



## PRE-SESSIONAL ENGLISH LANGUAGE PROGRAMME PAYMENT POLICY FOR 2020/21 ENTRY

### SELF-FUNDED APPLICANTS

This policy explains the methods available to applicants to pay their tuition fees and other payments, including deposit 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.

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 programme that 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 programme fees, please see the tables below.

#### **Liverpool Campus Programmes**

<b>Pre-sessional Programme</b>	<b>Start Date</b>	<b>Programme Fee</b>
40-week	05/10/2020	£15,600 incl. books and materials fee
30-week	04/01/2021	£11,700 incl. books and materials fee
20-week	05/04/2021	£8,200 incl. books and materials fee
12-week	17/06/2021	£4,980 incl. books and materials fee
10-week	05/07/2021	£4,200 incl. books and materials fee
6-week	02/08/2021	£2,550 incl. books and materials fee

#### **Payment**

We advise that all Pre-sessional applicants pay their tuition fees prior to commencing their Pre-sessional 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>. 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 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 12-week, 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 the start of teaching, your studies will be suspended and the UK Visas and Immigration (UKVI) will be notified immediately.

### **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 study on a Pre-sessional 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. 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. 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.liverpool.ac.uk/english-language-centre/ielts](http://www.liverpool.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.liverpool.ac.uk/accommodation](http://www.liverpool.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 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 Pre-sessional 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

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 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 a student is unable to attend the Pre-sessional programme that they have received an offer for, they should contact English Language Centre Admissions for advice on [elc-admissions@liverpool.ac.uk](mailto:elc-admissions@liverpool.ac.uk).

Please note that students who are unable to attend a Pre-sessional 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 for Self-Funded Applicants

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 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.

Typically, the deposit is non-refundable unless you cancel your booking within 14 days of paying the deposit and we only issue refunds outside of this time if an applicant has been refused an entry visa. **However, because of the increased uncertainty around the COVID-19 outbreak, the ELC has waived the 14 day cancellation period and cancellations may not be made at any point up to registration without losing the £300 deposit. This will be reviewed in July 2021.**

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 programmes, but participation in, or completion of, the programme does not guarantee progression to academic study.

If you have made a £300 deposit payment and successfully gained an offer for a Pre-sessional 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.

### 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 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 less the £300 deposit.



## Refunds policy

**Typically, 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. However, this has been extended for the 2020/21 intake (see below)**

If you wish to cancel your course booking, you must send your request in an email to [elcadm@liverpool.ac.uk](mailto:elcadm@liverpool.ac.uk). We cannot accept cancellations over the phone or in person. 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 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.

### Refunds due to cancellation before registration

The English Language Centre has taken the decision to waive the normal 14-day cancellation period and allow a full refund if you wish to cancel your application at any time up until the point of registration. This is in acknowledgement of the greater uncertainty applicants face during the ongoing COVID-19 global pandemic. **This will be reviewed in July 2021.**

### 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 not split into days. Withdrawal is subject to the completion of the University of Liverpool withdrawal form, which your tutor will make available to you after discussion of your particular issues. We require two full weeks' notice of intention to withdraw. Payment for these two weeks will be due in cases where the withdrawal form is received less than two weeks before the proposed date of withdrawal.

### 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](mailto:money@liverpool.ac.uk)

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

### 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@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 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/>



## PRE-SESSIONAL ENGLISH LANGUAGE PROGRAMME PAYMENT POLICY FOR 2020/21 ENTRY

### 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 programme that an applicant has applied for.

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

#### **Liverpool Campus Programmes**

<b>Pre-sessional Programme</b>	<b>Start Date</b>	<b>Programme Fee</b>
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12-week	17/06/2021	£4,980 incl. books and materials fee
10-week	05/07/2021	£4,200 incl. books and materials fee
6-week	02/08/2021	£2,550 incl. books and materials fee

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

#### **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 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@liverpool.ac.uk](mailto:elc-admissions@liverpool.ac.uk) or to the address on the Pre-sessional 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 programme. If the applicant's sponsor pays the University in instalments then we will require a copy of the applicant's financial guarantee, covering the next stage of tuition, no more than 10 working days after they have received their registration letter. If the applicant fails to adhere to the deadlines outlined above, the University will consider the applicant to be self-funded and the applicant will be expected to pay 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 applicant will be expected to pay their tuition fees.

### **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 study on a Pre-sessional 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. 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. 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.liverpool.ac.uk/english-language-centre/ielts](http://www.liverpool.ac.uk/english-language-centre/ielts)

### **Accommodation**

Please note that the tuition fees in this document 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.liverpool.ac.uk/accommodation](http://www.liverpool.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-session 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-session 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 an applicant is unable to attend the Pre-session programme that they have received an offer for, they should contact English Language Centre Admissions for advice ([elc-admissions@liverpool.ac.uk](mailto:elc-admissions@liverpool.ac.uk)).

Please note that applicants who are unable to attend a Pre-session 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**

Sponsored applicants must include a copy of an official sponsorship letter with their application. If there is no official sponsorship letter, we will not be able to process the application.

### **Withdrawal of Sponsored students from the course after registration**

If at any time after the start studies a sponsored student wants to withdraw from the programme for any reason they may do so and the sponsor will only be liable to pay for any full weeks of tuition not received.

Please note that in the event of withdrawal, fees are charged in terms of weeks. Fees are never split into days. Withdrawal is subject to the completion of the University of Liverpool withdrawal form which can be collected from the ELC Reception. We require two full weeks' notice of intention to withdraw and payment for these two weeks will be due in cases where the withdrawal form is received less than two weeks before the proposed date of withdrawal.



If at the point of the withdrawal request we have not received a valid Financial Guarantee we will not process the withdrawal until that document has been provided. It is your responsibility to provide this. Failure to do this could result in you continuing 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.

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#### 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/>