



Deposit Guidelines

Please note: if you do not require a student visa the following is not applicable to you.

The University policy is that students who require a visa to enter the UK will need to pay a deposit before we can contact the Home Office about your visa application. Once you have paid the £1500 deposit (which will be deducted from your tuition fee), we can then apply to the Home Office for a Confirmation of Acceptance for Studies (CAS) reference number for you. You are asked to pay a deposit as the University has to pay the Home Office for every CAS application that we make, so we have to be sure that the student intends to study with us. You will then use your CAS reference number for your student visa application.

We would recommend that you pay your deposit as soon as possible as the visa process is quite lengthy and you are recommended not to make any travel plans until you have received your visa.

Instead of just paying the deposit you may wish to pay your fees in full and receive an **early payment discount of 10%**. If you wish to undertake this option you should make your payment before the **1st August 2015**.

We recognise however that full payment may not be possible for some students who are waiting for loans or money transfer from their home country. In these cases students can pay in instalments. Please note however, that at least one term's fees must be paid before a student will be allowed to enrol.

First instalment amount after paying deposit

MA students (except MA Film production)	£4800 minus the deposit of £1500 = £3300
MA Film Production	£6000 minus the deposit of £1500 = £4500
All Degree	£4500 minus the deposit of £1500 = £3000
Preparation for HE students (All Diploma Courses)	£3700 minus the deposit of £1500 = £2200

Students who request to pay in instalments must agree to pay the outstanding amount by a set date. Students who default on this agreement will be excluded from lessons and will find it difficult to renew a visa or gain entrance clearance to the UK in the future. Enrolled students who have cases of unforeseen hardship will be treated with careful consideration and should contact the Senior Student Accounts Officer as soon as the problem arises. Please see our Fees Policy which is located on our website on www.aub.ac.uk