

Student Finance Tuition Fee Deposit Policy

1. Other than as set out in paragraph 5 below, applicants to postgraduate taught and research masters (MRes) programmes will be required to pay a deposit to reserve a place on the programme and **such deposit will not be refundable except in very limited circumstances as described in these terms and conditions.**
2. With the exception of those students exempted from paying a deposit by paragraph 5 below, payment of the deposit will be a condition of the offer of a place at the College; failure to pay the deposit may result in the offer being withdrawn.
3. The deposit for all programmes, unless specified otherwise, will be 10% of the tuition fee for the year of admission. Where fees for the programme are controlled by a third party and have not been finalised at the time the application is received, the deposit will be 10% of the provisional tuition fee for the year of admission unless specified otherwise.
4. For the avoidance of doubt, for programmes of more than one year's duration, the deposit will be based on the first year's fee only.
5. Sponsored Students (as defined below) whose funding covers the full value of their tuition fees in the first year will not be required to pay a deposit. 'Sponsored Students' means applicants that have confirmed funding from a third-party sponsor acceptable to the College (including sponsorship by or via College departments) where the sponsor makes the fee payment directly to the College. This exemption will also apply to applicants that are applying for US Federal Loans to cover their tuition fees.
6. Sponsored Students whose funding does not cover the full value of their tuition fees in the first year will still be required to pay a deposit in accordance with paragraph 3. In the event that the funding covers more than the value of fees outstanding after the value of the deposit is deducted, the deposit payable will be reduced to the balance of fees payable after subtracting the confirmed amount of sponsorship.
7. An invoice for the deposit will usually be sent out to all students shortly after an offer of a place at the College has been accepted and must be paid within 30 days of the date of that invoice.
8. In the event that full funding that would have exempted a student from the requirement to pay a deposit under paragraph 5 above is confirmed after a deposit payment has been made to the College, a full refund of the deposit payment received will be made to the applicant (the refund will be made to the same account that the original payment came from).
9. Departments may, on a case-by-case basis, agree to extend the payment term for deposits. Students who wish to request an extension to the payment term for their deposit should contact Student Fees either by email to tuition.fees@imperial.ac.uk or by telephone to +44 (0)20 7594 8011. Student Fees will liaise with the relevant departments, update the deposit due date and communicate the variation to the condition to the applicant or the refusal of the request for an extension as appropriate.
10. A deposit payment will not be required for any application where an offer is made less than 31 days before the programme start date.

11. Where a successful applicant receives permission to defer their offer to the next cycle before a deposit payment has been made, the requirement for a deposit for the current cycle will be cancelled but a new deposit will be payable in respect of the next cycle upon receipt of an invoice from Student Fees; an invoice for this deposit will be issued once the next cycle opens. Payment of a deposit against the original application will not be a requirement for deferral.
12. Where a successful applicant receives permission to defer their offer to the next cycle after a deposit payment has been made, the College will retain the deposit and apply the deposit monies to satisfy the deposit requirement for the next cycle (the College will issue an invoice ('New Invoice') at the beginning of the new admission cycle and credit the original deposit monies against the New Invoice). Subject to paragraphs 15 – 19 below, if an applicant withdraws their application or elects not to take up their place at the College after deferral, the deposit will not be refundable. If an applicant makes an application in a future cycle and receives a new offer, a new deposit will be payable.
13. Where an applicant meets all conditions of their offer and gains admission to the College, the deposit payment received will be credited against the tuition fees for the programme.
14. Where an applicant withdraws from the programme and requests a refund of the deposit within 30 days from the date the deposit was paid, the deposit payment will be refunded in full upon request by email by the applicant to tuition.fees@imperial.ac.uk.
15. Where the circumstances under paragraph 12 apply but the applicant withdraws after deferral has been granted, the deposit will only be refunded where a refund request is sent to tuition.fees@imperial.ac.uk within 30 days of the New Invoice date.
16. Where an applicant fails to meet any condition of their offer and, as a direct result, fails to gain admission to the College, the deposit payment received will be refunded in full on production of evidence acceptable to the College that applicant made all reasonable attempts to meet the relevant condition.
17. Where an applicant is unable to join the College owing to failure to obtain a relevant visa, any deposit payment received will be refunded in full on production of a Refusal of Entry Clearance letter from UK Visas and Immigration. Deposit payments will not be refundable in the event that entry clearance was refused as a result of a fraudulent application or a pre-standing Home Office ban on entry.
18. If an applicant withdraws their application or elects not to take up their place at the College and the College, in its discretion, determines that this is as a result of exceptional or extreme mitigating circumstances, any deposit payment received by the College will be refunded to the applicant.
19. All applications for deposit refunds as a result of exceptional or extreme mitigating circumstances will be considered on a case-by-case basis and there is no pre-defined list of acceptable circumstances however, evidence will need to be provided of compelling reasons that the College considers would prevent an applicant from reasonably taking up an offer of admission to the College.
20. Other than in the circumstances set out above, where an applicant withdraws their application or elects not to take up their place at the College, the deposit paid will not be refunded.

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Notes and latest changes:			