



## **Why pay a deposit?**

Paying your confirmation deposit secures a place for you at Richmond! If you are choosing to stay on-campus then paying your housing deposit will give you priority in selecting your room preference. A confirmation deposit of £1000, is required of all new students. £500 of which is held by the university until your graduation or withdrawal. The remaining £500 is used towards your first semester's tuition fees. A housing deposit of £1000 (non-refundable and non-transferable) is required at the time a housing application is submitted for consideration. £500 of this deposit will be held in case of damages etc, and the remaining £500 will be used towards your first semester's housing fees.

## **How to pay?**

Paying your deposit is easy! There are several options for paying your deposits:

### **Credit Card**

Credit card payments are also able to be made by completing the last page on your New Student Contract. Payment can also be made over the phone by calling the Finance Office at +44 (0) 20 8332 8223.

### **Bank Transfer**

Quote the student's full name on the transfer to:

Account Name: Richmond University

Account Number: **01666088**

Sort Code: **40-38-18**

### **HSBC Bank**

**67 George Street**

**Richmond, Surrey, TW9 1HG, UK**

**Swift code: MIDLGB22**

**IBAN No: GB78MIDL40381801666088**

Note: You must fax a copy of the bank transfer receipt to +44 (0)208 332 1596 to ensure proper crediting of your account.

### **Personal Checks & Money Orders**

Personal checks & money orders are acceptable in £ Sterling only and should be made payable to: Richmond University.

## **When to Pay?**

You will need to pay your deposit before May 1, 2010 in order to secure your place & scholarship at Richmond. We encourage you to leave your deposit as before the May deadline. Paying your deposit early has several advantages including priority over your on-campus room choice. Once you deposit, you will also receive your visa support letter. The earlier you receive this letter, the earlier you can apply for your UK student visa.