



## PRE-SESSIONAL ENGLISH LANGUAGE COURSE PAYMENT POLICY FOR 2023/24 ENTRY

### SPONSORED APPLICANTS

The following document (to be read alongside the Course Terms and Conditions) is intended to provide applicants with further information and guidance on payments if they are a **sponsored** applicant.

**By signing the declaration on the application form, you are confirming that you have read, understood and accepted these payment conditions.**

#### 1. Application Deposit

As a sponsored applicant you will have an agreement with a financial sponsor (for example, a Government agency) and it is understood that they will pay for your tuition fees. As such you **will not** need to pay the £1000 deposit.

#### 2. Tuition Fees

Tuition fees cover the cost of teaching and registration. Tuition fees are dependent upon which Pre-sessional course that you have applied for.

Details of current Pre-sessional course fees and dates are on our website:

<https://www.liverpool.ac.uk/english-language-centre/pre-sessional-english-courses/dates-and-fees/>

Where a sponsor agrees to pay your fees, the sponsor will be invoiced directly by the University of Liverpool at the end of each 10-week stage.

#### 3. Financial Guarantee

It is important that you provide the English Language Centre with written evidence of any sponsorship that you will receive. This needs to be an official document from your financial sponsor, and it will act as your proof of sponsorship. This document needs to be on official letter-headed paper and must include the following information:



- your family name and first name
- the name and contact details of the official financial sponsor
- the date of the letter (must be valid and within 12 months of the Pre-sessional application date)
- the length of the sponsorship

Your proof of sponsorship at application should be sent to [elc-admissions@liverpool.ac.uk](mailto:elc-admissions@liverpool.ac.uk) as it will form part of the Pre-sessional English application.

The English Language Centre will then require an official copy of your Financial Guarantee no later than 10 working days following the start date of the Pre-sessional course. If needed the English Language Centre will issue you with a registration letter on your first day to help you get this document. This and all documents will be kept for our records.

If this is not provided, we will consider you to be self-funded and you will be expected to pay your tuition fees (please refer to the self-funded payment policy).

As a sponsored applicant you are responsible for making sure that your tuition fees are paid. Should a sponsor fail to pay your tuition fees, the invoice will be cancelled, and you will be expected to pay your tuition fees.

#### 4. Additional IELTS Examinations

Please be aware that some academic departments **do not** accept successful completion of the Pre-sessional course in lieu of an English Language qualification. If you choose to apply to one of these academic departments and also study on a Pre-sessional course, you must also arrange to sit an accepted English Language test and meet the direct English Language entry requirement for your academic programme of study in order to progress.

It is your responsibility to check whether your intended programme of study will accept the Pre-sessional course.

Additional costs will be charged to cover the cost of IELTS examination fees. You are responsible for the payment of any IELTS examination fees and will be expected to pay before the examination.



More information about the IELTS test at the University of Liverpool can be found on our website: [www.liverpool.ac.uk/english-language-centre/ielts](http://www.liverpool.ac.uk/english-language-centre/ielts).

## 5. Accommodation

Please note that tuition fees do not include accommodation costs. It is your responsibility to arrange payment for accommodation.

For all information and help about University of Liverpool accommodation, visit their website [www.liverpool.ac.uk/accommodation](http://www.liverpool.ac.uk/accommodation)

## 6. Late starts

Sponsors will still be invoiced for the full fee if you start your Pre-sessional course late for any reason.

## 7. Deferrals

Deferrals from Pre-sessional courses **are not permitted**.

This is due to the potential change in English Language levels within the period of deferral and in accordance with UK Visas and Immigration (UKVI) requirements. If for any reason you are unable to attend the Pre-sessional course that you have received an offer for, you need to contact English Language Centre Admissions for advice at [elc-admissions@liverpool.ac.uk](mailto:elc-admissions@liverpool.ac.uk).

Please note that if you are unable to attend a Pre-sessional course in the current entry year you will not be able to defer your offer but will instead, must make a new application for the following entry year. This includes providing a new Financial Guarantee to cover the new course.

If you do not currently hold an offer for an Undergraduate, Postgraduate or PhD programme at the University of Liverpool (or a different University) you **will not** be able to apply to study one of our Pre-sessional English courses. \*

*\*Exceptions apply for the 40-week course and 30-week applications made before October 2023 – no undergraduate, postgraduate or PhD degree application required, but participation in, or completion of, the Pre-sessional English course does not guarantee progression to any academic study unless you have subsequently been offered a place on*



*an academic course which accepts successful completion of the Pre-sessional course.*

## 8. Refunds

### a) Tuition Fees

Refunds of Pre-sessional English tuition fees are handled in terms of weeks and if you have been registered for any part of a particular week, fees will be due for that entire week even if you have not been attending classes. Fees are never split into days. This means that the refund amount will be the full tuition fee, minus the number of weeks that a student has studied. This reduced amount will be reflected in the end of stage invoice raised by the University of Liverpool and sent to your sponsor.

The final date of study will always be the date at which the ELC receives the completed withdrawal form.

### b) Cancellation

You have the right to cancel your booking, without us invoicing your sponsor, during the first 14 days after you have confirmed your offer. This is called the cancellation period. If you wish to cancel your course booking, you must send your request in an email to [elc-admissions@liverpool.ac.uk](mailto:elc-admissions@liverpool.ac.uk). We cannot accept cancellations over the phone or in person.

We cannot teach you within the cancellation period unless you give us permission to do so. If we have begun teaching you within the cancellation period and you have given us permission to do so, then we will invoice your sponsor only for the number of weeks that a student has already studied, to cover the services you have already received from us.

When we have received your confirmation that you would like to cancel your booking, we will note the date on which it is received and only invoice your sponsor for the number of full and part weeks you have studied to that date.

## 9. Additional Information

If you are found to have supplied any information or documentation which is fraudulent, untrue, inaccurate, incomplete and/or misleading, the application will be automatically withdrawn. You will then be prevented from applying for any programmes, courses, or modules at the University of Liverpool.



Once admitted to the University, if, in our reasonable opinion, you provided us during the process of your admission with information which is fraudulent, untrue, inaccurate, incomplete and/or misleading you will have your registration terminated and be required to leave. Any fees already paid will not be refunded. Students who have been suspended on the basis of the above information will be reported to the UK Visa and Immigration (UKVI) as appropriate.

## 10. Help and Advice

### Money, Advice and Guidance

This service is particularly useful when seeking advice if you are experiencing financial hardship or if you are experiencing difficulties in making payments.

Telephone: +44 (0) 151 794 5863

Email: [money@liverpool.ac.uk](mailto:money@liverpool.ac.uk)

Web: [www.liverpool.ac.uk/studentssupport/money/](http://www.liverpool.ac.uk/studentssupport/money/)

### English Language Centre

You should contact the English Language Centre if you have any queries relating to invoicing and tuition fees.

Telephone: +44 (0)151 794 2722

Email: [elc@liverpool.ac.uk](mailto:elc@liverpool.ac.uk)

Web: [www.liverpool.ac.uk/english-language-centre](http://www.liverpool.ac.uk/english-language-centre)

### International Advice and Guidance Team

Our International Support Team can offer information and advice about UK visas and application.

Email: [iagteam@liverpool.ac.uk](mailto:iagteam@liverpool.ac.uk)

Web: [www.liverpool.ac.uk/studentssupport/international/](http://www.liverpool.ac.uk/studentssupport/international/)