SUMMER PRE-SESSIONAL TRANSITION PROGRAMME
PAYMENT POLICY FOR 2021/22 ENTRY

This policy explains the methods available to applicants to pay their tuition fees. It 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.

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. Please see the table below.

<table>
<thead>
<tr>
<th>Pre-sessional Programme</th>
<th>3-week transition</th>
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<tbody>
<tr>
<td>Start Date</td>
<td>22/08/2022</td>
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<tr>
<td>Programme Fee</td>
<td>£750</td>
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Payment
We require all applicants to pay the £750 tuition fee prior to commencing their programme. If an applicant does not pay the tuition fee before the programme commences they will not be permitted to start their studies.

You can pay your fees using a debit/credit card through our online payment facility:


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.
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.liverpool.ac.uk/accommodation.

If you would like to apply for accommodation at Kaplan Living, please contact pathways.accommodation@kaplan.com.

Other debt

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

- Applicants who fail to make payments for University programmes or services by the due dates will be financially suspended. Access to all IT and library facilities could be restricted 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 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 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

Due to the short nature of the programme late starts are not permitted for any reason.
Deferrals

Deferrals are not permitted. If for any reason a student is unable to attend the programme, they should contact English Language Centre Admissions for advice on liverpoolkaplan@liverpool.ac.uk.

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 programme will be deducted from the refund of programme fees.

Refunds due to cancellation in the case of visa refusal

If you have paid your tuition fees and due to visa refusal are unable to commence your studies, you will receive a full refund.

Refunds due to cancellation within the 14-day cancellation period

You have the right to cancel your booking with a full refund during the first 14 days after you have paid the deposit. This is called the cancellation period. If you wish to cancel your programme booking, you must send your request in an email to liverpoolkaplan@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 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.
Refunds due to withdrawal from the course after registration

If at any time after you start your studies you want to withdraw from your programme for any reason you may do so and a refund will be given for any full weeks of tuition for which you have paid but have not received.

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.

If there are any outstanding fees at the point of withdrawal the request will not be processed until the debt is cleared and you may continue to incur charges.

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 (UKVI).

Help and Advice

Money, Advice and Guidance

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: money@liverpool.ac.uk
Web: https://www.liverpool.ac.uk/studentsupport/money/

International Advice and Guidance Team

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

Email: iagteam@liverpool.ac.uk
Web: https://www.liverpool.ac.uk/studentsupport/international/