This document supersedes the Section A2 and Appendix 1 in the University of Suffolk Tuition Fee Policy 19/20. This document applies only to Tier 4 students recruited via London School of Commerce (LSC), studying at University of Suffolk campus.

1. Payment terms and liability points for Tier 4 students recruited via LSC, studying at University of Suffolk campus.

1.1 Individuals requiring a Tier 4 visa to study in the UK will need to prove when applying that they have sufficient funds to cover tuition fee costs for the first year of their course, as well as 9 months’ living expenses.

1.2 Tier 4 international applicants are required to pay a minimum 60% deposit in order to secure a place on their chosen programme of study and to receive a Confirmation of Acceptance of Studies (CAS) for their visa application. A CAS will not be issued until the deposit has been received. Please use your full name as the payment reference.

1.3 International applicant deposits will be subtracted from the total amount of tuition fees owed. The remaining balance will be invoiced upon enrolment at the University and a minimum of 20% must be paid within 30 days of date of invoice. The remaining balance must be cleared within 3 months of invoice date.

1.4 Deposits will be reimbursed in full, less a £100 administration fee, if evidence of a visa rejection is received and verified from the relevant UK visa office. Refunds will not be given if the reason for the visa rejection is due to the failure to follow UK Visas and Immigration (UKVI) guidance or submission of fraudulent documents.

1.5 Refunds will be considered on a case-by-case basis and the University reserves the right to withhold any refund until the student can satisfy the institution that he or she has not breached any terms of their visa sponsorship, if applicable.

1.6 In all cases, if a Tier 4 student withdraws from their studies, the University is required to inform the UK Visas and Immigration office (UKVI) who will expect a student to leave the country within 60 days. At the end of the 60-day period, UKVI may curtail a student’s visa without notice.

1.7 Tier 4 students are liable for 75% of the module cost 2 weeks after the course start date and 100% of the module cost 8 weeks after the course start date.