

## SELF FUNDED STUDENTS STEP BY STEP - WHAT YOU NEED TO DO NEXT

### ➤ Your Offer

- Your letter is an Offer Letter for a place to study at Teesside University.
- Read this carefully as it shows the conditions you need to meet.
- If any of your details are incorrect such as the spelling of your name please email us immediately so that we can update this.

### ➤ Satisfying the Conditions of your Offer

- When you meet the conditions you must send us evidence of this, for example a scanned copy of a degree certificate.
- We will then update your records to confirm this.

### ➤ Paying your Deposit

- Please read the Notes for Payment document carefully as it explains how you should pay your deposit.
- When Teesside University receive your deposit we will update your records.

### ➤ Unconditional Offer

- When you have met all conditions, both academic and deposit requirements, your offer will be changed to Unconditional.
- Your Unconditional Offer Letter will be sent to you by email.
- You should check all of your details are correct as this information will be included on your Confirmation of Acceptance for Studies (CAS).

### ➤ Confirmation of Acceptance for Studies (CAS)

- When you have checked that all your details are correct on your Unconditional Offer Letter, please reply to [international.admissions@tees.ac.uk](mailto:international.admissions@tees.ac.uk) to confirm this.
- We will then issue your CAS number which will be sent to you by email.

### ➤ Applying for your Visa

- You now have everything you need to apply for your visa - your Unconditional Offer Letter containing all necessary information and your CAS number which has been emailed to you.
- Please visit the [UKVI Website](#) for guidance on how to apply.

### ➤ Arrival and Enrolment Information

- Further information about your arrival and enrolment will be sent to you by email before your start date so you must let us know if any of your details change, for example your contact address, email or passport number.

### ➤ Already in the UK?

- If you are already studying in the UK, you must change your visa to Teesside using the CAS number we have issued to you before you can enrol as a student at Teesside. Please visit the [UKVI Website](#) for guidance on how to apply.



**NOTES FOR PAYMENT OF TUITION FEES SEPTEMBER 2015  
NON SPONSORED STUDENTS PAYING £3,000 DEPOSIT**

Should you be successful in your application you will need to keep this information with your final confirmation letter for visa purposes

**Why am I being asked to pay a deposit?**

Teesside University has decided to ask you to pay a deposit to assist you in getting a visa. The payment of a deposit is part of a process which shows your commitment to come to Teesside to study and also assists you to demonstrate to the British authorities that you have the funds to study in the UK. By charging deposits Teesside University shows the British authorities that it only issues firm offers to those it believes intend to come to Teesside to study.

**Deposit prior to receiving the final offer letter**

Your conditional offer letter says that you need to pay a deposit of £3,000 to Teesside University before we are able to send you a final offer letter which you will use to apply for your visa. When we have received your deposit payment **and** you have met **all** of your academic conditions we will send you the final (Unconditional) Offer Letter.

If you arrange to pay by Bank Transfer, you should allow at least 3 weeks in advance of the enrolment date for the transfer to reach its destination, and you should quote your Student Number clearly on any correspondence.

To help you to calculate what you need to pay, we have set out the calculations and instructions on payment are also shown below.

<b>COURSE</b>	<b>TUITION FEE</b>	<b>INTERNATIONAL SCHOLARSHIP*</b>	<b>NET TUITION FEE</b>	<b>DEPOSIT REQUIRED</b>
International Foundation Year	£9,750	£1,500	£8,250	£3,000
Undergraduate (including Extended Programmes and Integrated Masters Programmes) <i>(Placement Year)</i>	£10,750 <i>(£1,350)</i>	£1,500	£9,250 <i>(£1,350)</i>	£3,000
Postgraduate Taught MSc	£10,950	£1,500	£9,450	£3,000
Postgraduate Taught PgDip	£10,450	£1,500	£8,950	£3,000
Postgraduate MBA	£13,000	£1,500	£11,500	£3,000

***\*The International Scholarship is awarded to self-funded students only. If you are being sponsored by your government or employer the full tuition fee will apply.***

## Discount for payment in full

You can obtain a discount of 5% of your net tuition fee if you pay in full by **the time you enrol and register on your course**. This discount is not available for pre-sessional English course fees.

## How to pay

We strongly advise that your deposit payment reaches the University by **14 August 2015** if you have met all other conditions by then, or at the latest by **31 August 2015** to allow sufficient time for your unconditional offer to be issued and your visa application processed.

If you are not in the UK you can make your payments either by bankers draft or by bank transfer. Please provide your full name and any reference number with your payment.

The bankers draft should be made payable to the **University of Teesside** and sent to: Teesside University, Finance Department, Borough Road, Middlesbrough, TS1 3BA, UK.

If paying by bank transfer our bank details are:

Barclays Bank, Unit 1 Centre Mall, The Mall, Middlesbrough, TS1 2NR  
Account Name: University of Teesside Fees  
Account Number: 20427403      Sorting Code: 20-56-78  
IBAN Code: GB03 BARC 2056 7820 4274 03      Swift Code: BARCGB22

Remittances should be either faxed to +44 (0) 1642 684509 or sent to: Accounts Department, Teesside University, Borough Road, Middlesbrough, TS1 3BA, UK.

Payments may also be made in your home country. Payments may be available in your home currency depending on which Country you are from. If available, payments can be made through our StudentPay website and this is available on the following link  
<http://www.tees.ac.uk/sections/about/pay.cfm>

Payment can be made by debit or credit card on line at <http://www.tees.ac.uk/sections/about/pay.cfm> by selecting 'Make a general fee payment'. You will need your Applicant ID (from your offer letter) together with your date of birth to use this facility. Payment can also be made in person at the University Cash Office.

Please ensure that your payments cover all your fees due to the University. Do not send extra money by transfer or bank draft to the University and ask the University to pay the extra to you when you arrive (for example for living costs) as this is illegal due to money-laundering regulations.

## Payment in instalments

Once you have paid 50% of the net tuition fee before enrolment the remainder of the fee can be paid in advance or on the day of enrolment or in instalments:

By three instalments made on or before:

31st October  
31st January  
30th April

By up to seven monthly instalments made on or before:

31st October  
30th November  
31st December  
31st January  
28th February  
31st March  
30th April

SEPT 2015 £3,000 DEPOSIT

## Refund Policy

The University's refund policy for international students is set out below. Please note that by making a payment to the University prior to enrolment you accept this policy.

**If you fail to get a visa.** The University will refund, in full, all deposit payments on presentation of genuine original evidence of a visa refusal.

**If you do not enrol on your course at Teesside University.** One half of the net tuition fee will be retained by the University.

**If you receive your visa in time to attend the course at the University but wish to defer your start date to a later session.** This will be treated as a failure to enrol and one half of the net tuition fee will be retained by the University. You will be required to make a new course application to the University and any new entry fee details will apply.

**University cancels your programme.** You will be given a full refund.

**Withdrawal in the first term.** One half of the net tuition fee will be retained by the University.

**Withdrawal after the start of the second term.** The University will retain the entire fee.

**Please note if you defer your offer to a new academic year will become liable for the new academic year fee. You will not retain the fee from any previous offer.**

## UK Visas and Immigration (UKVI)

Teesside University cooperates fully with UKVI over the issue of student visas. We will therefore report any students who fail to attend the University after issue of a firm final offer and any student who withdraws from their course. If a CAS number is issued to you and you are unable to enrol (for example, if your visa is refused) please inform us as soon as possible as to why you are unable to attend.

## Students who are Sponsored

The International Scholarship is only awarded to students who are self-funded. If you are being sponsored by a company or government body then the full tuition fee will apply.

If your fees are being paid by your Government or employer please send us original documentary evidence to this effect. We reserve the right to consult with your Government or employer to confirm the conditions under which they will pay your fees. If you originally declare that you are self-funded but later inform us that you are being sponsored, the full tuition fee will apply.

## Academic Technology Approval Scheme (ATAS)

If your Offer Letter indicates that your course requires an **ATAS certificate**, you will need to obtain this before your offer is made Unconditional. You must apply online through the [Foreign and Commonwealth Office website](#). There is no cost for the ATAS application. To find the JACS code applicable to your course please refer to your Offer Letter. **Please send Teesside University your ATAS certificate as soon as you receive this.**

## Confirmation of Acceptance for Studies (CAS)

### Confirming Your Details

Once you have satisfied all conditions you will be sent an Unconditional Offer Letter. You are then required by the UKVI to have a CAS number in order to apply for your Tier 4 Student Visa. The University will request the CAS number on your behalf which will then be sent to you by email. In order to obtain the CAS number you must inform the University that the details in your Offer Letter are correct. We require that you check all of the details in your offer letter prior to requesting your CAS, including:

- Your name spelt as it appears on your passport
- Your date of birth
- Passport number
- Title of course
- Year of entry
- The qualifications your offer has been based on

Any anomalies on your offer letter and CAS will result in your visa application being refused.

To confirm that your details are correct or to inform of any amendments, please email [international.admissions@tees.ac.uk](mailto:international.admissions@tees.ac.uk) and include your applicant number.

### Applying For Your Visa

The CAS number is sent to you via email and is an electronic document. You do not need any original documentation showing the CAS number.

You must only request your CAS number when you are ready to submit your visa application and have met all other requirements such as holding the required maintenance funds in your bank account for 28 days (please visit the [UKVI Website](#) for further information).

Your CAS number is only valid for 6 months after the date it is issued. If you apply for your visa after the CAS has expired, the visa will be refused. In addition, you can only apply for your visa up to 3 months before the course start date.

**Please be aware that Teesside University impose a restriction of a maximum of two CAS numbers per student. If, for any reason, you fail to enrol after two CAS numbers have been issued to you (e.g. visa refusal) then no further deferrals to the next intake will be permitted.**

### Orientation and Arrival

Teesside University will stop issuing CAS numbers approximately 1 month prior to the course start date to allow sufficient time for the processing of visa applications and for you to make travel arrangements. Teesside University reserves the right to stop issuing CAS numbers where it is unlikely that you will have sufficient time to obtain your visa and arrive before the latest enrolment date.

If your visa is issued after the latest date to enrol, do not travel to the UK. You will not be permitted to enrol on the course and the UKVI will be notified and your visa revoked. You will need to defer your place to the next available intake or make a new application (as applicable), request a new CAS number and apply for a new visa.

**We look forward to welcoming you to Teesside University**

**International Admissions  
International.admissions@tees.ac.uk  
+44 (0) 1642 384244**