# Withdrawal policy

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

* inform your Student Administration Team in writing
* complete a ‘Withdrawal Notification’ form

If you leave a course without notifying your Student Administration 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-time undergraduate courses

Withdrawal dates and fee charges:

* before 12 October 2015 – No fee will be charged
* 12 October 2015 to 10 January 2016 – 25% of the annual fee will be charged
* 11 January 2016 to 17 April 2016 – 50% of the annual fee will be charged
* 18 April 2016 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.

### Part-time undergraduate and full and part-time postgraduate courses

If you withdraw or suspend your studies once a term has started, you must pay the full fee for that term.

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 a non-refundable 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 50% of fees, a refund can be issued to the person who made the original payment.

Withdrawal dates and fee charges:

* before 10 January 2016 – 50% of the annual fee will be charged
* 11 January 2016 to 17 April 2016 – Two thirds of annual fee will be charged
* 18 April 2016 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.