

## Tuition Fee Refund Policy

### **1. Introduction**

**1.1** The following Policy sets out the arrangements and calculations relating to tuition fee refunds in the event of a student formally withdrawing from their studies.

**1.2** All information provided to students on the University website and any other literature available to students must reflect this Policy. See Appendix 1 for a list of key staff for dissemination of this Policy, and any future updates.

**1.3** Term dates are as follows:

- **Term 1 runs up to the winter vacation**
- **Term 2 starts after the winter vacation and runs up to the spring vacation**
- **Term 3 starts after the spring vacation and runs up to the summer vacation.**

This applies to all undergraduates, including if you have applied for a Student Finance tuition fee loan. See the [term dates for undergraduate courses provided to the Student Loans Company \(SLC\) for funding purposes](#)

### **2. Refunds – general provisions**

**2.1** Students may be entitled to a refund after paying some or all their tuition fees, if they withdraw from study at the University before completion of their programme. Refund calculations are based on a student's last date of attendance or engagement. Refunds can only be processed after the withdrawal is complete.

**2.2** Where students are required to withdraw for academic reasons and have not completed the year, the last date of attendance will be the date on which the Exam Board decision is formally communicated to the student. Where students are required to withdraw for other reasons e.g. disciplinary action, the last date of attendance will be the date on which the decision is formally communicated to the student e.g. at or following the formal meeting or hearing considering the matter.

**2.3** If a student has any University debt, it will be subtracted from any refund of fees payable.

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**2.4** All refunds will be calculated and issued in £ Sterling. The University will not refund any shortfalls due to exchange rate fluctuations, or offer compensation for any bank or other charges incurred.

**2.5** Refunds will only be made to the person who originally paid the tuition fees. If a parent or guardian, or a third party has paid on behalf of a student but wishes the refund to be paid direct to the student, the University is unable to comply with such requests. This is an important provision to ensure adherence with the University's Anti-Money Laundering Policy.

### **3. Refunds for undergraduate (UG) students**

**Please note our term\* dates are as follows:**

- **Term 1 runs up to the winter vacation**
- **Term 2 starts after the winter vacation and runs up to the spring vacation**
- **Term 3 starts after the spring vacation and runs up to the summer vacation.**

**3.1** UG programme fees are charged as follows:

- No fees charged if withdrawal date is within the first two (teaching) weeks of the start of the programme/start of the academic year of their chosen programme.
- 25% of fees charged if withdrawal date is after the first two weeks and before the start of the second term\*.
- 50% of fees charged if withdrawal date is after the start of the second term and before the start of the third term\*.
- 100% of fees charged if withdrawal date is after the start of the third term\*.

**3.2** The University will ensure that home undergraduate students who withdraw are not charged tuition fees in excess of the tuition fee loan available to them.

Undergraduates withdrawing/suspending from study				
<b><i>NB – Examples based on full fees paid at time of withdrawal/suspension. If not, refund calculation based on amount paid</i></b>				
Charge periods	First 2 weeks	> 2 weeks < 2 <sup>nd</sup> term*	> 2 <sup>nd</sup> term* < 3 <sup>rd</sup> term*	> 3 <sup>rd</sup> term*
<b>Fees Charged</b>	NIL	25%	50%	100%
<i>Refund example if fee for the year is £9250:</i>	Refund £9250	Amended fee £2312.50 Refund £6937.50	Amended fee £4625 Refund £4625	Refund £0

#### 4. Refunds for postgraduate (PG) students

- PG programme (not including modular or PGCE) fees are charged on a monthly basis, with a whole month's fees charged where withdrawal date is part-way through the month.
- PG programme (modular route only) fees to be charged at 100% once the module has commenced.
- PGCE programme fees to be charged on a weekly basis and to be charged for a whole week's fees where withdrawal date is part-way through the week.
- Pre-sessional language programme fees are refundable in full within 14 days of original payment. After this period, no refunds will be made for students withdrawing from study.

Postgraduates withdrawing/suspending from study	
<b><i>NB – Examples based on full fees paid at time of withdrawal/suspension. If not, refund calculation based on amount paid</i></b>	
Programme	PG
Charge periods	First 2 weeks
If withdraw	Within first 2 weeks
Fees Charged	NIL
Refund example:	If the tuition fee is £10,000 refund £10,000
Programme	PG
Charge periods	Monthly
If withdraw	Partway through month
Fees Charged	Whole month
Refund example:	If the tuition fee is £10,000 and student withdraws during their 3 <sup>rd</sup> month: Amended fee $\text{£}10,000/12 \text{ months} \times 3 = \text{£}2500$ Refund $\text{£}7500$
Programme	PG
Charge periods	Modular
If withdraw	After module commences
Fees Charged	100%
Refund example:	If the tuition fee for an 180 credit MSc is £10620, the fee for each 20 credit unit is £1180, and the student withdraws during their 2 <sup>nd</sup> 20 credit unit: Amended fee $\text{£}1180 \times 2 = \text{£}2360$
Programme	PGCE
Charge periods	Weekly
If withdraw	Partway through week
Fees Charged	Whole week
Refund example:	If the tuition fee is £9,250 and the student withdraws during their 10 <sup>th</sup> week of 36 week academic year total: Amended fee $\text{£}9250/36 \text{ weeks} \times 10 = \text{£}2569.44$ Refund $\text{£}6680.56$

### **5. Refund of deposits**

The following relates to the refunding of deposits following a withdrawal from a programme after a student has fully registered:

- Deposits will be included in refund calculations and refunded to the payer.

For deposits paid where registration has not been completed, the deposit will not be refundable except in circumstances outlined in the [International Deposits Refund Policy](#).

### **6. Suspension of Study**

The refund policy will also apply to eligible students within this policy who formally suspend from study.

- As per 3.2 no fees will be charged if the start date for suspension of study is within the first two weeks of their teaching course.
- If they suspend after the first two weeks and paid a deposit, this can be used to secure their course place the following academy year if returning to study.

**Appendix 1 – Key staff dissemination list**

- Director of Education Services
- Faculty Education Managers
- Faculty Managers
- Director - International
- School Manager, Graduate School of Education
- Income & Credit Control Manager
- Secretary's Office
- Deputy Head of Planning and Business Intelligence

<b>Summary</b>			
The policy sets out the arrangements and calculations relating to tuition fee refunds in the event of a student formally withdrawing from their studies.			
<b>Scope - This document applies to:</b>			
Staff for compliance, students for information			
For applicants entering in:	2022/23	Applies to academic year:	2023/24 onward
<b>Document Control</b>			
Owning team	Income & Credit Control, Financial Operations		
Division	Finance Services		
Lead contact	Shirlene Adam, Director of Financial Operations		
Type	Policy	Status	Draft
Asset number		Version	V7.1
Approved by	Policy approved by UMT Amendments approved by Chief Operating Officer.	Date current version approved	V7.1 03 October 2022
Date current version published	V7.1 04 October 2022	Date first published	V4 1 August 2018
Revision schedule	3 years	Next review date	October 2025
Superseded documents	n/a		
Related documents	Student fees regulations, <a href="#">Anti-Money Laundering Policy</a> <a href="#">International Deposits Refund Policy</a>		
Keywords	Tuition, fee, refund		