

2021/22 Tuition Fee Policy for Withdrawn and Interrupted Undergraduate & Postgraduate Taught Students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 20th September 2021)

Date	Fees Payable
Up to 3 rd October 2021	No fee payable
From the 4 th October 2021 to the 10th January 2022	25% of annual fee
From the 11th January 2022 to the 25th April 2022	50% of annual fee
From the 26th April 2022	100% of annual fee

Please note, these dates are based on our [standard semester dates](#) for taught programmes, there are some programmes which may not be delivered within these standard dates. Please contact your Faculty to check if your programme has non-standard dates as there may be implications for funding and fee refund deadlines.

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 tuition fee for the credits you will be studying on your return to study (calculated using the ten credit rate).

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 be at least the standard full time tuition fee for that programme.

For example –

- If a student interrupted their studies and was charged 50% in the previous Academic Year and is resuming on modules that are all same attempts, the total fee for the resumption year will be the remaining 50% to ensure that the student has paid at least the standard full time fee for that stage.
- If a student is resuming study to repeat any modules as a next attempt, they should be charged for the number of credits they are studying as a next attempt 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 refer to the 'Postgraduate research students - fee amendments for interruptions, withdrawals (including de-registration), extensions to registration and for submission and early submission of thesis for examination' policy, available from the [Advice on debt and fees payable by students withdrawing or interrupting their studies webpage](#)

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.