

Tuition Withdrawal, Restart & Study Break Policy Academic Year 2025/26

1.0 Introduction

The University of Northampton (UON) is a Higher Education Corporation Charity. The purpose of this policy is to set out how a student can formally withdraw from a course or suspend their studies. This policy will also confirm how fees are calculated in the event that a restart is granted. This policy will be reviewed annually.

2.0 Ownership

This policy is managed by the Income team and owned by the Department of Finance and Planning on behalf of UON.

3.0 Organisational Scope

This Policy applies to all students wishing to formally withdraw from a course, take a study break or restart their studies. The policy is subject to the requirements of the Competition and Markets Authority guidance allowing withdrawal after enrolment within a 14-day cooling off period. It should be read in conjunction with the Transfers, Restarts and Withdrawals Policy, which describes the academic implications of restarts and withdrawals.

4.0 Policy Statement

- To formally withdraw from a course or suspend their studies a student must:
Update the 'My Studies' section in their SITS portal [e:Vision Portal \(northampton.ac.uk\)](https://e:Vision Portal (northampton.ac.uk))
- In case of query, please contact the Student Information Desk **01604 892833** or email sid@northampton.ac.uk.

It is advisable for a student to speak to a Tuition Fee Advisor or a member of the Financial Guidance Team before they decide whether to withdraw, restart or take a study break from their course.

If you leave a course without notifying the Student Records Team, you will be charged the full years tuition fee. Fees will be calculated up to the date that the Student Records Team receives your written notification.

5.0 Key Principles

This policy has been designed to show the necessary steps for a student to withdraw, restart their studies or take a study break at UON.

6.0 Procedure

The following charges will apply if you withdraw, restart or take a study break from your course: -

6.1 Home Undergraduate Courses

Full, Part Time & Distance Learning Courses (including MSc Physiotherapy)

Withdraw, restart your studies or take a study break within 14 days of your enrolment date – No fee will be charged.

Withdraw, restart your studies or take a study break after 14 days on the course but before the start of Term 2* – 25% of the annual fee will be charged.

Cohort	Term 2 Start Dates
*September Start	Before 12.01.26
*January Start	Before 13.04.26
*January Start Non-Destructive Testing	Before 13.04.26
*April Start	Before 28.09.26

Restart – Upon resumption of studies in the next academic year 75% of the remaining fee for 2026/2027 will be charged on the students return to study

provided their return is in the same term that the study break commenced. However, if a student is granted a restart on a new course, 100% of the new tuition fee would be payable.

Withdraw, restart your studies or take a study break in Term 2 but before the beginning of Term 3* – 50% of the annual fee will be charged.

Cohort	Term 3 Start Dates
* September Start	Before 13.04.26
* January Start	Before 28.09.26
*January Start <u>Non Destructive</u> Testing	Before 02.06.26
* April Start	Before 04.01.27

Restart – Upon resumption of studies in the next academic year 50% of the remaining fee for 2026/2027 will be charged on the students return to study provided their return is in the same term that the study break commenced. If a student restarts the full year 100% of the tuition fee for 2026/2027 would be due upon resumption in studies.

Withdraw, restart your studies or take a study break in Term 3 – 100% of the annual fee.

Restart – Upon resumption of studies following a restart or a study break, no further fee would be due for 2026/2027 provided that the students return to study is at the same point that the study break commenced. For example, study break with effect from 29.05.26 and a resumption date of 29.05.27. If a student returns at the beginning of the next academic year to restart the year in full, 100% of the tuition fee for 2026/2027 would be due upon restart in studies.

If a student has a tuition fee loan, the university will contact the Student Loan Company to confirm the student's withdrawal or study break date and any tuition fee reduction.

*For UG courses where a student is studying on a part time basis by semester, reductions will be considered for modules that may have not started at the point of withdrawal or study break.

If a student is responsible for paying their own tuition fees and an overpayment has been made, the student can apply in writing for a refund from the Income Office. If the student has paid less than the recalculated fee, the student must pay the outstanding amount.

6.2 Home Postgraduate courses

Full, Part Time & Distance Learning Courses

If a student withdraws, restarts or takes a break in their studies, they 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 or study break date is within two weeks of the module start date. For modules that span more than one semester, reductions will be considered for the period of time studied.

If the student has a Post Graduate Loan from the Student Loan Company (SLC), the university will contact the SLC to confirm any study break or the student's withdrawal date.

Restart - If a student returns at the beginning of the next academic year to restart the year in full, 100% of the tuition fee for 2026/2027 would be due upon restart in studies. For mid-year study breaks, on a student's return, provided the resumption is at the same point that the study break commenced, students will be charged for any modules which they are due to study in 2026/2027 and have not previously been charged for. It is advisable for a student to speak to a Tuition Fee Advisor or a member of the Financial Guidance Team before they decide whether to withdraw or take a study break from their course.

6.3 International students

Taught full-time undergraduate and postgraduate

International students must speak to the International Student Support team. Each international student will have paid a deposit of £7,000 against their 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.

The international student will be required to provide satisfactory evidence that they have returned to their home country for the refund request to be considered. The student will need to submit a copy of their flight ticket, boarding pass and entry stamp in their passport. The University may also ask for additional evidence to be submitted. All these documents need to be sent to iss@northampton.ac.uk together with a completed refund request form.

Withdrawal or suspension dates and fee charges:

Withdraw, restart your studies or take a study break within 14 days of the student's enrolment date – No fee will be charged*

**An administration fee may be deducted from any funds held by the University before issuing a refund.*

Withdraw, restart your studies or take a study break after 14 days but before 1 calendar month has been completed on the course –

£3,000 will be charged*

**An administration fee may be deducted from any funds held by the University before issuing a refund.*

Restart – Upon resumption of studies in the next academic year, students will be charged the full tuition fee for the new academic year less the £3000.00 already charged. However, if a student is granted a restart on a new course, 100% of the new tuition fee would be payable in 2026/2027.

Withdraw, restart your studies or take a study break after 14 days on the course but before the start of Term 2* – £5,000 will be charged.

Cohort	Term 2 Start Dates
September Start UG	Before 12.01.26
September Start PG	Before 02.02.26
January Start UG	Before 13.04.26
January Start accelerated and Intensive UG Course	Before 13.04.26
January Start PG	Before 01.06.26
May/June Start PG	Before 28.09.26

Restart – Upon resumption of studies in the next academic year, students will be charged the full tuition fee for the new academic year less the £5000.00 already charged. However, if a student is granted a restart on a new course, 100% of the new tuition fee would be payable in 2026/2027.

Withdraw, restart your studies or take a study break in Term 2 but before the beginning of Term 3* – Two Thirds of the annual fee will be charged.

Cohort	Term 3 Start Dates
September Start UG	Before 13.04.26
September Start PG	Before 01.06.26
January Start UG	Before 28.09.26
January Start accelerated and Intensive UG Course	Before 13.07.26
January Start PG	Before 28.09.26
May Start PG	Before 01.02.27

Restart – Upon resumption of studies in the next academic year one third of the tuition fee for 2026/2027 will be charged upon a student's return to study

provided their return is in the same term that the study break commenced. If a student restarts the full year 100% of the tuition fee would be due upon resumption in studies in 2026/2027.

Withdraw, restart your studies or take a study break in Term 3 – 100% of the annual fee will be charged.

Restart – Upon resumption of studies following a restart or a study break, no further fee would be due for 2026/2027 provided that the students return to study is at the same point that the study break commenced. For example, study break with effect from 29.05.26 and a resumption date of 29.05.27. If a student returns at the beginning of the next academic year to restart the year in full, 100% of the tuition fee for 2026/2027 would be due.**For International students who are completing their course on a Part-Time basis, if the student withdraws or takes a study break from their studies, they 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 or study break date is within 2 weeks of the module start date.**

6.4 Research Students

Home and International

Withdrawal

To formally withdraw from a programme, the student must:

- inform the Graduate School in writing via the pgrenolment@northampton.ac.uk mailbox.
- Update the 'My Studies' section in their SITS portal [e:Vision Portal \(northampton.ac.uk\)](https://e:Vision Portal (northampton.ac.uk))

Study Break. Requests to take a break from study should be made to the relevant Research Degrees board through the request process in [Gateway](#).

Withdrawal within 14 days of the student's enrolment date - No fee will be charged.

The fee that the student has paid will be calculated by the number of months they were enrolled during the academic year. Fees will be calculated from the date that the Graduate School receives the student's written notification of withdrawal. If the student leaves their course without notifying the Graduate School, they will not be entitled to a reduction in fees.

7.0 Associated Documents

UON Tuition Fee Debt Management Policy / Student Handbook

Terms and Conditions of Residency (Accommodation) 2025/26

Transfers, Restarts and Withdrawals Policy

8.0 Equality Impact Assessment

There is no adverse equality impact within this policy. All responses to breaches of rights will be dealt with in accordance with this Policy, Procedure, and relevant Appendices irrespective of an individual's specific characteristics.

9.0 Version Control

Version	Author	Approval	Updates
2023/24	C Stephen	Approved	
2024/25	C Stephen	Approved	New Format / Amended Dates
2025/26	C Stephen	Approved	Updated wording, dates & associated documents.