



PRE-SESSIONAL ENGLISH LANGUAGE COURSE PAYMENT POLICY FOR 2023/24 ENTRY

SELF-FUNDED APPLICANTS

This policy (to be read alongside the Course Terms and Conditions) explains the methods available to you as an applicant to pay your tuition fees and other payments, including deposits. It advises what to do if you have difficulty in making a payment and identifies members of University staff who can provide help and advice.

By signing the declaration on the application form, you are confirming that you have read, understood and accepted these payment conditions.

1. Application Deposit

- a) All tuition fees are less the £1000 deposit. Before you make an application for Pre-sessional English study, it is **your responsibility** to make sure that your current English language score meets the requirements for the selected length of Pre-sessional English course and that you have made an application for an undergraduate, postgraduate or PhD degree programme.* If your degree application is for another University, you must provide proof of this when you apply for your Pre-sessional English course.

**Exceptions apply for the 40-week course and 30-week applications made before October 2023 – no undergraduate, postgraduate or PhD degree application required.*

- b) All deposit payments must be cleared and received by the English Language Centre by the specified payment deadline which is clearly noted on your Pre-sessional English offer letter. Payments received after this date will be refunded and your application will be withdrawn.
- c) Pre-sessional English deposit payments may be transferred over to your academic programme application if you provide the English Language Centre Admissions Team (elc-admissions@liverpool.ac.uk) with written confirmation and evidence that you have met the direct entry English language requirements of your academic programme. You must notify us of this before the advertised deadline for accepting your Pre-sessional English offer. **Requests received after the deadline will be refused.** Details of dates/deadlines are on our website.



<https://www.liverpool.ac.uk/english-language-centre/pre-sessional-english-courses/dates-and-fees/>

Once the deposit has been transferred, we will withdraw your Pre-sessional English application.

2. Tuition Fees

Tuition fees cover the cost of teaching and registration. Tuition fees are dependent upon which Pre-sessional course you have applied for. The £1000 deposit is deducted from the total course fee.

Current Pre-sessional English course fees and dates can be found on our website:

<https://www.liverpool.ac.uk/english-language-centre/pre-sessional-english-courses/dates-and-fees/>

3. Payment

Please pay your tuition fees prior to starting your Pre-sessional course. In some circumstances you may be notified that your CAS (Confirmation of Acceptance for Studies) will not be issued until you pay your tuition fee (or an agreed portion of it). If this applies, you will be notified in advance by our Admissions Team.

Payment is quick and easy; with all the information you need found here:

<https://www.liverpool.ac.uk/english-language-centre/pre-sessional-english-courses/dates-and-fees/fee-payment/>

If you fail to pay your fees or make arrangements with the English Language Centre (ELC) to pay your fees, your studies may be suspended, and the UK Visas and Immigration (UKVI) may be notified.

If you have still failed to pay by the end of your Pre-sessional course and therefore have an outstanding debt to the University, **you will not be allowed to register on the academic programme that you have applied for.**



4. Additional IELTS Examinations

Please be aware that some academic departments **do not** accept successful completion of the Pre-session course in lieu of an English Language qualification. If you choose to apply to one of these academic departments and also study on a Pre-session course, you must also arrange to sit an accepted English Language test and meet the direct English Language entry requirement for your academic programme of study in order to progress.

It is your responsibility to check whether your intended programme of study will accept the Pre-session course.

Additional costs will be charged to cover the cost of IELTS examinations. You are responsible for the payment of any IELTS examination fees and will be expected to pay before the examination.

More information about the IELTS test at the University of Liverpool can be found on our website: www.liverpool.ac.uk/english-language-centre/ielts.

5. Accommodation

Please note that tuition fees **do not include** accommodation costs. It is your responsibility to arrange payment for accommodation.

For all information and help about University of Liverpool accommodation, visit their website www.liverpool.ac.uk/accommodation

6. Late starts

If you start your Pre-session course late for any reason you will still be required to pay the full fee.

7. Deferrals

Deferrals from Pre-session courses **are not permitted**.

This is due to the potential change in English Language levels within the period of deferral and in accordance with UK Visas and Immigration (UKVI) requirements.



If for any reason you are unable to attend the Pre-sessional course that you have received an offer for, you should contact English Language Centre Admissions for advice at elc-admissions@liverpool.ac.uk.

Please note that if you are unable to attend a Pre-sessional course in the current entry year you will not be able to defer your offer, but will instead, must make a new application for the following entry year. This includes paying an additional £1000 if you cancel outside of the cancellation period (see section 8c).

If you do not currently hold an offer for an Undergraduate, Postgraduate or PhD programme at the University of Liverpool (or a different University) you **will not** be able to apply to study one of our Pre- sessional English courses. *

**Exceptions apply for the 40-week course and 30-week applications made before October 2023 – no undergraduate, postgraduate or PhD degree application required, but participation in, or completion of, the Pre-sessional English course does not guarantee progression to any academic study unless you have subsequently been offered a place on an academic course which accepts successful completion of the Pre-sessional course.*

8. Refunds

a) Deposit

The deposit is non-refundable unless you cancel your booking within 14 days of paying the deposit (see section 8c). You can request that your deposit is transferred to your academic programme application, (see section 1c for details and eligibility). We only issue refunds outside of this time if an applicant has been refused an entry visa and can provide evidence of the refusal. If you have made a £1000 deposit payment and successfully gained an offer for a Pre-sessional course, but then do not receive an academic offer, or you do not meet the academic conditions of your offer, you will not be eligible to receive a refund of your deposit payment.

b) Tuition Fees

Refunds of Pre-sessional English tuition fees are handled in terms of weeks and if you have been registered for any part of a particular week, fees will be due for that entire



week even if you have not been attending classes. Fees are never split into days. This means that the refund amount will be the full tuition fee, minus the number of weeks that a student has studied. The final date of study will always be the date at which the ELC receives the completed withdrawal form.

If there are any outstanding tuition fees at the point of withdrawal, the request will not be processed until the debt is cleared and you may continue to incur charges.

c) Cancellation

You have the right to cancel your booking with a full refund during the first 14 days after you have made a payment. This is called the cancellation period. If you wish to cancel your course booking, you must send your request in an email to elc-admissions@liverpool.ac.uk. We cannot accept cancellations over the phone or in person.

We cannot teach you within the cancellation period unless you give us permission to do so. If we have begun teaching you within the cancellation period and you have given us permission to do so, then we will give you a refund minus the number of weeks that you have already studied to cover the services you have already received from us.

When we have received your confirmation that you would like to cancel your booking, we will process the necessary refund and send it to you as soon as possible and normally within 14 days of receiving your notification of cancellation.

9. Additional Information

If you are found to have supplied any information or documentation which is fraudulent, untrue, inaccurate, incomplete and/or misleading, the application will be automatically withdrawn. You will then be prevented from applying for any programmes, courses, or modules at the University of Liverpool.

Once admitted to the University, if, in our reasonable opinion, you provided us during the process of your admission with information which is fraudulent, untrue, inaccurate, incomplete and/or misleading you will have your registration terminated and be required to leave. Any fees already paid will not be refunded. Students who have been suspended on the basis of the above information will be reported to the UK Visa and Immigration (UKVI)



as appropriate.

10. Help and Advice

Money, Advice and Guidance

This service is particularly useful when seeking advice if you are experiencing financial hardship or if you are experiencing difficulties in making payments.

Telephone: +44 (0) 151 794 5863

Email: money@liverpool.ac.uk

Web: www.liverpool.ac.uk/studentssupport/money/

English Language Centre

You should contact the English Language Centre if you have any queries relating to payment of tuition fees.

Telephone: +44 (0) 151 794 2722

Email: elc@liverpool.ac.uk

Web: www.liverpool.ac.uk/english-language-centre

International Advice and Guidance Team

Our International Support Team are able to offer information and advice about UK visas and application.

Email: iagteam@liverpool.ac.uk

Web: www.liverpool.ac.uk/studentssupport/international/