

2018/19 Tuition Fee Policy for Withdrawn and Interrupted Undergraduate & Postgraduate Taught Students

The University will operate the following fee refund and charging policy for full time and part time undergraduate students and Postgraduate Taught students who withdraw or interrupt their studies.

You must complete an [official withdrawal/interruption of study form](#) which must be submitted to your Faculty Office as per the process detailed on the form. If you stop attending without completing and submitting the form to your Faculty Office you will still be deemed as an enrolled student and will therefore be liable for tuition fees.

1. Undergraduate Programmes

(normally starting in week commencing 17th September 2018)

Date	Fees Payable
Up to 30 th September 2018	No fee payable
From the 1st October 2018 to the 7th January 2019	25% of annual fee
From the 8th January 2019 to the 29th April 2019	50% of annual fee
From the 30th April 2019	100% of annual fee

If your programme does not commence on the 17th September 2018, the dates above may be adjusted. Please visit [term dates](#) for details of programmes with non-standard dates. Contact your faculty for confirmation of fee payable.

2. Postgraduate Taught Programmes and Continuing Professional Development

Taught Modules fee liability:	
Up to 50% of the module delivery based on a modules formal start and end dates unless otherwise stated in your Faculty handbook:	No fee payable
Thereafter:	100% of the module fee payable

Where short module content has been provided in full within the 14 day cancellation period, the right to cancel would cease to apply and 100% of the module fee is payable.

3. Return to study after interruption

Undergraduate

You will be liable for the full fee for the credits you will be studying on your return to study – please note that if you are resuming study the TOTAL fee that you will be charged for the interruption year and the resumption year will NOT be lower than the standard full time tuition fee for that programme.

Postgraduate Taught

You will be liable for the full fee for the credits you will be studying on your return to study. Please note that tuition fees are liable to change each year, therefore the fees you will be charged for your resumption will reflect the rate which is current in the year you resume studies.

4. Transferring Programme

If you are transferring to a programme of study in a new subject area, you will be liable for the appropriate fee associated with the new programme.

5. Post Graduate Research

Please contact the [Doctoral College](#) for details.

6. Scholarships

Scholarship holders who withdraw from their studies will be liable to pay back all or some of their scholarship commensurate with the duration of study undertaken in accordance with this policy. The reduction in the amount of the scholarship will reflect the number of credits attempted for which a tuition fee is payable.

7. Extenuating Circumstances

The above policy will apply to all students including those with valid Extenuating Circumstances covering withdrawal from study.

The above policy will apply to all students including those with valid Extenuating Circumstances covering interruption of study. However the fee will be adjusted when you resume study so that you pay no more than the standard full time fee for that programme. **This tuition fee policy for Withdrawn and Interrupted Undergraduate & Postgraduate Taught Students is in addition to and does not affect your statutory rights as a consumer**

Important - If you have any questions or queries about what this policy means for you please contact your Faculty.