

Terms and Conditions for Student Visa Deposit

1 Requirements

- 1.1 All students who require a Confirmation of Acceptance for Studies (CAS) to submit a Student visa application will be required to pay a deposit of £5000.
- 1.2 The only exceptions to this are students who are in receipt of a letter confirming the unconditional award of one of the following: Birkbeck scholarship/studentship; Commonwealth Shared Scholarship; Chevening Scholarship or a national government scholarship. To be excluded from the deposit requirement, the scholarship must cover the full cost of tuition. Students who are awarded less than the full cost of tuition must make a deposit payment of £5000.
- 1.3 The deposit must be made as a complete payment, partial payments are not permitted.
- 1.4 The deposit is part payment towards the cost of the tuition fee.
- 1.5 A CAS will only be issued when the deposit has been confirmed as cleared in the College's account.

2 Refunds

- 2.1 If the student requests to defer to the following academic year the deposit will not be refunded. It will be used to reserve their place for the next academic year. Students may only defer their place for one year, after which if the student fails to enrol the deposit will not be refunded unless there are exceptional circumstances preventing this.
- 2.2 The deposit will also not be refunded under the following circumstances: If a student fails to meet their entry conditions for the course or the requirements for a Confirmation of Acceptance for Studies (CAS), decides not to study at Birkbeck, withdraws from their course, has their studies terminated by the College, or if a student is unable to study at Birkbeck due to a visa refusal.
- 2.3 Where there are exceptional circumstances beyond an applicant's control, such as illness or bereavement of an immediate family member, an application for a refund may be considered. An application for this type of refund must be supported by certified documents. Decisions are at the discretion of the Academic Registrar in consultation with the Director of Finance.
- 2.4 All refund requests must be submitted in writing within 30 days of the official start date of the course. They should be sent to feesrefunds@bbk.ac.uk with a subject title of 'Deposit Refund Request, Student Reference: INSERT YOUR STUDENT NUMBER'.
- 2.5 Refunded deposit payments can only be issued into the originating account.