



Deposits: frequently asked questions for 2014 entry

Do I have to pay a tuition fee deposit?

International students holding an unconditional offer which they have firmly accepted for a place on a foundation programme or a one-year taught masters degree are required to pay a tuition fee deposit before an electronic Confirmation of Acceptance for Studies (CAS) can be issued. A CAS is an essential document for students applying for a student visa under Tier 4 of the Points Based System (PBS). For all programmes, the deposit will be offset against the fee for those who register.

Applicants holding conditional or unconditional offers will be required to pay a tuition fee deposit when requesting to defer entry to Nottingham until the following academic year.

For more information on Tier 4 student visas please visit:

www.nottingham.ac.uk/internationalstudents/visasimmigration

Please note that you will not have to pay a tuition fee deposit if you are applying to a research-based course including PhD, MPhil, MA (by research), MSc (by research) and MRes courses.

Do I have to pay if I am a sponsored student?

The deposit requirement can only be waived for the following groups of students (upon receipt of appropriate evidence):

- those whose tuition fees are fully funded by a recognised sponsor
- those who are eligible and apply for a US student loan to cover the full cost of the tuition fees
- those who have already paid a tuition fee deposit in respect of a Nottingham University Business School MBA programme

All other students will be required to pay the tuition fee deposit.

If you are fully sponsored for your course fees, please send a copy of your sponsorship letter, quoting your full name and application ID number to: sponsorship-assistant@nottingham.ac.uk

The University will only accept sponsorship letters from recognised sponsors (overseas governments, international businesses, universities, trusts and charities, etc) and not from friends or family.

Do I have to pay if I am awarded a scholarship?

The University will waive the deposit requirement for students awarded a full tuition fee scholarship by the International Office or your school/department. If you have already accepted a full tuition fee scholarship from the University, you do not need to provide further confirmation as your deposit will be waived. If you have received a partial scholarship (less than 100% of your tuition fees), you are still required to pay the deposit of £2,000 or to provide a sponsorship letter confirming funding of the remaining fees.

How much should I pay?

The minimum deposit required will be £2,000. The maximum amount you are able to pay is the full tuition fee for your course. Students who meet certain criteria may have their deposit fee waived. See above for further details.

Your tuition fee deposit must be paid before a CAS can be issued. Any non EEA nationality international applicants wishing to defer their full-time taught postgraduate course (MA, MSc, PG Dip, PG Cert etc) or foundation programme from 2013 entry to 2014 entry or from 2014 to 2015 entry will be required to pay the deposit before a deferral can be processed.

When and how can I pay?

You should pay as soon as you receive an **unconditional offer** which you **firmly accept**, or as soon as you request to defer your offer (conditional or unconditional) to the following academic year.

Please note, exceptions apply for students with an offer to study a Business School MBA programme. Please see the reverse of this flyer for further details.

The quickest and easiest way to pay the deposit is via our online system using a credit or debit card. If you are holding a conditional offer that you wish to defer, you will not be able to make your deposit payment through the application system. Alternative payment options are available. Please see our Finance website for information on how to pay: www.nottingham.ac.uk/paying

What is the latest date I can pay?

We recommend that you pay as soon as you have firmly accepted an unconditional offer to study at Nottingham. This will enable us to issue your CAS document which you will need in order to make a Tier 4 student visa application.

You are able to submit a visa application up to three months before the start date of your course. We advise you to make your visa application as soon as possible after this date and once you have all of the necessary supporting documentation.

We cannot issue a CAS to any new students who are based overseas after their course has commenced. The latest date we can issue a CAS to a new overseas student is the last working day before the course start date. The deposit must be paid at least 7 days before this.

Most taught courses in 2014 will start on Monday 22 September 2014, so we cannot issue a CAS for these courses after Friday 19 September. The deadline for paying your deposit for any course commencing on 22 September is Friday 12 September 2014.



Can I make more than one tuition fee deposit payment?

We recommend that you decide how much you want to pay (bearing in mind the minimum and maximum amounts allowed) and that you make only one payment if possible.

This will enable us to issue your CAS without complication or delay and to ensure that the full amount you have paid is reflected in the CAS. If you do make additional payments these will be added to your CAS but there may be a delay and you should wait until you receive confirmation from us that the payments have been added before making your visa application.

Can I pay the deposit if I have a conditional offer?

In most cases, you should only pay the tuition fee deposit when you are holding an unconditional offer to study at Nottingham which you have firmly accepted. However, applicants holding conditional offers will be required to pay the deposit when requesting to defer entry to Nottingham until the following academic year. Any deposit paid will be held by the University against your tuition fee account for the year the course is expected to start.

If you have applied for an MBA course within Nottingham University Business School please follow the instructions sent to you, as these may differ from other courses.

Payment of the deposit will enable us to issue your CAS so that you can make your Tier 4 student visa application. It is not possible to apply for a Tier 4 student visa with a conditional offer. In order to receive an unconditional offer you should meet the conditions of your offer as soon as you are able to.

Will I get a receipt?

If you pay online via the applicant portal, you will be able to print a receipt when the payment is made and you will be able to see the payment via the portal. The payment will also be included on the CAS which we issue in order for you to make your Tier 4 student visa application. We do not automatically issue hardcopy receipts.

Will I get a refund if I can't come to the University?

Yes, we will refund any tuition fee deposit you have paid minus a £100 administration fee. Exceptions may apply for MBA courses within Nottingham University Business School. Please see below for further information.

Do I need to pay the deposit if I am deferring my entry?

Yes. If you have requested permission to defer your entry to Nottingham until the following academic year, you will be required to pay the deposit. This will then be held by the University against your tuition fee account for the year the course is expected to start.

Business School MBA programme deposits

If you have received an offer for an MBA programme in Nottingham University Business School, a different procedure applies. You will be asked to pay a deposit of £2,000 within a specified period before you can accept your offer and secure a place on the programme. You will receive further details about this process from the Business School when the offer is made.

The deposit will be offset against the fee if you register for the MBA course. We will return your deposit to you if you hold a conditional offer but fail to satisfy the conditions. The MBA deposit is non-refundable in any other circumstances.

Further sources of information:

For further information on student visa processes, regulations and your responsibilities, please refer to the following webpages.

Visas and immigration

www.nottingham.ac.uk/internationalstudents/visasimmigration

7 simple steps to obtaining a Tier 4 student visa

www.nottingham.ac.uk/internationalstudents/7steps

Tips for a successful visa application and avoiding a refusal

www.nottingham.ac.uk/internationalstudents/visa-refusals

Working in the UK

www.nottingham.ac.uk/internationalstudents/workingintheuk

Students with families

www.nottingham.ac.uk/internationalstudents/families

Guides and leaflets

www.nottingham.ac.uk/internationalstudents/guides

UK Government visa information

www.gov.uk/visas-immigration

The UK Council for International Student Affairs (UKCISA)

www.ukcisa.org.uk

We're here to help. Get in touch:

International Office
The University of Nottingham
Jubilee Campus
Wollaton Road
Nottingham
NG8 1BB
UK

t: +44 (0)115 951 5247

f: +44 (0)115 951 5155

e: international-office@nottingham.ac.uk

w: www.nottingham.ac.uk/international

Find us on Facebook and follow us on Twitter:



[UoNInternationalOffice](https://www.facebook.com/UoNInternationalOffice)



[@UoNIntOffice](https://twitter.com/UoNIntOffice)

All our social media channels can be accessed via:

www.nottingham.ac.uk/connect

For the latest news visit: www.nottingham.ac.uk/news

All information in this flyer is correct at the time of print but may be subject to change. For the latest information, please visit:

www.nottingham.ac.uk

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