

## 2017-18 FEE LIABILITY CUT-OFF DATES FOR WITHDRAWALS AND INTERCALATIONS

If for any reason you decide to withdraw from the University or if you are permitted to begin a period of intercalation (an approved interruption to your period of study) **on or before 31<sup>st</sup> October 2017**, you will not be liable for tuition fees. If you withdraw after that date, or begin a period of intercalation after that date, you **will be** charged tuition fees *pro rata*, as follows:

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

|  |             |
|--|-------------|
| 1 November 2017 – 14 January 2018            | 25% of fees |
| 15 January 2018 – 29 April 2018              | 50% of fees |
| 30 April 2018 – end of 2017-18 academic year | full fees   |

### **Fees charged for Repeat Periods of Study**

Full-time undergraduate and taught postgraduate students undertaking a repeat period of study of 6 weeks or more will be charged an additional 25% of the annual fee.

### **All Research postgraduates**

If for any reason you decide to withdraw from the University or if you are permitted to begin a period of intercalation (an approved interruption to your period of study) within one month of commencing your course you will not be liable for tuition fees. If you withdraw, or begin a period of intercalation, 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 2017*) 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 2018*) 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 2017 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 2017 – 14 January 2018            | 25% of fees |
| 15 January 2018 – 29 April 2018              | 50% of fees |
| 30 April 2018 – end of 2017-18 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 begin a period of intercalation (an approved interruption to your period of study) on or before 31 October 2017 you will not be liable for tuition fees. If you withdraw after that date, or begin a period of intercalation after that date, you **will be** charged tuition fees *pro rata*, as follows:

|  |             |
|--|-------------|
| 1 November 2017 – 14 January 2018            | 25% of fees |
| 15 January 2018 – 29 April 2018              | 50% of fees |
| 30 April 2018 – end of 2017-18 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 intercalations:

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

*Year Long Modules* – if you decide to withdraw or intercalate 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 (for example MBA, Nursing, Physician Associate)**

*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 begin a period of intercalation (an approved interruption to your period of study) within the **first five weeks of your course**, you will not be liable for tuition fees. If you withdraw, or begin a period of intercalation, after that date you **will be** charged tuition fees *pro rata*, as follows:

|                                     |           |
|-------------------------------------|-----------|
| 12 February 2018 – 29 April 2018    | 25% fees  |
| 30 April 2018 – 02 September 2018   | 50% fees  |
| 03 September 2018 – 27 January 2019 | full fees |

August  
2017