MSc Fee Deposit Proposal

Following the recent high level of MSc recruited students, the School has identified that the management information regarding the potential intake numbers isn't furnishing the level of detail needed to adequately prepare for the incoming cohort.

A range of measures exist within the admissions process that can facilitate a more controlled mechanism for allowing admission, each which have both positive and negative impact on the applicant experience.

Elsewhere in the University MSc applicants to certain programmes are expected to pay a tuition deposit. The fee received acts as evidence of intention to join the University (currently student can indicate that they are to join and then not show up) and goes towards fees that are due upon enrolment.

The process is outlined below (from the School of Geosciences) for consideration as a possible solution to improving forecasting of MSc numbers.

Deposit Policy Guidelines

Guidelines for applicants required to pay a deposit to the School of Geosciences for the MSc in Carbon Management, including payment dates, waivers and refund policy.

Who is required to pay a deposit and how much?

A deposit is required from all applicants to the MSc in Carbon Management programme who accept an offer of admission, either conditional or unconditional, unless eligible for a deposit waiver, as detailed in point 5 below.

When must the deposit be paid?

The deposit must be received by the School of Geosciences by 28 days after the date of the offer letter, or by the deadline for applications, whichever is earlier.

How can the deposit be paid?

Payments may be made by most major credit/debit cards using the University's online payment system, by cheque (in pounds sterling) or by BACS (bank transfer). Details on how to pay can be found in the Deposit Payment Guide for the programme.

Implications of non-payment by due date

If the School has not received the deposit by 28 days after the offer date, the application will be withdrawn without further notice. It is therefore essential that applicants have funding for their deposit in place before applying. If an applicant is still interested in retaining a place on the programme but has for any reason not been able to pay the deposit by the deadline, the applicant should contact the School without delay to discuss the circumstances.
Deposit waivers

The deposit may be waived on proof of a scholarship covering full tuition fees having been awarded to the applicant by a recognised body. Holders of partial scholarships must pay the required deposit.

Refund policy

- Applicants requesting a refund for any reason within seven working days after the payment date will be refunded in full.
- Refund requests received more than seven days from the payment date will only be considered if the applicant's visa application has been refused, or if the School has rejected the application due to failure to meet the conditions of offer which have been set. No other reasons will be eligible for a refund. Proof must be provided, and should consist of a copy of the official documentation received, for instance from the UKBA for visas, or the relevant language testing centre for English qualifications. Requests should be made at the earliest opportunity.
- If no attempt has been made to meet the required conditions after the conditional offer was made, the deposit will not be refundable.
- Applicants, whose visa application is rejected due to fraudulent documentation or due to conditions which the applicant could have foreseen, will not be eligible for a refund.
- Applicants deferring their acceptance of an offer will have their deposit retained by the School and automatically allocated to the following year. Applicants may only defer their offer once, and in the event that they decline their deferred offer, the deposit will not be refundable. If an applicant wishes to apply again in a future year and receives an offer, a new deposit will be payable.
- In the unlikely event that the programme is cancelled a full refund of the deposit will be made.