

## EAS PRESESSIONAL

### Payment form for Tuition Fees

#### Tuition Fees

- ❖ A non-refundable deposit of **£400 for each term for which you enrol** should be paid, which includes an administration fee of **£100**. Please note that the administration fee cannot be refunded under any circumstances, but you may ask for the remaining deposit to be refunded if your UK visa is refused. You must send us the **original visa refusal letter**, not a copy, as proof, before we can arrange a refund.
- ❖ Since the student has to bear the cost of all UK bank charges, please ensure that the amount you send will cover the University's bank charges, so that the amount received here is the full fees or the full deposit. Any outstanding UK bank charges will be payable by you on arrival.
- ❖ If you have paid only a deposit, you will be required to pay the balance of your fees during the first week of the course. Students who have not paid on time may be asked to withdraw from the course. Since we expect you to attend the whole of the course for which you have enrolled, we **regret that we cannot refund or offer credit for fees to students who leave early or arrive late**.

#### Payment on-line

- ❖ Please go to: [www.bhamonlineshop.co.uk](http://www.bhamonlineshop.co.uk) and to the *courses and workshops* section through the *product catalogue* and select the course you wish to pay for.
- ❖ Please note that this is the preferred payment option. There are no bank fees and the payment happens immediately.

#### Payment by bank transfer

- ❖ Please make the transfer to:
- ❖ **The University of Birmingham, Account No: 00030191, Branch Sort Code: 30-19-14, Lloyds TSB Bank, 142 Edgbaston Park Road, BIRMINGHAM, B15 2TY, UK.**
- ❖ The **IBAN** code of this branch of the bank is: **GB36 LOYD 3019 1400 0301 91**. The **BIC** code is: **LOYDGB21086**.
- ❖ Please quote our reference: **18670.LPAA.SNC1192**. If you do not do this, the University Finance Office will not know which course you are paying for, and we may not receive your payment.

#### Payment by cheque

- ❖ Sterling cheques are acceptable, and should be made payable to "The University of Birmingham".

#### Payment by a sponsor

- ❖ If a sponsor is paying your fees, please send your sponsorship letter with this form.