

Withdrawal and Tuition Fee Policy

Undergraduate Students

Self Funded Students

Withdrawal during Week 1¹ of Term 1:

Any new student who withdraws and has a recorded date of last attendance within Week 1 of Term 1 will not be liable for any tuition fee for that academic session. This does not apply to continuing students who, if withdrawing in Week 1 of Term 1, will be charged for 1 week's attendance.

Withdrawal during the first 4 weeks of Term 1:

Any student who withdraws and has a recorded date of last attendance after Week 1, but up to and including Friday of Week 4, Term 1, will be charged pro-rata based on the number of weeks that they have been in attendance.

Withdrawal after Week 4 of Term 1:

Students who are recorded as 'self funded' will be liable for the full academic session's tuition fee.

Students in receipt of a Tuition Fee Loan from Student Finance

Students receiving a fee loan will be charged as follows:

Withdrawal prior to 1 December: no tuition fee charged as per the university's agreement with Student Finance.

Withdrawal after 1 December, but before the first payment from Student Finance: charged pro-rata based on the number of weeks that they have been in attendance (rounded up).

Withdrawal after 1 February: university retains the full first payment (typically half the academic session's fee).

Withdrawal after 1 May: university retains the full academic session's fee payment.

Students whose tuition fees are paid either wholly or partly by a sponsor (not SFE)

Sponsored students who have a date of last attendance after Week 4 of Term 1 will be charged the full academic session's tuition fee. If the student is sponsored, the sponsor will be liable for this fee or their share of it as per the original sponsor agreement. In the event that the sponsor refuses to pay, the student will become liable for the fee charged.

Please note sponsored students must provide the university with a copy of their sponsorship confirmation letter. If the university does not have proof of sponsorship, the student will be treated as 'self funded'.

Intercalation

Students will be charged pro-rata based on the number of weeks that they have been in attendance.

¹ University 'Weeks' are determined by the university and not based on the individual student Registration/Re-registration date.