

## Newcastle University Postgraduate Applicant Deposit Refund Policy

The programmes and applicants to which postgraduate application deposits apply are listed in Appendix 1.

Applicants are informed that it is a non-refundable deposit which will be deducted from their tuition fees at registration. A refund will only be authorised in the following circumstances:

**a. Within the 14 day cooling-off period**

If a refund is requested within 14 days of the payment being received by the University.

**b. The applicant does not meet the conditions of their offer**

If the applicant does not meet the academic conditions of their offer and receives a reject decision from the University. The applicant must provide a transcript of English language certificate demonstrating that they have made a genuine attempt to meet the conditions of their offer after the conditional offer was made.

**c. The applicant's visa is refused**

Where the visa application has been refused or rejected by UKVI for any reason other than for a fraudulent application. A copy of the visa refusal notice must be provided.

**d. The applicant's ATAS clearance is refused**

Where an applicant's ATAS clearance was refused or rejected. A copy of the ATAS refusal notice must be provided.

**e. The University cancels the programme**

If the University informs the applicant that the Postgraduate programme is not running that academic year.

**f. Deferred Entry**

Where an applicant defers their offer after they have paid their deposit, the University will hold their deposit for the next year of entry. If the applicant wishes to defer for a further year, the deposit is forfeited.

**g. Exceptional circumstances**

Where exceptional circumstances, beyond the applicant's control, prevent the applicant from commencing their studies e.g. serious illness, the University may exercise discretion to authorise a refund. Documentary evidence must be provided.

Where a refund is authorised the applicants offer and any CAS issued will be withdrawn and the UKVI notified accordingly.

### Applying for a refund

All refund requests must be submitted to [pgadmissions@ncl.ac.uk](mailto:pgadmissions@ncl.ac.uk) by 31<sup>st</sup> October of the year of entry providing documentary evidence where required. Refund requests received after this date may be considered at the University's discretion.

We will begin issuing refunds from mid to late January. Refunds will be returned via the same method and to the same person or third party as the original payment transaction.

Postgraduate Admissions Team

March 2023

## **Appendix 1**

Postgraduate Deposits apply to the following Programmes and Applicants:

<b>Programme</b>	<b>Deposit Amount</b>	<b>Who</b>	<b>Deposit due</b>
MA Translating and Interpreting (suite of programmes)	£1,500 Or formal proof of sponsorship	All applicants	within 10 days of notification that they have successfully completed their interview.
PgDip in Conscious Sedation in Dentistry –	All applicants £1500 Or formal proof of sponsorship	All applicants	within four weeks of the date of the conditional offer letter.
All other postgraduate programmes	£1500 Or formal proof of sponsorship	All International applicants who require a Tier 4 visa	On acceptance of the unconditional offer.  Once payment or proof of sponsorship has been received the place on the programme will be confirmed and a Confirmation of Acceptance for Studies (CAS) will be issued for their visa application.