

Newcastle University Postgraduate Applicant Deposit Refund Policy 2024/25

1. Applicants required to pay a deposit

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

2. Deposit refunds

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, you will be required to send a copy of the complete visa refusal documentation you have received from UKVI. Please note we will not refund a deposit paid in the case of visa refusals which were made on the basis of fraudulent documents or misleading information.

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Where a refund is authorised the applicants offer and any CAS issued will be withdrawn and the UKVI notified accordingly.

3. Fraudulent applications

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.

4. Applying for a refund

All refund requests must be submitted to pgadmissions@ncl.ac.uk by **31 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.

The University 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.

5. Queries about this Policy

Any queries about the policy and procedures set out in this document should be directed to the Postgraduate Admissions Team: pg-admissions@newcastle.ac.uk

Appendix 1

Postgraduate Deposits apply to the following Programmes and Applicants:

Programme	Deposit Amount	Who	Deposit due
MA Translating and Interpreting (suite of programmes)	£2,000 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 £2,000 Or formal proof of sponsorship	All applicants	within four weeks of the date of the conditional offer letter.
All other postgraduate programmes	£2,000 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.
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Document Control:

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Related Policies:	Admissions Policy English Language Policy
Related Procedure and Guidance:	Criminal Convictions Policy and Procedure Under 18s Policy and Procedure Admissions Appeals and Complaints Procedure Good Practice Applicant Feedback Procedure Admissions Fraud Procedure: detection, reporting and response
Lead contact:	Annie Shuker, Deputy Director Recruitment and Admissions