## Payments & Refunds

Fees include tuition and all course materials but exclude accommodation costs.

* For online courses, fees must be paid in full 21 days before the start of the course.
	+ After this date, your place on the course may be withdrawn
* For campus courses, fees must be paid in full 28 days before the start of course**.** After this date, you will be invoiced for the course fees and your debt will be handed over to credit control. You will not be able to progress to the next stage of your studies with existing debt.
* The deposit is ***non-refundable*** except in the following situations
	+ You decide to withdraw your application within 14 days of the payment of the deposit
	+ You provide evidence that your visa has application has been refused. In this case your refund will returned minus £100 deduction for administration costs.
* Once the course has started course fees are **non-refundable**.

## Sponsored Students

Sponsored students must provide a letter that demonstrates that full fees will be covered by a sponsoring body. The letter should include:

* The name and dates of the specific course that the student is being sponsored for

Should an appropriate sponsorship letter not be available by the application deadline, the student will be e-mailed to confirm that they are willing to be responsible for the course fees. The student concerned will be refunded any fees that have been paid on receipt of an appropriate sponsorship letter.

## Cancelling Your Course

* You can cancel your place on the course up to 14 days of payment of deposit/full course fees and you will receive a full refund of the money that you have paid
* Outside the 14 days cooling off period, you can cancel your place on the course up to 21 days (online) or (28 campus) before the start of the course and you will be refunded any fees paid minus the deposit.

## Visas

* Once your CAS has been issued, you will not be able to change your course for a shorter one.
* You CAS is linked to the copy of the passport shared with the Language Centre.

## Leaving the Course Early

* If you choose to leave the course early, we will not refund any course fees except in exceptional circumstances. Pease note that meeting direct entry English requirement during the course is not considered an exceptional circumstance and your course fees **will not be** refunded in this situation.
* If you are attending a campus course and you decide to leave the course early, your visa will be withdrawn.

## Technical requirements

If you are applying for an online course, you must meet the following requirements:

* You have a stable internet connection
* Along with a computer/laptop/tablet, you have microphone, headphones and webcam
* You have access to a PDF reader such as Adobe Reader or Foxit Reader.
* You have access to a .docx file compatible office suite (as a student at the University of Aberdeen you are able to access Microsoft Office for free)
* You understand that online course is designed to work best with Mozilla Firefox or Google Chrome
* You have sufficient IT skills to carry out the course. For example, you should be able use e-mail, word and carry out internet searches

The Language Centre bears no responsibility if an individual is unable to complete parts of course due to poor connectivity, lack of appropriate hardware, software or IT skills.

## Meeting UKVI B2 Requirements

In order to gain a visa to study on an academic programme, students must demonstrate that they meet a minimum of B2 overall and in all four skills. Those students who are unable to produce certificates to demonstrate B2 level (IELTS 5.5 + or equivalent), will be required to sit additional tests. Your offer letter from the Language Centre will clearly state which additional tests that you will need to take. Please note that these tests are **additional** to course assessment and are provided by the Language Centre.

## Passing Courses and Removing Language Conditions

Please see course handbooks for details of assessments and grades needed to pass individual courses. Successfully completing level 4 courses (June – August / September – December) will remove any outstanding language conditions on your offer from the University. Language Centre result are valid for 12 months.

## Application Details

1. Please submit the application as a word document
2. All information provided in the application form is accurate. If the application form is being completed on behalf of a student, it is the agent’s responsibility to ensure that the information is complete and correct
3. If an applicant has studied in the UK before, had a visa or had a visa application refused, full information must be provided on the application form.
4. The applicant or agent must tick the box to confirm that they have read and understood the terms and conditions. Where an agent is completing a form on behalf of an applicant, it is their responsibility to ensure that the applicant understands the terms and conditions.

I, **(Please insert the applicant’s full name here)**, have read and accept the above declaration [ ]