University of Aberdeen Postgraduate Tuition Fee Deposit Policy 6th April 2026

1. Introduction

The University of Aberdeen ("the University") requires a tuition fee deposit from international applicants in receipt of an offer to Postgraduate Taught programmes, and who require a Confirmation of Acceptance for Studies (CAS) for a Student visa application. This deposit is required to demonstrate your commitment to attending the programme should you meet all the conditions of your offer. The deposit is non-transferable and non-refundable except in the circumstances detailed in section 8.1 of this policy.

2. Who is required to pay a deposit?

You will be required to pay a tuition fee deposit if:

you are applying for a Postgraduate taught course, **AND**

you require a Student visa to study in the UK, **AND**

you are a self-funded student (see section 7 below for information for funded/scholarship students)

3. Who is not required to pay a deposit?

All other applicants are not required to pay a tuition fee deposit.

4. Tuition fee deposit amount

The standard tuition fee deposit is £5,000 for all programmes. Some offer holders will be required to pay a non-standard deposit of 50% or 100% of their tuition fees instead. Offer holders who are required to pay the non-standard deposit will be informed of this in their offer letter. The University will not issue the CAS required for your Student visa application until this deposit amount has been received. Applicants who wish to pay more than the deposit amount are welcome to do so, and this will be offset against the remaining tuition fee balance. Additional payments made above the required standard deposit will be refunded as per the University's standard tuition fee refund policy.

5. How to pay the deposit

The standard deposit should be paid via our applicant deposit payment portal: https://www.abdn.ac.uk/study/postgraduate-taught/deposits/#panel82503. Special instructions on paying a non-standard deposit will be included in the offer letter where required.

Payment can be made by the applicant or a family member. Payment from third parties, including agents or another student, is not permitted. Where it is identified that a third party has made a payment, this will be investigated and may cause a delay to the issuance of your CAS.

6. Deadline for payment

Deposit payments may be made after receiving an offer of admission and should be made by the deadline indicated for your intake. Conditional offer holders who do not meet the conditions of their offer will have their deposit refunded as per section 8.1 of this policy. Late payment of a deposit may lead to a CAS not being issued.

7. Sponsored students

Applicants whose tuition fees are being met by a University of Aberdeen recognised sponsor (including US Federal and Norwegian Government loans), or who are in receipt of a full, official

scholarship covering their tuition fees, are not required to pay the tuition fee deposit. Instead, these applicants must upload evidence of their sponsorship/scholarship to their applicant portal and CAS Shield.

8. Refunds

Deposit refunds can be requested by completing the Postgraduate Deposit Refund Request Form. The deadline for requesting a refund is 30 days after the last registration date. **If the deposit refund reasons set out in 8.1 do not apply, the deposit will not be refunded**. The University decision is final.

8.1 Deposit refunds can only be made in the following circumstances:

- If you request a refund of the deposit within 14 days of payment being received by the University. In this instance it will be assumed that you no longer wish to study at the University of Aberdeen and your offer of admission will be marked as declined. However, if a CAS has been issued, within the 14 days, no refund will be authorised as it will be assumed that you no longer wish to study at the University of Aberdeen. Your CAS will be cancelled and your offer of admission marked as declined.
- If the University is unable to provide the academic programme in the intake originally applied for, offered and accepted, and you do not want to take a place on any alternative programme offered.
- If you do not meet the conditions of your offer, including any English language requirements, **and** you provide satisfactory validating evidence. Note that if you made no attempt to meet the offer conditions no refund will be given.
- If your ATAS clearance application is either refused or not granted in time for a CAS to be issued.
- If the University deems it necessary to withdraw your CAS or visa sponsorship, except where this is due to evidence of fraudulent activity, plagiarism, or omission in the application process or visa application process (see 8.2).
- If your UK student visa application is refused or rejected, except where refusal is a result of:
    - A non-genuine visa application, including non-attendance at/or failing a UKVI credibility interview for being deemed a non-genuine student
    - Not meeting the UKVI requirement for financial evidence
    - Supply of incorrect documentation or not supplying documentation requested by UKVI

8.2 Deposits will **not** be refunded where the applicant:

- decides to decline or not take up their offer
- cannot be released from work to study at the University of Aberdeen. Evidence will be required.
- does not send requested documentation in time for a CAS to be issued. This can be documents required to meet the conditions of an offer received after the deadline or documents required to issue a CAS i.e. passports, bank statements, Tb certificates, etc.
- has not secured funding to attend the University of Aberdeen: this may be as a result of not being successful in applications for scholarships, OR not meeting the UKVI requirement for financial evidence at the time of CAS issuance. This condition will apply unless it can be proven that there are clear mitigating circumstances which have significantly changed the applicant's position since the time of application. Evidence will be required.
- non-attendance at/or failing a University of Aberdeen credibility meeting
- has provided falsified or non-genuine documents

We reserve the right not to refund the deposit where we decide to withdraw an applicant's offer due to evidence of fraudulent activity, plagiarism, or omission in the application process or visa

application process.

8.3 Where a refund is approved:

- Once paid, tuition fee deposits cannot be transferred to another individual. Refunds will only be made to the individual that originally paid the tuition fee deposit. If a family member has paid the tuition fee deposit on behalf of the applicant, the University is unable to refund the tuition fee deposit directly to the applicant.
- Refunds can only be made to the account from which the payment was made originally. Proof of payment such as a receipt or a bank statement showing payment from that account must be produced. We will also need the bank's SWIFT or BIC code to make a refund. Failure to do so will delay the refund and may render it unpayable.
- If the tuition fee deposit is being refunded to a non-Sterling bank where a currency conversion is necessary, any exchange rate fluctuations and charges made by the receiving bank must be paid by the party receiving the funds.
- Refunds are normally processed within 28 working days. Exact times may vary depending upon the method by which the original payment was made.

9. Deferrals

If you decide to defer your place to the following academic year or to a later start date and you have already paid your tuition fee deposit, the deposit will be retained and automatically rolled forward to the next entry point.

10. Write-Off

If you decide not to take up an offer of study for three consecutive intakes (or 18 months, whichever is shorter) and do not meet the requirements for a refund as outlined in section 8 your deposit will be written off. This means the deposit cannot be applied to any future applications and no refund will be given. If applicable the payment will be used to offset against any outstanding debt.

11. Appeals

Applicants wishing to contest any decision related to tuition fee deposits may do so via our standard appeals process. This will not impact on any legal rights you may have, and you are entitled to seek independent legal advice if you are not satisfied with the decision made by the University.

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