specified in the offer letter.

3.5.2 Failure to pay the tuition fee deposit by the appropriate deadline may result in the offer being withdrawn.

3.5.3 A link to information on the deadlines for payment of the tuition fee deposits will be included in the offer letter.

3.5.4 An extension to the deadline can be granted at the discretion of the appropriate College or School.

3.5.5 A link to information on how to pay a tuition fee deposit will be included in the offer letter.

3.6 Refunds

3.6.1 The full amount of the tuition fee deposit can only be refunded in the following circumstances:

- If the applicant requests a refund of the deposit within 14 days of payment being received by the University of Edinburgh (in accordance with the Consumer Protection Regulations 2014).
- If the University is unable to provide the academic programme originally applied for, offered and accepted and the applicant does not want to take up a place on any alternative offered.
- An applicant fails to meet the conditions of their offer, including any English language qualifications required, with the applicant being required to provide appropriate validating evidence. If the applicant has made no attempt to meet the offer conditions no refund would be made.
- If the applicant's UK student visa or ATAS clearance application is refused or rejected, except where refusal is a result of:
 - A fraudulent visa application
 - Insufficient funds
 - Supply of incorrect documents
 In such cases, no refund will be made.

3.6.2 If an applicant requests a refund of a tuition fee deposit as a result of exceptional circumstances such as serious illness or bereavement, the decision on whether or not a refund can be made will be taken by the relevant College or School on a case by case basis.

3.6.3 Refund requests must be made in writing to the relevant College or School, and must be received no later than two weeks following the start date of the degree applied for.

3.6.4 If an applicant requests a refund of a tuition fee deposit, their application will be automatically withdrawn and they will need to contact the admissions office if they wish to have their application for the same programme reactivated. An applicant will need to re-apply to the University should they wish to be considered for the same programme or a different programme in a subsequent year.

3.6.5 Forfeited deposits will be retained by the School offering the programme.

3.7 **Transfer of a tuition fee deposit**

3.7.1 If an applicant has paid a tuition fee deposit for a postgraduate degree programme at the University of Edinburgh and subsequently wishes to accept the offer of a place on a different postgraduate degree programme at the University starting in the same academic year, the tuition fee deposit can be transferred to the new degree programme.

3.8 **Deferrals**

3.8.1 An applicant may request to defer an offer in accordance with the *University of Edinburgh Postgraduate Admissions Policy*. If the University agrees to such request before an applicant has paid the tuition fee deposit, the deposit will still be required in order to secure the offer of the deferred place.

3.8.2 If an applicant requests to defer an offer of a place after they have paid the tuition fee deposit and the University agrees to the request, the tuition fee deposit will be retained by the University against the tuition fees due for the deferred place.

3.8.3 If an applicant requests to defer an offer of a place after they have paid the tuition fee deposit and the University refuses the request, any refund will be at the discretion of the relevant School or College.

4. Approval and review

- 4.1 The University of Edinburgh's *Policy for tuition fee deposits for postgraduate taught degrees* was approved by the Central Management Group (now University Executive) in August 2016. Responsibility for agreeing any changes to the policy, or to the level at which tuition fee deposits are charged, is delegated to the Student Recruitment and Fees Strategy Group.

Policy approved: August 2016
Amendments approved: January 2021