



**PRE-SESSIONAL ENGLISH LANGUAGE PROGRAMME  
PAYMENT POLICY FOR 2022/23 ENTRY**

**SPONSORED APPLICANTS**

The following document 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 accept 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 £300 application deposit.

**2. Tuition Fees**

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

For Pre-sessional programme fees, please see the tables below.

| <b>Pre-sessional Programme</b> | <b>Start Date</b> | <b>Programme Fee</b>                     |
|--------------------------------|-------------------|--|
| 40-week                        | 03/10/2022        | £17,200<br>incl. books and materials fee |
| 30-week                        | 09/01/2023        | £12,900<br>incl. books and materials fee |
| 20-week                        | 03/04/2023        | £9,100<br>incl. books and materials fee  |
| 12-week                        | 15/06/2023        | £5,604<br>incl. books and materials fee  |
| 10-week                        | 03/07/2023        | £4,700<br>incl. books and materials fee  |



|        |            |  |
|--------|------------|--|
| 6-week | 31/07/2023 | £3,000<br>incl. books and materials<br>fee |
|--------|------------|--|

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 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:

- 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

Proof of sponsorship 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 University will require an original, hard copy of this document before, or no later than 10 days following the start date of the Pre-sessional programme. The University will keep this document for its records.

If this is not provided, the University 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 (in line with our terms of trade), 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 programme 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 programme, 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 programme.

Additional costs will be charged to cover the cost of IELTS examinations fees. You are responsible for the payment of any IELTS examinations 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 programme late for any reason.

#### 7. Deferrals

Deferrals from Pre-sessional 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 (UKVI) requirements. If for any reason you are unable to attend the Pre-sessional programme that you have received an offer for, you need to contact English Language Centre Admissions for advice at [elc-](#)



[admissions@liverpool.ac.uk](mailto:admissions@liverpool.ac.uk).

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

If you do not currently hold an offer for an Undergraduate or Postgraduate programme at the University of Liverpool, you are still able to apply to study one of our Pre-sessional programmes, but participation in, or completion of, the programme does not guarantee progression to academic study unless you have subsequently been offered a place on an academic programme 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 already 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 programme 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 false or fraudulent, the application will automatically be withdrawn. You will then be prevented from applying for any programmes at the University of Liverpool.

Once admitted to the University if you are later proven to have made a fraudulent application 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 fraudulent information will be reported to the UK Visa and Immigration (UKVI).

## 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: <https://www.liverpool.ac.uk/student-support/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)



UNIVERSITY OF  
LIVERPOOL

English Language  
Centre

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 are able to offer information and advice about UK visas and application.

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

Web: <https://www.liverpool.ac.uk/studentsupport/international/>