

## Withdrawal Policy Academic Year 19/20

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 the Student Records Team, you will be charged the full yearly tuition fee. Fees will be calculated up to the date that the Student Records Team receives your written notification.**

## Home/EU Undergraduate Courses (Full, Part Time & Distance Learning Courses)

The following charges will apply if you withdraw from your course

- **Withdrawal within 14 days of your enrolment date** - No fee will be charged
- **Withdrawal after 14 days on the course but before the start of Term 2\***  
25% of the annual fee will be charged

	<b>Term 2 Start Dates</b>
*September Start	Before 06.01.20
*January Start	Before 25.05.20
*March Start	Before 17.08.20
*April Start	Before 17.08.20

- **Withdrawal in Term 2 but before the beginning of Term 3\***  
50% of the annual fee will be charged

	<b>Term 3 Start Dates</b>
* September Start	Before 20.04.20
* January Start	Before 07.09.20
*March Start	Before 04.01.21
* April Start	Before 04.01.21

- **Withdrawal in Term 3** – 100% of the annual fee.

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.

## Home/EU 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 any 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:

- **Withdrawal within 14 days of your enrolment date** - No fee will be charged
- **Withdrawal after 14 days on the course but before the start of Term 2\***  
£5,000 will be charged

	<b>Term 2 Start Dates</b>
*September Start	Before 06.01.20
*January Start	Before 25.05.20

- **Withdrawal in Term 2 but before the beginning of Term 3\*** – Two Thirds of the annual fee will be charged

	<b>Term 3 Start Dates</b>
* September Start	Before 20.04.20
* January Start	Before 07.09.20

- **Withdrawal in Term 3** - 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.

**Withdrawal within 14 days of your enrolment date** - No fee will be charged

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.

*The above policy is subject to the requirements of the Competition and Markets Authority guidance allowing withdrawal after enrolment within a 14-day cooling off period*