



UNIVERSITY
OF ABERDEEN

DEPOSIT PAYMENT OPTIONS

a) If your offer letter indicates that you have no academic or English Language requirements then:

1. return your **Acceptance/Financial Guarantee Form** with your **Deposit**, making sure that you attach the enclosed **Agreement Form**.

b) If your offer is **Conditional** (i.e. you have to provide evidence of gaining academic or English Language qualifications) then

1. you can return your **Acceptance/Financial Guarantee Form** now to indicate you are accepting the offer, but **DO NOT** pay your **Deposit** until you are able to provide evidence that you have met the conditions of the offer. When you submit the documentation to demonstrate that you have met the terms of the conditional offer, you should also pay your **Deposit**, and attach the enclosed **Deposit Agreement Form** with your documentation.

HOW TO PAY YOUR DEPOSIT:

OPTION 1: PAY BY ELECTRONIC PAYMENT

By accessing the University's Electronic Payments Page at:
<https://s15.bbtranz.com/xpay.bsp?merchant=NFnW9VrJ>

OPTION 2: PAY BY CASH

In person at the Cash Office, University of Aberdeen.

OPTION 3: PAY BY TELEPHONE

By calling the Cash Office, University of Aberdeen on +44 (0) 1224 272266 to pay with your credit or debit card.

FAILURE TO COMPLY WITH THE ABOVE GUIDANCE MAY RESULT IN DELAYS IN PAYMENTS BEING IDENTIFIED AND PAPERWORK BEING COMPLETED

When you register, please bring a copy of the Deposit Agreement Form with you as proof of payment. **If you require a receipt, please request this, in writing, when you submit your payment.**

UNIVERSITY OF ABERDEEN DEPOSIT AGREEMENT FORM
Please read carefully and return this agreement with your deposit

AGREEMENT

Between

The University of Aberdeen University Office, King's College Aberdeen AB24 3FX	Your name here - Your ID number here – ("You")	<i>If appropriate please insert Agent details</i> ("Agent")
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Where You are applying to study at the University and are paying a deposit of tuition fees to the University, You hereby agree to the following:-

1. You are required to remit to the University a Deposit in pounds sterling as indicated in the letter of offer. The Deposit must be received by the University before you will be issued with a Certificate of Acceptance by the University.
2. The Deposit is non-refundable and non-transferable to a third or other party. The University may, at its sole discretion, make a refund to You of the Deposit when the following conditions apply:

INTERNATIONAL STUDENTS

- a) i) If you have applied through an agent:
If You are refused a UK visa, You will normally be entitled to a full refund of the Deposit. The refund of the Deposit will only be made after acknowledgement by the Agent that they are aware of the circumstances of the refund to You. The Agent must give such an acknowledgement to the University without any charge to You. In all cases, evidence of visa refusal will be required by the University.
- a) ii) If you have applied independently:
If You are refused a UK Visa, You will normally be entitled to a full refund of the Deposit. You must give such an acknowledgement to the University that you have been refused a Visa. In all cases evidence of Visa refusal will be required by the University.

ALL STUDENTS

- b) i) If you have applied through an agent:
In any other case where a refund is sought, application must be made in writing to the Senior Admissions Officer. The request must be accompanied by an acknowledgement from the Agent that they are aware of the request for a refund. If you have not applied via an agent, you will not be required to submit said acknowledgement from an agent. Refunds of Deposits other than because of visa refusal will only be given in exceptional circumstances at the discretion of the University.
- b) ii) If you have applied independently:
In any other case where a refund is sought, application must be made in writing to the Senior Admissions Officer. Refunds of Deposits other than because of visa refusal will only be given in exceptional circumstances at the discretion of the University.
3. The University reserves the right to take whatever steps are necessary to verify and authenticate the identity and eligibility of the beneficiary of any refund of the Deposit.
 4. The University is required to notify the UK Visa authorities and reserves the right to notify any other relevant authority regarding any refund of fees, failure to register or any other instance of non-participation by You.
 5. Where a refund is made or fees remain unpaid when due, any and all Visa support documents issued by the University are null and void.
 6. In the event of any dispute between You and the Agent regarding refunds, the University's decision will be final and binding on all parties.
 7. This Agreement is subject to the laws of Scotland and shall be subject to the non-exclusive jurisdiction of the Scottish courts and to which the parties, by acceptance of this Agreement agree to submit.
 8. Where a visa has been refused due to submission of false documentation or other fraudulent activity, a refund will not be authorised.

Signed

Date

 You	 Agent
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For University Use Only

Deposit of.....received by.....on behalf of the University

Date.....