**SELF-FUNDED APPLICANTS**

This policy explains the methods available to applicants to pay their tuition fees and other payments, including deposit fees. It also advises on what to do if an applicant encounters difficulty in making a payment and identifies members of University staff who can provide help and advice.

The following notes are intended to provide you with further information and guidance on payments for self-funded applicants.

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

**Tuition Fees**

Tuition fees cover the cost of teaching and registration. Tuition fees are dependent upon which Pre-sessional EAP programme an applicant has applied for.

The £300 deposit that is paid at the time of application is deducted from the total programme fee. For Pre-sessional EAP programme fees, please see the table below:

<table>
<thead>
<tr>
<th>Pre-sessional EAP Programme</th>
<th>Start Date</th>
<th>Programme Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>40-week</td>
<td>08/10/2018</td>
<td>£12,455</td>
</tr>
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<td>6-week</td>
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<td>£2,015</td>
</tr>
</tbody>
</table>

**Payment**

We advise that all Pre-sessional EAP applicants pay their tuition fees prior to commencing their Pre-sessional EAP programme. If an applicant is unable to pay the tuition fee before the programme commences, payment must be made within 10 working days of teaching beginning.

You can pay your fees using a debit/credit card through our online payment facility; [https://payments.liv.ac.uk/short-courses/english-language-centre/presessional-courses-201819](https://payments.liv.ac.uk/short-courses/english-language-centre/presessional-courses-201819). This facility accepts payment by Visa, MasterCard, Switch/Maestro and Solo and is available for use by applicants and third parties (for example parents, relatives and family friends). This is the only method of payment.

If you do not pay your tuition fees prior to the start date of your studies, or within 10 working days of the start date, you will automatically be invoiced in instalments for each stage of your Pre-sessional EAP programme. Payment by instalment is only available to students who are studying a 40-Week, 30-Week or 20-Week Pre-sessional programme.

For students who are studying on a 10-week or 6-week Pre-sessional programme, instalments are not applicable and tuition fees must be paid in full before or on the start date of the programme.
If you fail to pay your fees or make arrangements to pay your fees within 10 working days of teaching beginning, your studies will be suspended and the UK Visas and Immigration will be notified immediately.

**Additional IELTS Examinations**

Please be aware that some academic departments do not accept successful completion of the Pre-sessional EAP programme in lieu of an English Language qualification. If you choose to study on a Pre-sessional EAP programme, you must also arrange to sit a Secure English Language Test (SELT) and meet the direct English Language entry requirement for your academic programme of study in order to progress. If you are unsure if your intended academic programme of study will accept the Pre-sessional EAP programme, you should check directly with the department.

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

More information about the IELTS test at the English Language Centre can be found on our website: [www.liv.ac.uk/english-language-centre/ielts](http://www.liv.ac.uk/english-language-centre/ielts).

**Accommodation**

Please note that tuition fees do not include accommodation costs. It is the applicant’s responsibility to arrange payment for accommodation. For information about University of Liverpool accommodation, visit our website: [www.liv.ac.uk/accommodation](http://www.liv.ac.uk/accommodation).

**Other debt**

It is the applicant’s own responsibility to ensure that adequate arrangements have been made for the payment of all fees. Applicants should be aware that failure to make these arrangements will result in the following sanctions being applied:

- Applicants who fail to make the payment by the due date will be financially suspended. Access to all IT and library facilities would be barred until the outstanding fee is paid or a suitable payment arrangement has been set up.

- If a student fails to pay any debts they will not be permitted to attend the Pre-sessional EAP programme and this will be classed as a violation of their visa agreement because they are not fulfilling the requirements of their visa in relation to course attendance.

  Notification of this action will be sent to the student, their department and tutor and it is expected they will discuss the possible future completion of the student’s studies once the debt to the University has been paid.

- No student will be allowed to renew their registration for a new session whilst they have an outstanding debt to the University. Therefore, any debt owing will affect their progression on to the academic programme that they have applied for.

**Late starts**

Students who start a programme late for any reason will be required to pay the fee in full for any stage.

**Deferrals**

Deferrals from Pre-sessional EAP 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 requirements. If for any reason a student is unable to attend the Pre-sessional EAP programme that they have received an offer for, they should contact English Language Centre Admissions for advice ([elc-admissions@liv.ac.uk](mailto:elc-admissions@liv.ac.uk)). Please note that students who are unable to attend a Pre-sessional EAP programme in the current year will not be able to defer their offer but will instead, have to make a new application for the following entry year. This includes paying an additional £300 non-refundable deposit.
Deposit
All tuition fees are less the £300 deposit that was paid at the time of application. Before an applicant makes an application for Pre-sessional EAP study and pays their deposit, it is the applicant’s responsibility to make sure that their current English Language score meets the requirements for the selected programme.

The deposit is non-refundable unless you cancel your booking within 14 days of accepting your offer of a place on the Pre-sessional programme. We only issue refunds outside of this time if an applicant has been refused an entry visa.

If you do not currently hold an offer for an Undergraduate or Postgraduate programme at the University of Liverpool, you are still able to submit an application to study one of our Pre-sessional EAP programmes.

If you have made a £300 deposit payment and successfully gained an offer for a Pre-sessional EAP programme but do not receive an academic offer or you do not meet the academic conditions of your offer, you will not be eligible to receive a refund of your deposit payment.

Deposit refunds are subject to a £60 administration fee.

Refunds of Programme Fees
Refunds of programme fees are only applicable in exceptional circumstances. Refunds are handled in terms of weeks. This means that the number of weeks that a student has studied on a Pre-sessional EAP programme will be deducted from the refund of programme fees.

If an applicant has paid their tuition fees and due to a mitigating circumstance (for example visa refusal) are unable to commence their studies, they will receive a full refund less the £300 deposit.

Please note that in the event of withdrawal, fees are accounted for 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. Withdrawal is subject to the completion of the University Of Liverpool withdrawal form.

Please note: all refunds of tuition fees issued are less the £300 deposit.

Cancellation
You have the right to cancel your booking with a full refund during the first 14 days after you accept your place on the course. This is called the cancellation period. If you wish to cancel your course booking, you must send your request in an email to elcadm@liv.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 give you a full refund minus a reasonable sum for the services you have already received from us.

When we have received your confirmation that you would like to cancel your booking, we will process the necessary refund and send it to you as soon as possible and normally within 14 days of receiving your notification of cancellation.

We will give you a full refund of your fees minus the £300 deposit:
- If you have paid your tuition fees in full before registration, and
- There is a mitigating circumstance (for example personal or family illness) and
- Because of the mitigating circumstance you are unable to start your studies.
We will make a full refund including the deposit only in the case of your visa application being rejected and in this case we require some documentary evidence that you made the correct visa application and that its refusal is the reason for your non-attendance on the course. The refund will be subject to £60 administration fee.

If at any time after you start your studies you want to withdraw from your course for any reason you may do so and a refund will be given for any full weeks of tuition fee for which you have paid but have not received. Refunds of tuition fees requested outside of the cancellation period which are not visa related will be paid minus the £300 deposit.

**Additional Information**

If an applicant is found to have supplied any information or documentation which is false or fraudulent; the application will automatically be withdrawn. The applicant will then be prevented from applying for any programmes at the University of Liverpool.

Any student admitted to the University that is later proven to have made a fraudulent application will have their registration terminated and be required to leave. Any fees already paid will not be refunded. Students who have been suspended on the basis of fraudulent information will be reported to the UK Visa and Immigration.

**SPONSORED APPLICANTS**

This policy explains the methods available to applicants to pay their tuition fees and other payments, including deposit fees. It also advises on what to do if an applicant encounters difficulty in making a payment and identifies members of University staff who can provide help and advice.

The following notes are 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, applicants are confirming that they have read, understood and accept these payment conditions.

A sponsored applicant has an agreement with a financial sponsor (for example, a Government agency) and an applicant has arranged for their tuition fees to be paid by the financial sponsor.

**Tuition Fees**

Tuition fees cover the cost of teaching and registration. Tuition fees are dependent on which Pre-sessional EAP programme that an applicant has applied for.

For Pre-sessional EAP programme fees, please see the table below:

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Where a sponsor agrees to pay an applicant’s fees, the sponsor will be invoiced directly by the University.

**Financial Guarantee**

It is important that an applicant provides the English Language Centre with written evidence of any sponsorship that they will receive. This should be in the form of an official document from a financial sponsor and it will act as a Financial Guarantee. This document should be on official letter-headed paper or stationery and must include the following information:

- the applicant’s 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 EAP application date)
- the length of the sponsorship
- the amount of money that the financial sponsor is giving to the applicant or a statement that confirms that the applicant’s financial sponsor will cover all of his/her fees and living costs.

Proof of sponsorship should be sent to: elc-admissions@liv.ac.uk or to the address on the Pre-sessional EAP offer letter.

The University will require an original, hard copy of this document before, or no later than, the start date of the Pre-sessional EAP programme. The University will keep this document for its records. If you do not provide this, the University will consider the applicant to be self-funded and the applicant will be invoiced for their tuition fees.

As a sponsored applicant, applicants are responsible for making sure that their tuition fees are paid. Should a sponsor fail to pay an applicant’s tuition fees (in line with our terms of trade), the invoice will be cancelled and the liability for any payments or debt will be transferred to the applicant.

**Additional IELTS Examinations**

Please be aware that some academic departments do not accept successful completion of the Pre-sessional EAP programme in lieu of an English Language qualification. If you choose to study on a Pre-sessional EAP programme, you must also arrange to sit a Secure English Language Test (SELT) and meet the direct English Language entry requirement for your academic programme of study in order to progress. If you are unsure if your intended academic programme of study will accept the Pre-sessional EAP programme, you should check directly with the department.

Additional costs will be charged to cover the cost of IELTS examinations. An applicant’s sponsor is responsible for the payment of any IELTS examinations.

More information about the IELTS test at the English Language Centre can be found on our website: www.liv.ac.uk/english-language-centre/ielts.

**Accommodation**

Please note that the tuition fees overleaf do not include accommodation costs. It is the applicant’s responsibility to arrange payment for accommodation with the Accommodation Office.

For information about University of Liverpool accommodation, please visit: www.liv.ac.uk/accommodation.

**Other debt**

It is the applicant’s responsibility to ensure that adequate arrangements have been made for the payment of all fees before the start of each session. Applicants should be aware that failure to make these arrangements will result in the following sanctions being applied:
Applicants who fail to make the payment by the due date will be financially suspended. Access to all IT and library facilities will be barred until the outstanding fee is paid or a suitable payment arrangement has been set up.

If an applicant fails to pay any outstanding debts within 10 working days of the payment due date, they will not be permitted to attend the Pre-sessional EAP programme and this will be classed as a violation of their visa agreement because they are not fulfilling the requirements of their visa in relation to programme attendance.

Notification of this action will be sent to the applicant, the department and tutor and it is expected they will discuss the possible future completion of the applicant’s studies once the debt to the University has been paid.

No applicant will be allowed to renew their registration for a new session whilst they have an outstanding debt to the University. Therefore, any debt owing will affect progression on to the academic programme that they have applied for.

Late starts
Applicants who start a programme late for any reason will be required to pay the fee in full for any stage.

Deferrals
Deferrals from Pre-sessional EAP programmes 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 requirements. If for any reason an applicant is unable to attend the Pre-sessional EAP programme that they have received an offer for, they should contact English Language Centre Admissions for advice (elc-admissions@liv.ac.uk).

Please note that applicants who are unable to attend a Pre-sessional EAP programme in the current year will not be able to defer their offer but will instead, have to make a new application for the following entry year.

Deposit
For sponsored applicants, a copy of an official sponsorship letter must be included with their application. If this is not received, we will presume that the applicant is a self-funded applicant and we will not be able to process the application because we will presume that there is an outstanding deposit payment.

Refunds of Programme Fees
Refunds of programme fees are only applicable in exceptional circumstances. Refunds are handled in terms of weeks. This means that the number of weeks that a student has studied a Pre-sessional EAP programme will be deducted from the refund of programme fees.

If a sponsor has paid a student’s tuition fees prior to the programme start date and, due to a mitigating circumstance (for example visa refusal), the applicant is unable to commence their studies, the sponsor will receive a full refund less a £60 administration fee.

Please note that in the event of withdrawal, fees are accounted for 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. Withdrawal is subject to the completion of the University Of Liverpool withdrawal form.

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Help and Advice

Applicant Services (Financial Support and Advice)
This service is particularly useful when seeking advice if an applicant is experiencing financial hardship or if an applicant that is experiencing difficulties in making payments.

Telephone: +44 (0) 151 794 5863
Email: fst@liv.ac.uk
Web: www.liv.ac.uk/applicantsupport/finance

English Language Centre
Applicants should contact the English Language Centre if they have any queries relating to payment of tuition fees.

Telephone: +44 (0) 151 794 2722
Email: elc@liv.ac.uk
Web: www.liv.ac.uk/english-language-centre

International Support Team
Our International Support Team are able to offer information and advice about UK visas and application.

Email: ist@liv.ac.uk
Web: http://www.liv.ac.uk/applicantsupport/ist