

## **Students whose course commenced from 1<sup>st</sup> August 2018 onwards**

### **2019-20 FEE LIABILITY CUT-OFF DATES FOR WITHDRAWALS AND INTERRUPTIONS**

If for any reason you decide to withdraw from the University or if you are permitted to have an interruption to your period of study within the **first three weeks of your course**, you will not be liable for tuition fees in 2019/20. If you withdraw after that date, or begin a period of interruption after that date, you will be charged tuition fees *pro rata*, as follows:

#### **Full-time undergraduates and all taught postgraduates**

14 October 2019 – 12 January 2020	25% of fees
13 January 2020 – 28 April 2020	50% of fees
29 April 2020 – end of 2019-20 academic year	full fees

**PLEASE NOTE:** Fee liabilities will be calculated on either the date of withdrawal/interruption or the last date of recorded attendance, whichever is earliest.

#### **All Research postgraduates**

If for any reason you decide to withdraw from the University or if you are permitted to have an interruption to your period of study **within one month of commencing your course** you will not be liable for tuition fees in 2019/20. If you withdraw, or begin a period of interruption, after that date you will be charged tuition fees based on each month (or part thereof) that you have completed.

#### **Part-time undergraduates**

Autumn Semester Modules – if you decide to withdraw from a module before the end of Week 5 of the semester (*27 October 2019*) you will not be liable for fees for the module. However, if you withdraw from a module after that date, you will be liable for *half* of the module fee.

Spring Semester Modules – if you decide to withdraw from a module before the end of Week 5 of the semester (*16 February 2020*) you will not be liable for fees for the module. However, if you withdraw from a module after that date, you will be liable for *half* of the module fee.

Year Long Modules – if you decide to withdraw from a module within the **first three weeks of study**, you will not be liable for fees for the module. However, if you withdraw from a module after that date, you will be charged *pro rata* as follows:

14 October 2019 – 12 January 2020	25% of fees
13 January 2020 – 28 April 2020	50% of fees
29 April 2020 – end of 2019-20 academic year	full fees

## **Part-time taught postgraduates**

If for any reason you decide to withdraw from the University or if you are permitted to have an interruption to your period of study within the **first three weeks of your course**, you will not be liable for tuition fees in 2019/20. If you withdraw after that date, or begin a period of interruption after that date, you will be charged tuition fees *pro rata*, as follows:

14 October 2019 – 12 January 2020	25% of fees
13 January 2020 – 28 April 2020	50% of fees
29 April 2020 – end of 2019-20 academic year	full fees

In some schools of study fees for postgraduate taught students are charged by the module. This mainly applies to courses in the Faculty of Medicine and Health Sciences, the School of Education and Lifelong Learning and the School of Social Work. Where this is the case the following policy will apply regarding withdrawals and interruptions:

*Single Semester Modules* – if you decide to withdraw or interrupt your studies prior to completing 50% of the module no module fee will be due. If you complete 50% or more before withdrawing or interrupting, you will be charged half of the module fee.

*Year Long Modules* – if you decide to withdraw or interrupt whilst undertaking a year-long module you will be charged pro rata as follows:

Term 1 (or part term)	25% of the module fee
Term 2 (or part term)	50% of the module fee
Term 3 (or part term)	full module fee

## **Courses commencing in January**

*Please note: Students registered on the two year part-time course will be invoiced in January in each year of the course*

If for any reason you decide to withdraw from the University or if you are permitted to have an interruption to your period of study within the **first three weeks of your course**, you will not be liable for tuition fees in 2019/20. If you withdraw, or begin a period of interruption, after that date you will be charged tuition fees *pro rata*, as follows:

3 February 2020 – 26 April 2020	25% fees
27 April 2020 – 30 August 2020	50% fees
31 August 2020 – course end	full fees

August  
2019

## **Students whose course commenced prior to 1<sup>st</sup> August 2018:**

### **2019-20 FEE LIABILITY CUT-OFF DATES FOR WITHDRAWALS AND INTERRUPTIONS**

If for any reason you decide to withdraw from the University or if you are permitted to have an interruption to your period of study **on or before 31<sup>st</sup> October 2019**, you will not be liable for tuition fees in 2019/20. If you withdraw after that date, or begin a period of interruption after that date, you **will be** charged tuition fees *pro rata*, as follows:

**PLEASE NOTE:** Fee liabilities will be calculated on either the date of withdrawal/interruption or the last date of recorded attendance, whichever is earliest.

#### **Full-time undergraduates and all taught postgraduates**

1 November 2019 – 12 January 2020	25% of fees
13 January 2020 – 28 April 2020	50% of fees
29 April 2020 – end of 2019-20 academic year	full fees

#### **All Research postgraduates**

If for any reason you decide to withdraw from the University or if you are permitted to have an interruption to your period of study within one month of commencing your course you will not be liable for tuition fees in 2019/20. If you withdraw, or begin a period of interruption, after that date you **will be** charged tuition fees based on each month (or part thereof) that you have completed.

#### **Part-time undergraduates**

Autumn Semester Modules – if you decide to withdraw from a module before the end of Week 5 of the semester (*27 October 2019*) you will not be liable for fees for the module. However, if you withdraw from a module after that date, you will be liable for *half* of the module fee.

Spring Semester Modules – if you decide to withdraw from a module before the end of Week 5 of the semester (*16 February 2020*) you will not be liable for fees for the module. However, if you withdraw from a module after that date, you will be liable for *half* of the module fee.

Year Long Modules – if you decide to withdraw from a module on or before 31 October 2019 you will not be liable for fees for the module. However, if you withdraw from a module after that date, you will be charged *pro rata* as follows:

1 November 2019 – 12 January 2020	25% of fees
13 January 2020 – 28 April 2020	50% of fees
29 April 2020 – end of 2019-20 academic year	full fees

## **Part-time taught postgraduates**

If for any reason you decide to withdraw from the University or if you are permitted to have an interruption to your period of study on or before 31 October 2018 you will not be liable for tuition fees in 2019/20. If you withdraw after that date, or begin a period of interruption after that date, you will be charged tuition fees *pro rata*, as follows:

1 November 2019 – 12 January 2020	25% of fees
13 January 2020 – 28 April 2020	50% of fees
29 April 2020 – end of 2019-20 academic year	full fees

In some schools of study fees for postgraduate taught students are charged by the module. This mainly applies to courses in the Faculty of Medicine and Health Sciences, the School of Education and Lifelong Learning and the School of Social Work. Where this is the case the following policy will apply regarding withdrawals and interruption:

*Single Semester Modules* – if you decide to withdraw or interrupt your studies prior to completing 50% of the module no module fee will be due. If you complete 50% or more before withdrawing or interrupting, you will be charged half of the module fee.

*Year Long Modules* – if you decide to withdraw or interrupt your studies whilst undertaking a year long module you will be charged pro rata as follows:

Term 1 (or part term)	25% of the module fee
Term 2 (or part term)	50% of the module fee
Term 3 (or part term)	full module fee

## **Courses commencing in January**

*Please note: Students registered on the two year part-time course will be invoiced in January in each year of the course*

If for any reason you decide to withdraw from the University or if you are permitted to have an interruption to your period of study within the **first five weeks of your course**, you will not be liable for tuition fees in 2019/20. If you withdraw, or begin a period of interruption, after that date you **will be** charged tuition fees *pro rata*, as follows:

17 February 2020 – 26 April 2019	25% fees
27 April 2020 – 30 August 2020	50% fees
31 August 2020 – course end	full fees

August  
2019