

## **Student Visa Deposit Terms and Conditions**

1.1 All applicants who require a Confirmation of Acceptance for Studies (CAS) for a Student visa application will be required to pay a deposit of £5000.

1.2 The only exceptions to this are applicants who are in receipt of a letter confirming the unconditional award of one of the following: Birkbeck scholarship/studentship; Commonwealth Shared Scholarship; Chevening Scholarship or a national government scholarship. To be excluded from the deposit requirement, the scholarship must cover the full cost of tuition. Applicants who are awarded less than the full cost of tuition must make a deposit payment of £5000.

1.3 The deposit must be made as a complete payment, partial payments are not permitted.

1.4 The deposit amount will be deducted from the tuition fee balance at enrolment.

1.5 A CAS will only be issued when the deposit has been confirmed as cleared in Birkbeck's bank account.

### **Refunds**

2.1 A full deposit refund will only be considered under the following circumstances:

- Birkbeck is unable to provide the academic programme the applicant originally applied for, offered and accepted and the applicant does not want to take up a place on any alternative offered.
- An applicant requests the return of their deposit and withdrawal from their academic programme within 14 days of receipt of payment, under provisions in the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013.
- If the applicant cannot take up their place due to failure to obtain a Student visa (see Visa Refusals section for full criteria).
- Where there are exceptional circumstances beyond an applicant's control, such as illness or bereavement of an immediate family member, an application for a refund may be considered. An application for this type of refund must be supported by certified documents. Decisions are at the discretion of the Director of Finance or appointed nominee.

- If an applicant defers to the next academic year, the deposit will not be refunded but will be used to reserve their place for the next academic year. Applicants may only defer their place for one year, after which if the applicant fails to enrol, the deposit will not be refunded unless there are exceptional circumstances preventing this.

## **Visa Refusals**

3.1 A refund can also be requested if an applicant cannot take up his/her place due to failure to obtain a Student visa, providing that their visa application was:

- valid – they have provided proof that they have the finance and qualifications required and documents provided are genuine as per UKVI Visas & Immigration (UKVI) requirements
- timely – they have applied for their visa at least 15 working days before the latest start date of the programme
- and the applicant provides proof of the visa refusal from the UKVI.

An administrative fee of £500 will be retained for a refund made as a result of a visa refusal.

3.2 No refund will be given for applicants whose visa is refused for the following reasons:

- fraudulent application: if any part of the application is deemed to be fraudulent. This includes refusals based on deception, false representations, submission of false documents or false information or due to non-disclosure of relevant facts.
- more than one refusal for insufficient funds: this includes incorrect account type used, insufficient funds showing in the account, or if the money has not been in the account for the required period.
- more than one refusal for incorrect documentation: documents have not been submitted as stipulated in the UKVI guidance.
- failure to pass the requirements of a credibility interview, conducted either by Birkbeck or the UKVI.
- not attending a visa appointment unless there are extenuating circumstances that can be evidenced.
- Birkbeck may require at times to check the validity of the visa refusal with the UKVI for which permission from the applicant is required. No refund will be given if permission is not granted or if the visa refusal is not confirmed as valid by the UKVI.

3.3 All refund requests must be submitted in writing within 30 days of the official start date of the course. The exception to this is the 14 day 'cooling off' period during which time the applicant can change their mind about the deposit and request it back. This should be requested within 14 days of payment.

3.4 Refunds requests should be sent to [feesrefunds@bbk.ac.uk](mailto:feesrefunds@bbk.ac.uk) with a subject title of 'Deposit Refund Request, Student Reference: INSERT YOUR STUDENT NUMBER'.

3.5 Refunded deposit payments can only be issued into the originating account.

Registry

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