# Withdrawal policy Academic year 16/17

### To formally withdraw from a course or suspend your studies you must:

* contact the Student Helpdesk (Park or Avenue Campus 01604 892833)
* complete a ‘Withdrawal Notification’ form

If you leave a course without notifying your Student Record Team, you will be charged the full yearly tuition fee. Fees will be calculated from the date that your Student Administration Team receives your written notification.

## Home and EU students (new and continuing)

### Full & Part time undergraduate courses

Withdrawal dates and fee charges:

* **before** 17th October 2016 No fee will be charged
* 17th October 2016 -8th January - 2017 25% of the annual fee will be charged
* 9th January 2017 to 9th April 2017- 50% of the annual fee will be charged
* 10th April 2017 onwards – 100% of the annual fee will be charged

If you have a tuition fee loan, the university will contact the Student Loan Company to confirm your withdrawal date and any tuition fee reduction.

If you are responsible for paying your own tuition fees and an overpayment has been made, you can apply in writing for a refund from the Income/Cash Office. If you have paid less than the recalculated fee, you must pay the outstanding amount.

### Postgraduate courses (Full, Part Time & Distance Learning Courses)

If you withdraw or suspend your studies you must pay the full fee for all modules studied to date. With regard to unfinished modules full payment will be due unless the withdrawal date is within 2 weeks of the module start date.

If you have a Post Graduate Loan from the Student Loan Company the university will contact them to confirm any suspension of study or your withdrawal date.

It is advisable to speak to a Tuition Fee Advisor or a member of the Financial Guidance Team before you decide whether to withdraw from your course.

## International students

### Taught full-time undergraduate and postgraduate

International students must speak to the International Student Support team. You will have paid deposit of 50% of your tuition fees to obtain a Confirmation of Acceptance for Studies (CAS) letter. If an overpayment has been made relating to the remaining fee, a refund can be issued to the person who made the original payment.

Withdrawal dates and fee charges:

* **before** 17th October 2016 –£3500 will be charged
* before 8th January 2017– 50% of the annual fee will be charged
* 9th January 2017 to 9th April 2017– Two thirds of annual fee will be charged
* 10th April 2017 onwards – 100% of the annual fee will be charged

## Research students - Home, EU and International

### Withdrawal

To formally withdraw from your programme you must:

* inform the Graduate School in writing
* complete a ‘Withdrawal Notification’ form

### Suspension

Requests for suspension of study should be made to the relevant Research Degrees board.

The fee that you have to pay will be calculated by the number of months you were enrolled during the academic year. Fees will be calculated from the date that the Graduate School receives your written notification. If you leave your course without notifying the Graduate School you will not be entitled to a reduction in fees.