



UNIVERSITY OF  
LEICESTER

[www.le.ac.uk](http://www.le.ac.uk)

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# Agent Support Information

Academic year 2023/24





# Key dates

## For undergraduate (Bachelors) students starting in September 2023:

- 1 September 2023 – deadline to request CAS number
- 1 September 2023 – 50% tuition fee payment deadline
- 25 September 2023 – course start date  
(most courses – please refer to website for confirmation)

## For postgraduate (Masters) students starting in September 2023:

- 21 July 2023 – Application deadline (Please note this deadline is subject to change dependent on course capacity. If the capacity limit of this course is met before the deadline, applications will be closed early.)
- 7 August 2023 – deposit payment deadline
- 1 September 2023 – deadline to request CAS number
- 1 September 2023 – 50% tuition fee payment deadline

## PGT January 2023 Intake

**Deposit Payment Deadline**  
11 November 2022

**CAS Request Deadline**  
2 December 2022

**50% Tuition Fee Payment Deadline**  
2 December 2022

**Start date**  
10 January 2023

## PGT January 2024 Intake

To be confirmed. Please refer to the website for confirmation.



# Applications

## Agent Gateway

All agents should use the Agent Gateway to submit or update applications. The University of Leicester Agent Gateway enables you to submit an application electronically for all courses and all modes of study. Instructions on how to use the Gateway were sent to you by email with your contract but please get in touch if you need them resent.

In exceptional circumstances we may link an application to your agency post application. Full details of what information you need to supply for this to happen can be found on our website.

[www.le.ac.uk/agents](http://www.le.ac.uk/agents)

All applications made via the Agent Gateway will automatically tag your student with your agency and will make commission claims and correspondence much easier. Please note that it is essential you enter the applicant's personal email address when submitting the application via the Gateway so that vital information intended for the student can be sent.



## UCAS

If an applicant has already applied via UCAS, please notify us of their details via email at [intapps@leicester.ac.uk](mailto:intapps@leicester.ac.uk) so that we can link this application to your agency.

## University website

If the student wants to apply directly to the University of Leicester via our website, they can select your company from a drop-down list in the 'Agency' field. This will ensure that their application is linked to your agency, and that you are copied into all email correspondence.



# Why Leicester?

**The University of Leicester is a leading British university which celebrated its centenary in 2021. It was founded in 1921 as a ‘living war memorial’.**

The University of Leicester is a research-intensive institution where students can be sure of being taught by researchers at the cutting edge of their subject. Among the University’s greatest achievements are the invention of DNA fingerprinting and the discovery of the lost grave of King Richard III.

Leicester is Britain’s most multicultural city. It is located in the very centre of England, but is only just over one hour away from London.

The University of Leicester is ranked 23rd out of 766 universities in the world, in the Times Higher Education (THE) Impact Ranking, placing it in the top 3%.

The United Nations has judged the University of Leicester as the top educational institution in the world for Sustainable Development Goal 15, life on land, due to its academic excellence and commitment to conserving the biodiversity of the local land and buildings as part of its Biodiversity Action Plan.





# Fees

Please check the appropriate course pages for the relevant international tuition fee for the year in which the course starts. You can find information about financial matters at:

[www.le.ac.uk/fees-funding-ug](http://www.le.ac.uk/fees-funding-ug)



[www.le.ac.uk/fees-funding-pg](http://www.le.ac.uk/fees-funding-pg)



## Deposit

For all campus-based courses, international students are required to pay a deposit of £3,000, which will be subtracted from their total tuition fee.

Please note, we cannot issue the student's CAS number, which is necessary for their Student Visa application, until their deposit has been paid (or they have submitted funding evidence). It is vital that the applicant pays the deposit (or provides funding evidence) by 7 August 2023 for September 2023 entry in order to have enough time to apply for a CAS number. Please refer to the key dates on page 3.

A deposit is not required if a student's fees are being paid by a sponsor (not a member of their family).

## Sponsored students

If an applicant is being sponsored, we require an official letter from the sponsor which clearly states they are covering the cost of tuition at the University of Leicester. The letter must include the course title, the course duration and the student's name. Please also complete and submit this **form** to [feesandincome@leicester.ac.uk](mailto:feesandincome@leicester.ac.uk)

## Payment methods

Deposits and tuition fee payment can be made:

- Online using a debit or credit card (Please allow 48 hours for the payment to complete.)
- Via bank transfer (Please allow 7-10 days for the payment to complete.)

Fees can be paid either:

- In full, before the course starts, or
- In two equal instalments: before the course starts, and three months after the course starts.

## Refunds

We can refund a student's deposit if they contact us within 14 days of payment. After this period, a refund will only be made in the following circumstances:

- If the student's visa is refused (unless it was refused for reasons of credibility or misleading documentation).
- If the student did not meet the conditions of their offer.
- If there are exceptional reasons for not taking up your study place.

If a student decides to withdraw within 14 days of the course start date, their deposit will be refunded.



## Deferring the offer and deposit

If the student decides to defer their offer of a study to the following year, after paying their deposit, we can carry over their deposit to count towards their deferred offer.

# Scholarships and bursaries

We offer many competitive scholarships and bursaries for our international students at undergraduate, postgraduate and doctoral level. Some of our key scholarships and bursaries to be aware of are

## Undergraduate

- Citizens of change
- Science and Engineering International UG Merit Scholarship
- ULSB International UG Merit Scholarship
- Media, Communications and Sociology International UG Merit Scholarship
- Law International UG Merit Scholarship
- Family Loyalty Discount
- Leicester Global Study Centre International UG Merit Scholarship

## Postgraduate

- Science and Engineering International PGT Merit Scholarship
- ULSB International PGT Merit Scholarship
- Media, Communications and Sociology International PGT Merit Scholarship
- Law International PGT Merit Scholarship
- Alumni Discount



## Distance Learning Scholarships

- We also offer a number of scholarships to international students for our distance learning courses.

Details change year on year. For the current range of available scholarships and full details, visit

[www.le.ac.uk/international-scholarships](http://www.le.ac.uk/international-scholarships)



“The scholars gathered here today are from across the world and from many different disciplines. You are on a journey of discovery – about yourself as well as the world around you.”

PROFESSOR NISHAN CANAGARAJAH,  
PRESIDENT AND VICE-CHANCELLOR





# Accommodation

All students who accept an offer from the University of Leicester are guaranteed a place in University-managed accommodation if they apply by 1 September. You can find information about accommodation at:

[www.le.ac.uk/accommodation](http://www.le.ac.uk/accommodation)



There are six basic types of rooms, each of which includes a bed, a wardrobe, a desk and chair, storage, and wifi. Adapted rooms are also available.

The University of Leicester has accommodation on two sites:

## The Village

With its buzzing social life and wide choice of accommodation, The Village is very popular with freshers. It's an excellent place to settle into University life and make new friends.

There are eight halls of residence in The Village, each with its own distinctive features and range of room types/ prices. There are also fantastic converted properties, built before the First World War. Each house is unique and each room is different, with amazing features that include wood-panelled walls and secret gardens.



The appeal of The Village halls is not just the buildings, but also the amazing amount of green space around them – including the University's own beautiful Botanic Garden.

## The City

All properties in The City are purpose-built blocks within ten minutes' walk of campus. They are convenient for the city centre and railway station too, as well as for facilities such as the Library and the Danielle Brown Sports Centre. The City includes our brand new £150 million development, Freeman's Common. This state-of-the-art student accommodation is right on the edge of campus, adjacent to our new teaching and learning building.

# Commission

## Campus based programmes

Commission claims should be claimed as soon as possible but no later than four months after the programme start-date for that in-take. Please see the steps below for the process to claim commission payments.

1. Once all students have enrolled, we will send you a report detailing your referred students, their course and commission payment we believe is due to you. We will do this by mid-November to end of November and mid-February to end of February.
2. Please check this report and send us one invoice for all commission claims accordingly no later than 4-months after the start of term for that intake. Please include the PO number we give you on the invoice.
3. We will process this invoice for payment via our Finance Office.

## Distance learning programmes

The University pays commission for distance learning programmes after receiving tuition fees either in full or as an instalment plan spread into payments over the academic year. Please see our procedure below:

1. Once we have received the tuition fee payment, we will send you a report detailing the referred student, course, and commission payment we believe is due to you.

2. You should check this report and send us an invoice accordingly. Please remember to include the PO number we give you on the invoice.
3. We will process this invoice for payment via our Finance Office.







## Arrivals and airport pick-ups

Our aim is to make the arrival process as smooth as possible for our international students. Please direct students to our handy International Students welcome page, which has all the advice that they will need to make sure they are fully prepared before they arrive at the University. We have useful information on planning how to get to Leicester, and to make getting to Leicester as simple as possible, we offer a scheduled collection service operating from London Heathrow Airport which takes students directly to our halls of residence.

[www.le.ac.uk/welcome-international](http://www.le.ac.uk/welcome-international)



We offer a scheduled collection service from London Heathrow Airport directly to our halls of residence.



# Global Recruitment Team

Our team, based in the UK and overseas, is here to support you and your students. To find out more about events running in your region or to get in touch please email **study@le.ac.uk** or chat to the team, and our students, on UniBuddy.

[www.le.ac.uk/chat](https://www.le.ac.uk/chat)



For a full list of current team members, visit [www.le.ac.uk/chat](https://www.le.ac.uk/chat)

Once the page is open please select staff and Future Students Office in the department drop down.

## MENA, Africa, Central Asia and UK International

**Mr Jim Green**, International Recruitment Manager, based in the UK, [jim.green@leicester.ac.uk](mailto:jim.green@leicester.ac.uk)

**Ms Jules Pringle**, Associate Regional Manager, based in Tanzania, [jules.pringle@leicester.ac.uk](mailto:jules.pringle@leicester.ac.uk)

**Ms Abigail Yakubu**, Global Recruitment and Conversion Officer, based in Nigeria, [aoy3@leicester.ac.uk](mailto:aoy3@leicester.ac.uk)

**Ms Mariam Adel**, Global Recruitment and Conversion Officer, based in UAE, [ma993@leicester.ac.uk](mailto:ma993@leicester.ac.uk)

**Ms Andrea Alvarez Lamas**, Global Recruitment Support Officer, based in the UK, [aal18@leicester.ac.uk](mailto:aal18@leicester.ac.uk)

## South Asia and India

**Vishnu Vankayala**, Regional Manager, based in India, [vv20@leicester.ac.uk](mailto:vv20@leicester.ac.uk)

**Sariga Vellila Gangadharan**, Associate Regional Manager, based in India, [svg5@leicester.ac.uk](mailto:svg5@leicester.ac.uk)

**Ms Joshia Joice-Robinson**, Global Recruitment and Conversion Officer, based in India, [jjr2@leicester.ac.uk](mailto:jjr2@leicester.ac.uk)

**Ms Hummera Shareff**, Global Recruitment and Conversion Officer, based in India, [hbks1@leicester.ac.uk](mailto:hbks1@leicester.ac.uk)

**General email:** [india@leicester.ac.uk](mailto:india@leicester.ac.uk)

## China

**Ms Tracy Li**, Associate Director, China Operations, based in the UK (国际办中国事务副主任), [yl391@leicester.ac.uk](mailto:yl391@leicester.ac.uk)

**Ms Euphie Kuang**, China Project Manager, based in China (中国项目经理), [ek292@leicester.ac.uk](mailto:ek292@leicester.ac.uk)

**Mr. Michael Zhu**, Global Recruitment Support Officer, based in China (招生支持官), [zz267@leicester.ac.uk](mailto:zz267@leicester.ac.uk)

**General email:** [china@le.ac.uk](mailto:china@le.ac.uk)

## East and South East Asia and The Americas

**Mr Anthony Braybrooke**, Regional Manager for East and Southeast Asia, and The Americas, based in Taiwan, [ab1041@leicester.ac.uk](mailto:ab1041@leicester.ac.uk)

**Ms Kristin Loong**, Global Recruitment and Conversion Officer, based in Malaysia, [kwml3@leicester.ac.uk](mailto:kwml3@leicester.ac.uk)

**Ms Tien Tien**, Global Recruitment and Conversion Officer, based in Taiwan, [tt200@leicester.ac.uk](mailto:tt200@leicester.ac.uk)

**Ms Laleh Hedayati**, Global Recruitment and Conversion Officer, based in Canada, [lh447@leicester.ac.uk](mailto:lh447@leicester.ac.uk)





## Key contacts

- For queries around agent tagging, commission or contracts, please contact the Global Operations team **agents@le.ac.uk**
- For any admissions enquiries, contact the Admissions office **study@le.ac.uk** or **+44 (0)116 252 5281**
- Questions about CAS numbers should be directed to the CAS team **cas@le.ac.uk**
- We also have dedicated teams handling recruitment queries in our two largest markets: **China@le.ac.uk** and **India@le.ac.uk**

## Branding

The institution's name is the University of Leicester.  
Please do not use Leicester University.

For details of how to use our logo, please visit

[www.le.ac.uk/our-logo](http://www.le.ac.uk/our-logo)



To view our full brand guidelines, please visit

<https://le.ac.uk/guidelines>





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[www.le.ac.uk](http://www.le.ac.uk)

**University of Leicester**

University Road

Leicester, LE1 7RH, UK

[www.le.ac.uk/study/international-students](http://www.le.ac.uk/study/international-students)



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