

Tuition Fee Deposits Policy

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University of Gibraltar Tuition Fee Deposits

1.0 Introduction

- 1.1 In line with many other universities, the University of Gibraltar charges a fee deposit. A fee deposit is an advance payment to the University in order to secure a place on our academic programmes. We regard this as good practice as it demonstrates the ability to pay costs incurred to study overseas and shows commitment to study at our University. The amount paid will be offset against the tuition fee at the start of the academic year.
- 1.2 If you are a student beginning a full-time academic programme you are required to pay a tuition fee deposit of at least £2,000 in order to secure your place. The exact details and amount will be specified once you confirm your offer. The tuition fee deposit required may depend on your country of origin since visa-requiring students will be required to pay a tuition fee deposit of 50% of the respective annual tuition fee.
- 1.3 Applicants must pay the deposit in order to confirm their place on the programme (either conditional or unconditional). Your place will not be secured until the deposit has been paid.
- 1.4 The University will issue a deposit confirmation when the deposit payment has been received. If you are a visa requiring student, this will be required as part of your visa application.

2.0 Exceptions

- 2.1 Exceptions may apply for students with full scholarships and sponsored students.

3.0 Deadlines for payment of the deposit

- 3.1 For offers made up to 31st July in respect of the following academic year – typically commencing on or after the following month of September – : payment is required by 21st August or within 30 days of your offer letter being sent (whichever is sooner) or the offer will be withdrawn. Payment will be required sooner if students require a visa and therefore the deposit confirmation letter.

4.0 Payment methods

- 4.1 The University will accept deposit payments online via our application portal or via bank transfer.

5.0 Payment Deadlines

- 5.1 If the University has not received your deposit by the stated deadline, we will withdraw your offer of a place on our programme, so it is essential that you have funds for your deposit available before applying.
- 5.2 If you have not paid your deposit before the deadline but you are still interested in studying our programme, please contact Admissions (at seo@unigib.edu.gi) as soon as possible to

discuss the circumstances. The offer may be reinstated at the University's discretion. If we have already filled all places on the programme, we will be unable to restore your offer.

6.0 Deposit Refunds

- 6.1 You may request a refund in full, for any reason, within 14 days of the payment being made.
- 6.2 If your visa application is refused, we will usually be able to refund your deposit. If the refusal was due to fraudulent documentation or conditions which you could have foreseen (as determined by University), you will not be eligible for a refund. You must provide official evidence of your visa refusal.
- 6.3 If you have been unable to meet the conditions of your offer, you will be eligible for a refund, but you must provide evidence that you have attempted to meet those conditions (e.g. academic results or English language test results) which will be assessed by the University. If you have not attempted to meet your conditions, you will not be eligible for a refund.
- 6.4 If you defer your offer to the following year, the University will retain your deposit for the following year. You may only defer your offer once, and if you decline your deferred offer, the deposit will not be refundable. If you apply again in a future year and receive a new offer, you must then pay a new deposit.
- 6.5 In the unlikely event that the degree programme is cancelled, you will receive a full refund of your deposit.
- 6.6 All refund requests must be made in writing by email to seo@unigib.edu.gi. Any refund request after 14 days requires a valid reason and requests must be no later than one calendar month after the start date of your programme.

7.0 Administration Fees

- 7.1 The University of Gibraltar may deduct a nominal administration fee of £200 from the deposit paid to cover administration costs in the case of a refund.

8.0 Advance Tuition Fee Payments

- 8.1 Whilst the minimum fee deposit payment is as explained above, students can pay an additional amount up to the full amount of their tuition fees after they have accepted their offer from the University. The deposit should be paid via the University's main online fee payment system or by bank transfer. Discounts may be applicable to students paying advanced tuition deposit payments. This will be communicated in the offer letter.