



## Withdrawal policy academic year 18/19

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

- contact the Student Information Desk 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 October Start:

- **before 15<sup>th</sup> October 2018** -No fee will be charged
- **15<sup>th</sup> October 2018 - 6<sup>th</sup> January - 2019** 25% of the annual fee will be charged
- **7<sup>th</sup> January 2019 – 23<sup>rd</sup> April 2019** - 50% of the annual fee will be charged
- **24<sup>th</sup> April 2019 onwards** – 100% of the annual fee will be charged

##### Withdrawal dates and fee charges March Start:

- **before 18<sup>th</sup> March 2019** -No fee will be charged
- **18<sup>th</sup> March 2019 – 18<sup>th</sup> August 2019** 25% of the annual fee will be charged
- **19<sup>th</sup> August 2019 – 5<sup>th</sup> January 2020**- 50% of the annual fee will be charged

- **6<sup>th</sup> January 2020 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 Office. If you have paid less than the recalculated fee, you must pay the outstanding amount.

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 a deposit of £5,000 against 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 15<sup>th</sup> October 2018** – £3500 will be charged
- **15<sup>th</sup> October 2018 to 6<sup>th</sup> January 2019** – £5000 will be charged
- **7<sup>th</sup> January 2019 to 23<sup>rd</sup> April 2019** – Two thirds of annual fee will be charged
- **24<sup>th</sup> 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.