

**Quarantine financial support for students travelling from UK government defined Red List countries**  
**2021 intake – Terms and Conditions**

**Introduction**

To support international students coming to study at the University of Sussex from UK Government designated Red List countries, the University has put in place a Covid Travel Support Package (“the Support Package”) under which, provided you meet the criteria and satisfy these terms and conditions, the University will provide a tuition fee refund in the second term to reimburse you for the costs of quarantining up to a maximum of £2,285.

**Reimbursement for Quarantine Hotel stays for international students from Red List countries Eligibility criteria**

1. The Support Package is for students who are resident in Red List countries (as defined by the UK Government). It is only available to students from the University of Sussex, the Institute of Development Studies (IDS) and Brighton and Sussex Medical School (BSMS), who are paying international fees and who are coming to Sussex to start or continue study in the academic year 2021-2022, or who are either starting or continuing postgraduate research. Please note that if you are a Study Group student you may be eligible to receive a support package from Study Group directly.
2. The package only applies to international students of the University of Sussex, international students from the Institute of Development Studies and international students from Brighton and Sussex Medical School. We are not able to provide support for quarantine or testing for any dependents or family members who travel to the UK with you.
3. The Support Package is for UK arrivals only. The University will not contribute to any costs incurred for quarantine, tests or other Covid-19 measures required by any other country prior to your arrival in the UK. We will not provide the Support Package if your country of residence is not on the Red List, but you are required to quarantine because you transit in a Red List country during your journey to the UK. The University will not provide support to UK students who are returning to the UK after spending time in a Red List country.
4. To be eligible for the full Support Package of £2,285 you must have completed your quarantine in an approved UK government quarantine hotel and have arrived on the University campus by Friday 15th October 2021 (unless you are a postgraduate research student (PGR) – please see paragraph 7).
5. In order to arrive on or after 16th October 2021, you will need to have met the University’s published criteria for delayed arrivals.
6. Students arriving on or after 16th October 2021 will be eligible for a Support Package of £1,145 (half the full cost of an approved UK government quarantine hotel), providing that you arrive no later than the end of term (Friday 10th December 2021).

7. The University recognises that the nature of study is different for PGR students and so the full Support Package of £2,285 will be available for eligible PGR students provided that you arrive in the UK and submit a claim for the Support Package by no later than Friday 10<sup>th</sup> December 2021, the end of term.

8. If you meet the eligibility criteria, you are allowed to claim the Support Package once. To be entitled to the Support Package, you must also fulfil the following criteria:

9. New Students: If you are a new student, to be eligible for the Support Package for your tuition fees in 2021/22 you must have either:

- paid these in full; or
- set up a payment plan (under which all payments are up to date); or
- provided evidence of sponsorship covering all your tuition fees.

10. Returning Students: If you are a returning student, to be eligible for the Support Package you must have:

- (i) paid all of your 2020/21 tuition fees in full; and
- (ii) for your 2021/22 tuition fees, you must have either:

- paid these in full; or
- set up a payment plan (under which all payments are up to date); or
- provided evidence of sponsorship covering all your tuition fees.

### **How will the Support Package be paid?**

11. To receive your refund you must be on campus at the start of the second term and have paid your course fees in the second term. The amount due as a refund will be paid into the bank account from which the quarantine fees were paid during the second term in January 2022 (if you are a student arriving on or before the 15 October 2021 with an application received by 31 October 2021) or later in the spring term if you were a late arriving student (or PGR student who applied after 31 October 2021) and submitted your application by no later than Friday 10<sup>th</sup> December 2021.

12. You will need to submit evidence of your stay in government quarantine accommodation (see below for how to claim).

13. Students will only be entitled to receive the Support Package in term two; no tuition fee refunds will be given in term one. If you choose to leave the University of Sussex by 1<sup>st</sup> December 2021 and do not return to study, you will no longer be eligible for the Support Package - we will not be able to provide reimbursement for the quarantine hotel stay and you will be liable for the full amount of tuition fees due.

14. If you permanently or temporarily withdraw from your course before the 1st December you will not be eligible to receive the reimbursement credit for the Support package.

15. If you permanently withdraw from your course after the 1st December your reimbursement credit of £2,285 (or £1,145 for late arrivals on or after 16th October) will be reduced in line with your tuition fees and our tuition fee liability policy. For example, if you withdraw in the first semester after the 1st December, and are charged 33% of your tuition fees for this period, you will be eligible to receive 33% of the reimbursement credit.

16. If you temporarily withdraw from your course after the 1st December your reimbursement credit will not be reduced, as you intend to return to your course. Your tuition fees will be amended in line with our tuition fee liability policy, and any credit from your reimbursement credit or tuition fee payments will remain on your student account to be put towards future tuition fee charges.

#### **How do I claim the Support Package as reimbursement for a stay in a Quarantine Hotel?**

17. We will send you further information about how to apply for the Support Package prior to your arrival. This will be paid through a tuition fee refund after you arrive at Sussex in the second term to reimburse you for the costs of quarantine (up to £2,285). **Keep evidence of your quarantine booking and receipt, as you will need these when you submit your claim.** Check your emails regularly as well as our Frequently Asked Questions pages. These will be updated later in the summer with details of our Support Package and the application process.

18. During the application process you will be required to submit evidence of the quarantine costs you have incurred and will include:

- a) Receipt from a government approved quarantine hotel which includes:
  - the start and end date of the isolation,
  - your name,
- b) Copy of flight ticket from your first location point through to the UK,
- c) Results of negative Covid-19 tests.

Please therefore keep your receipts safe, as we will not be able to accept a claim for the Support Package without evidence. Please do not pay in cash, as for anti-money laundering purposes we will require evidence of payment from a designated account. We can only assist enrolled students, we are unable to assist with costs for partners and family who have to be in managed isolation (quarantine).

19. Our policy applies to the quarantine status of your country of residence only and is based on the UK government's 'Red List' as at the date of arrival in the UK and may be subject to change if there are UK government updates to travel policy and costs, and if alternatives to managed quarantine are available.

Claims can be made by sending evidence and receipts to [quarantine-support@sussex.ac.uk](mailto:quarantine-support@sussex.ac.uk).

20. Students wishing to claim the full Support Package (£2,285) will need to have arrived on campus by Friday 15th October and submitted a claim by 31st October 2021. Those arriving on campus on or after 16th October in line with the University's published criteria ("late arriving students") will need to submit their claim for the £1,145 Support Package by no later than Friday 10th December 2021, the end of term. PGR students must submit their claim for a full support package by no later than Friday 10<sup>th</sup> December 2021

### **Self-financing students**

21. If you are self-financing and have paid your tuition fees in full, a credit will be applied to your student account in December and paid in the second term in January 2022 (if you are student that has arrived on or before 15th October 2021 and your application has been received by 31st October 2021). As the credit represents a reduction in tuition fees it will be refunded to the person who paid your tuition fees, i.e. it will be refunded back to the account from which it was paid. For late arriving students (or PGR students who apply after 31 October 2021) there will be a delay in applying the credit onto the student account, depending on when your application is received. This will not be processed onto your account until February 2022.

22. If you are self-financing and have set up our termly payment plan to pay your tuition fees, a credit will be applied to your student account in December (if you are a student that has arrived on or before 15th October 2021 and your application has been received by 31st October 2021). This credit will go towards your January card instalment, reducing the amount we take from your nominated card in January 2022 by £2,285. For late arriving students (or PGR students who apply after 31 October 2021) your application will not be processed onto your account until the second term and the credit will go towards your April card instalment, reducing the amount we take from your nominated card in April 2022 by £1,145.

### **Sponsored students**

23. If a sponsor is paying your tuition fees and they have paid the quarantine costs on your behalf, a credit will be applied to their account in December (if you are a student arriving on or before the 15 October 2021 with an application received by 31 October 2021). We will then issue an invoice for your reduced tuition fees in December (or issue an amended invoice if one has already been automatically generated and issued). For late arriving students (or PGR students who apply after 31 October 2021) there will be a delay in applying the credit onto their account, depending on when your application is received. This will not be processed onto their account until February 2022

24. If a sponsor is paying your tuition fees and you paid the quarantine costs yourself, a credit will be applied to your student account in December (if you are a student arriving on or before 15th October 2021 with an application received by 31st October 2021). This credit will then be refunded to the person who paid your quarantine costs in January 2022, i.e. it

will be refunded to the account from which it was paid. For late arriving students (or PGR students who apply after 31 October 2021) there will be a delay in applying the credit depending on when your application is received. This will not be processed onto your account until February 2022

### **Additional details**

25. If UK government guidance and requirements change, the University reserves the right to review this Support Package. We shall notify students of any changes as soon as possible. In particular, if the UK government were to approve quarantine in University managed accommodation then – subject to availability – we would require students to quarantine in University managed accommodation instead of at a hotel. If a student then chose to quarantine in a hotel, the University would not provide any support towards the costs of this.

26. Please note if you have a room booking in University managed accommodation, we will begin to charge you from the day you check in or from 18th September, whichever is earliest.

27. Further details of the support available, and guidance on how to book testing, will be provided to you by email before you begin your journey to Sussex.

### **When can I arrive at the University?**

28. Once you have completed your quarantine, you can then arrive at Sussex from 23 August and move into your University managed accommodation. When you are made an offer of University managed accommodation, we will ask you to sign a licence to agree the terms and conditions of your residence.

29. You will be charged rent for your Sussex accommodation from the day you move in into your university managed accommodation or from 18 September 2021 (whichever is earliest).

30. If you are renting in private accommodation, you can arrive from the date when your tenancy starts and your rent must be paid in line with the agreement with your landlord.

### **General**

31. The University will use best endeavours to process all Support Package claims and provide refunds / credits for the Support Package in line with the dates given in this policy, but this is not guaranteed and some delays may occur (for example if there were staff shortages). We will keep students informed if there is a delay in processing your claim.

32. The University reserves the right to amend the policy and procedures in order to implement the Support Package. This may include, but is not limited to, further information on how and when a claim for a Support Package must be made, any deadlines for claims and any evidence required.

***Last updated: 14 September 2021***