

Deposit, Payment and Refund Policy for Students Admitted in Association with Oxford International Education Group

1. INTRODUCTION

1.1. This policy applies to applicants seeking registration, through Oxford International Education Group (“OIEG”), to a course being provided by the Health Business School of Health Sciences University (“HSU”).

2. DEPOSITS AND TUITION FEES

2.1. Applicants who require a student visa must pay a deposit. The deposit amount is outlined in the offer letter. This deposit must be received before the Confirmation of Acceptance of Studies (“CAS”) can be issued.

2.2. The deposit is refundable except in certain circumstances. See Section 5 for more information.

2.3. The tuition fees applicants are required to pay for their course will be stated in the offer letter.

2.4. Applicants may not be required to pay a deposit if their tuition fees are to be paid by a sponsor. In these cases, evidence of sponsorship must be provided to the OIEG Admissions team. If a student is to be sponsored by an external organisation, a CAS cannot be issued until the sponsor has completed, signed and returned an HSU sponsorship form confirming that they will be responsible for all fees, including those relating to the issuing of the CAS.

3. DEPOSIT AMOUNTS

3.1. The amount of the deposit is defined below:

Country/Region	Deposit Amount
India	60% of tuition fee
Rest of South Asia (Nepal, Pakistan, Bangladesh, Sri Lanka)	50% of tuition fee
West Africa (Nigeria, Ghana, Cameroon)	£3,500
Rest of the World	£2,500

4. PAYMENT PLANS

4.1. Payment can be made using one of two options:

Country/Region	Payment Options/Breakdown of Payments
India	Option 1: Full fee paid by enrolment Option 2: (case-by-case approval) 60% of tuition fees prior to allocation of CAS by HSU 20% of tuition fees by end of semester 1 20% of tuition fees by end of semester 2
Rest of South Asia	Option 1: Full fee paid by enrolment Option 2: (case-by-case approval) 50% of tuition fees prior to allocation of CAS by HSU 25% of tuition fees by end of semester 1 25% of tuition fees by end of semester 2
West Africa and Rest of the World	Option 1: Full fee paid by enrolment Option 2: (case-by-case approval) Deposit amount as stated in Section 3 prior to allocation of CAS by HSU Payment to bring the total amount paid (including deposit) up to 50% of tuition fees prior to enrolment 25% of tuition fees by end of semester 1 25% of tuition fees by end of semester 2

5. DEPOSIT AND TUITION FEE REFUNDS

5.1. The deposit is non-refundable except as described below.

Refunds Prior to Enrolment	
a) Visa refusal (see section 4 below)	Deposit non-refundable
b) Failure to meet enrolment conditions	Deposit non-refundable
c) An error by OIEG/HSU that prevents a student from enrolling on their intended course	Tuition fee and deposit refundable in full
d) Where a course is modified after a student has accepted the offer of a place on the course to the extent that the modification is not acceptable to the student	Tuition fee and deposit refundable in full
e) A student cannot achieve the entry requirement for their course or their CAS	Deposit refundable in full
Refunds After Enrolment	
f) A student cancels / withdraws within first 14 calendar days from official start date of the course	Deposit refundable in full Any tuition fees paid in addition to the deposit amount are refundable

g) A student cancels / withdraws from calendar day 15 of the start date of the course to (but not including) the first day of their second semester	The tuition fee liability is 33.33% of the total fee for the year. Any payments received in excess of this (or the amount of the deposit paid, if greater) are refundable
h) A student cancels / withdraws from the first calendar day of their second semester to (but not including) the first day of their third semester	The tuition fee liability is 66.67% of the total fee for the year. Any payments received in excess of this (or the amount of the deposit paid, if greater) are refundable
i) A student cancels / withdraws on or after the first calendar day of their third semester	No amounts are refundable
j) A student is withdrawn by the University as a result of action taken through another policy, for instance via the Student Conduct Framework or the Academic Engagement Policy	Tuition fee liability will be calculated according to the withdrawal date and the deposit is non-refundable
k) Changes to the course of study	Refer to the Course and Unit Modifications Policy and Procedures
l) The student takes an authorised study break	Tuition fee liability will be calculated according to the agreed date of study break

5.2. **Study Breaks:** Any student wishing to take a study break should refer to the Study Break procedure available on the HSU website at <https://www.hsu.ac.uk/about/policies-and-procedures/academic-regulations-policies-and-procedures/>.

5.3. Refunds will only be made to the originating bank account.

6. VISA REFUSALS

6.1. In the event that a visa application is refused, we will require applicants to provide a copy of the refusal notice issued by the Home Office/UKVI and the identification page of your passport.

6.2. Health Sciences University will not provide a refund of a deposit or any subsequent tuition fees paid in the case of visa refusals if:

6.2.1. A Student visa application is refused due to the submission of fraudulent or incorrect documentation or failure to meet the UKVI's maintenance requirements e.g. lack of sufficient funds held for at least 28 consecutive days.

6.2.2. A Student visa or further leave to remain application is rejected due to breaching the conditions of previous visa(s) such as working more than the permitted 20 hours per week during term time or poor attendance.

6.2.3. A Student visa application is refused due to a failure to demonstrate academic progression or exceeding the previous UK study limit (i.e. 2 or 5-year study cap) and the required information was either not previously disclosed or false information was provided to OIEG/Health Sciences University.

6.2.4. A Student visa application is refused due to a failure to disclose a previous criminal conviction or failure to disclose any other information OIEG/Health Sciences University or on the visa application form which has led to the visa refusal.

6.2.5. A Student visa is granted but a student is refused entry upon arrival in the United Kingdom. These would first be reviewed on a case-by-case basis by OIEG and HSU to assess whether a refund should be withheld.

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