

Student Finance
Postgraduate Tuition Fee Deposits

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 as part of their application.
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will be a condition of the offer of a place at the College; failure to pay the deposit may result in the offer being withdrawn.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.
 - a. 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. Applicants that have confirmed full funding from a third party sponsor (including sponsorship by or via College departments) acceptable to the College and where the fee payment will be made directly to the College by the sponsoring organization will not be required to pay a deposit; this exemption will also apply to applicants that are applying for US Federal Loans to cover their tuition fees.
6. Students with funding that does not pay the full amount of tuition fees directly to the College will still be required pay a deposit. In the event that the amount of sponsorship offered is greater than balance of fees after the deposit amount, the deposit payment required will be the total balance of fees less the confirmed sponsorship amount.
7. An invoice for the deposit will be sent to all students and the deposit 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.
9. Departments may, on a case-by-case basis, agree to extend the payment term for deposits. All requests for an extension to the payment term for deposits should be made to Student Finance either by email to tuition.fees@imperial.ac.uk or by telephone to +44 (0)20 7594 8011. Student Finance 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 an applicant defers their application to the College to the next cycle, the requirement for a deposit for the current cycle will be cancelled but a new deposit will be payable in the next cycle. Any deposit payment received will be held by the College against the deposit in the cycle to which the application has been deferred. Payment of a deposit against the original application will not be a requirement of deferment.

12. 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.
13. 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.
14. Where an applicant is unable to join the College owing to failing 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.
15. If an applicant withdraws their application or elects not to take up their place at the College as a result of exceptional or extreme mitigating circumstances accepted by the College, any deposit payment received by the College will be refunded on a discretionary basis.
16. 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 consider would prevent an applicant from reasonably taking an offer of admission to the College.
17. Other than in circumstances set out above, where an applicant withdraws their application or elects not to take up their place at the College, the deposit will only be refundable if the College secures a suitable candidate to fill the applicant's place on the course.

Policy Approved: 31 October 2016
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