

## **IMPORTANT INFORMATION FOR OVERSEAS APPLICANTS**

This document sets out relevant information for overseas applicants in addition to the information provided in the main Terms and Conditions document.

### **Entitlement to study in the UK**

1. It is your responsibility to determine whether you require a Tier 4 Student (General) visa in order to study at the Abertay University, but please note that the University will assume that a Tier 4 visa is required until/unless the applicant demonstrates that it is not.

### **Deposit and payment of tuition fees**

2. The University requires a pre-payment of 50% of the tuition fee from all students with an 'overseas' fee status before an unconditional offer can be issued. When paying your deposit, we recommend that you add an extra GBP25 if paying by bank transfer, to take account of bank charges.
3. Students who require a Tier 4 student visa also need to submit a bank statement to show that they can meet the maintenance requirements set by UK Visas and Immigration.
4. Before you can register (matriculate) on the programme and start attending, your tuition fees must be paid in full, unless you have confirmation that your fees will be paid by a University-approved sponsor.

### **Tier 4 student visas**

5. It is important to check all immigration requirements regularly and before travelling, as they can change. You should allow plenty of time to organise your visa and ensure you are aware of all your responsibilities under the terms and conditions of your visa. For more information about Tier 4, the General Student category of the UK's Points Based Immigration Scheme, please visit <https://www.gov.uk/tier-4-general-visa>
6. When you have met all the conditions of offer and have paid the 50% deposit, we will send you a CAS Statement with the CAS reference number which you will need to apply for a Tier 4 Student Visa. Before you apply for a visa, please read the guidance and ensure you have all your documentation and finances in order so that your visa application is straightforward. If for any reason your visa application is refused, please notify Admissions immediately.
7. Within 10 days of arriving in the UK you must collect your Biometric residence permit (BRP) from the local Post Office (not the university). Our local Post Office is at 30 Whitehall Street, Dundee, DD1 4AF. You need to have picked up your BRP before we can register you as a student.
8. Once you become a registered student, you must engage with your academic studies. Your engagement will be monitored regularly by the University and non-compliance on your part will be reported to the UKVI. Further guidance on the responsibilities of both you as a student, and Abertay University as a sponsor, can be found on the University website. There will be a briefing meeting for all Tier 4 students when you arrive to start your studies, which you must attend.

### **Tuition fee refunds**

9. If you decide not to take up your place after paying the deposit, an administration fee of 10% of the fees due for the full academic year will be retained in all cases. From the point of

registration onwards, the tuition fees due will be as detailed in the University's Student Refund Policy. NOTE: Any refund is dependent on the student following the correct withdrawal procedure.

Monies will be refunded to you, or the person who paid on your behalf, in the same way as the monies were received. If a refund has not been requested by 31st May following the programme start date, the pre-payment will be retained and will not be refunded.

### **Accommodation**

10. University accommodation is available, but you should apply as early as possible to ensure you secure a place, as we are unable to guarantee accommodation, particularly for late applicants. You will be able to apply for our accommodation online, using OASIS, any time after you have accepted your offer.

### **Contacting the University**

11. You can track the progress of your application with the OASIS username and password. You will be updated by email as you complete each stage of the application process.
12. If you have a question or need more information about the University, you can contact our Student Recruitment Office direct via our Frequently Asked Questions weblink:  
<https://oasis.abertay.ac.uk/oasis/search.php>
13. If you have a question or concern about the application process or this offer, please contact the Registry's Admissions Team at [admissions@abertay.ac.uk](mailto:admissions@abertay.ac.uk).
14. It is important that we are able to stay in touch with you, so any changes in your contact details should be communicated to the Admissions Office without delay.

### **Deferrals of offer and pre-payment**

15. If you are unable to take up your offer of a place, you may apply to the Admissions team to defer your place for no longer than 12 months from the start date on your original offer. Deferral will only be approved where the offer is Unconditional and pre-payment has been made. Beyond 12 months from the original start date, a new application and pre-payment would be required. Deferred entry is subject to programme availability or availability of appropriate research supervision.