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# **Withdrawal policy academic year 17/18**

### 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** 16th October 2017 No fee will be charged
* 16th October 2017 - 7th January - 2018 25% of the annual fee will be charged
* 8th January 2018 to 15th April 2018 - 50% of the annual fee will be charged
* 16th April 2018 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 16th October 2017 – £3500 will be charged
* before 7th January 2018 – 50% of the annual fee will be charged
* 8th January 2018 to 15th April 2018– Two thirds of annual fee will be charged
* 16th April 2018 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.