

2020/21 Tuition Fee Policy for Withdrawn and Interrupted Undergraduate & Postgraduate Taught Students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 21st September 2020)

Date	Fees Payable
Up to 4 th October 2020	No fee payable
From the 5 th October 2020 to the 11th January 2021	25% of annual fee
From the 12th January 2021 to the 19th April 2021	50% of annual fee
From the 20th April 2021	100% of annual fee

If your programme does not commence on the 21st September 2020, or has non-standard term dates, the dates above may be adjusted. Please visit [term dates](#) for details of programmes with non-standard dates. Contact your faculty for confirmation of the 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.

For example – if a student has been interrupted and charged 50% in the previous Academic Year and is resuming on modules that are all same attempts, the fee for the resumption year cannot be zero. The fee should be inflated to the remaining 50% to ensure that the student has paid at least the standard full time fee for that stage.

If the student is not resuming on modules that are same attempts they should be charged for the number of modules they are studying at the appropriate per ten credit rate even if this results in the student being charged more than the standard cost of the stage in the interruption year and resumption year.

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.