



STUDENT FEES POLICY

**Applicable to Fees due for the
2015-2016 Academic Year**

1. INTRODUCTION

- 1.1 Bournemouth University is committed to a fair and transparent policy in respect of charges made to a student of Bournemouth University (whether they study at Bournemouth University or a partner college)
- 1.2 The University will use reasonable efforts to provide students and, where applicable, the student's sponsor(s) (an organisation or employer who is funding the student) with prompt notification of any fees or charges due to the University, along with details of the arrangements for payment. .
- 1.3 Students retain ultimate responsibility for the payment of their fees, even if they are sponsored by a third party. The only exception is for students on programmes that have been directly commissioned by a third party (e.g. some nursing programmes).
- 1.4 Defaults on payment are treated seriously and may lead to sanctions being taken against the student, which are described in Section 8 below.
- 1.5 Information about tuition fees and additional charges is issued to students with their offer letter. Information for all programmes is also available on request from the askBU enquiry team who can be contacted on 01202 961916 or by email at askBUenquiries@bournemouth.ac.uk (for prospective students) and the askBU Student Services Team who can be contacted on 01202 969696 or by email at askBU@bournemouth.ac.uk (for current students). Information about library and accommodation charges is available from the respective service and on the University website.
- 1.6 The University reviews its fees and its fees policy annually. Tuition fees for new students are liable to change year on year but are set at least one year in advance and are available on the University website.
- 1.7 The upper limit an institution may charge undergraduate full-time UK and EU students for their tuition fee is currently set by the Government. All other fees are set by the University.
- 1.8 UK/EU students undertaking undergraduate study lasting one or more academic year, may defer payment of tuition fees by taking a tuition fee loan from the Student Loan Company in accordance with published guidelines. Students may also choose to make a full or partial contribution to their fees at the time of registration. Students may be required to provide the University with evidence that they have applied for a tuition fee loan from the Student Loan Company and that their application has been accepted. If the Student Loan Company withdraws financial support or refuses to pay all or part of a student's tuition fees, the student will be responsible for the fees and must pay promptly. Students who require funding from the Student Loan Company must apply for funding for each academic year.
- 1.9 Students not eligible to, or not electing to, defer payment by taking tuition fee loans are normally required to pay their fees in full on or before enrolment. See Section 2 for information about paying by instalments where available.
- 1.10 If you are paying your tuition fees in full, you can pay by:
 - credit card or debit card, (either on-line, on the telephone or in person);
 - bank transfer (on-line);
 - cheque (by post or in person)
 - cash or sterling banker's draft (in person only).

Cheques should be made payable to 'Bournemouth University' and should clearly state on the reverse the student's name, reference number and programme of study.

2. PAYMENT BY INSTALMENT

- 2.1 Students undertaking a programme of study lasting one or more academic year and paying online may elect to pay their tuition fees in three instalments by setting up a recurring debit/credit card payment authority. If opting to pay in instalments, 34% of the fee (after any deposits or discounts have been applied) must be paid on or before enrolment. The second instalment (33%) will be claimed from the relevant card account approximately three calendar months from the due date of the first instalment and the final 33% will be claimed from the relevant card account approximately six calendar months from the due date of the first instalment. Students will be informed of the exact due dates on which the second and third

instalments will be payable when they set up the recurring debit/credit card payment authority. If students are unable to pay online by credit/debit card, this instalment facility is not normally offered.

- 2.2 On an exceptional basis, the University may approve an offline variable payment method and/or extended payment plan with the student. These exceptional arrangements are not available to non EU students on a tier four visa as this would breach the visa requirements as stipulated by the UK Border Agency.
- 2.3 Students should ensure that sufficient funds are available *before* instructing the University to process the card payment/s. Where a student defaults on an instalment the University may apply an administration charge of £20. The University may apply a further £20 administration charge on each subsequent instalment due date while the instalment remains unpaid. See also Section 8: Non-Payment of Fees.

3. DEPOSITS FOR POSTGRADUATE APPLICANTS

- 3.1 Non EU taught and research postgraduate applicants are required to pay a deposit of £2,000*

This deposit will be non-refundable except in the following circumstances:

- An applicant fails to meet their academic or English language conditions of offer; and/or
- An applicant is refused a visa to enter the UK **provided that** the reason for refusal is not due to a fraudulent application; or
- An applicant cancels their contract within 14 days of notifying the University they have accepted their offer (see Section 7.1 Cancellation/Withdrawal)].

- 3.2 The deposit must be paid by the date stated in the offer letter.
- 3.3 It may be possible, at the University's discretion, for the applicant to defer their application by one academic cycle and not forfeit their deposit payment. After one academic cycle the applicant will forfeit their deposit. One academic cycle means that if the deferred course/programme is running in either late January or early February the student must register and enrol at that point, however, please note that not all course/programmes begin in January/February in which case the student may defer until the following September.
- 3.4 The balance of the fee will become due on registration/enrolment. See Section 2 for information about paying in instalments where available.
- 3.5 *Should you have an official sponsorship arrangement in writing (official letter or Purchase Order to Bournemouth University) that your Government, Registered Company or Organisation are paying your fees in full the deposit of £2000 will not be required. You must submit this document to Bournemouth University on accepting your offer.

4. PAYMENTS BY DEBIT OR CREDIT CARD

- 4.1 The University will not levy a transaction charge for payment of fees by debit or credit card. Students should ensure that sufficient funds are available before instructing the University to process the payment/s.

5. FEE FOR APPLICANTS WITH REFUGEE STATUS

- 5.1 Students with refugee status will normally be charged the fee level appropriate to their country of origin until such time as the formal right to domicile in the UK is granted by the Home Secretary. Where a change of fee status occurs part-way through the academic year, the revised fee will be applied as from the following academic year. Students will not be entitled to a fee refund where their refugee status changes partway through the academic year.

6. SCHOLARSHIPS AND DISCOUNTS

- 6.1 Full details of all Bursaries, Scholarships, Loans and Grants are provided on our Fees & Funding webpages at: <http://www.bournemouth.ac.uk/futurestudents/funding/>
- 6.2 A 5% early payment discount is available to students (other than UK/EU, Channel Island or Isle of Man Undergraduates) who pay the full fee due to the University within 7 days of enrolment. This 5% discount is not available to sponsors.
- 6.3 A 20% 'loyalty' discount is available for Bournemouth University graduates (first degree or above) on the published fee for the first and subsequent year/s of any further programme(s).

Please note: Repeat Units and Foundation Degrees are excluded from the 'loyalty' discount scheme as they are not a first degree. Programmes which complete over a 15 month period will only receive one award of discount.

- 6.4 A 25% discount is available to students who are members of staff employed directly by Bournemouth University (or its Associate Partner Colleges) on a permanent part or full time basis. A letter of validation (confirming employment status) will be required from the appropriate Human Resource Department. Where a programme lasts more than one academic year, this 25% discount is applicable for the first and subsequent years subject to the student still being employed by the University (or its Associate Partner College)
- 6.5 A 20% staff family discount is available for any student who has an immediate family member working directly for Bournemouth University. The staff member must be a permanent member of staff having worked (full or part-time) for Bournemouth University for at least one calendar year prior to the award of the discount. Where a programme lasts more than one academic year, this 20% discount is applicable for the first and subsequent years but will cease to be apply if the family member leaves the employment of Bournemouth University.

For the purposes of this section, an immediate family member means the student's:

- brother or sister
- parent or child
- husband, wife or civil partner.

- 6.6 A student may be eligible for one or more of the above discounts in any one academic year however, the maximum discount available to a student in any one academic year will not exceed 25% (or 30% if that student is also a member of staff entitled to a discount under section 6.4). The discounts referred to in sections 6.4 and 6.5 above shall only apply if the student qualifies for the discount at enrolment and, for subsequent years, re-enrolment.

7. CANCELLATION, WITHDRAWAL AND SUSPENSION OF STUDIES

- 7.1 Under the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations, Students have the right to change their minds and withdraw within 14 days of accepting their offer from the University or registering for their course. Students must tell the University if they want to withdraw during this 14 day cancellation period:
- they do not have to give a reason;
 - they can give notice of cancellation by e-mail, letter, telephone, or by sending a cancellation form;
 - students can use the model cancellation form (set out in Appendix 1) for this purpose, but they do not have to use it.
- 7.2 If a student cancels during this 14-day period, the University must refund in full any fees or deposits that the student has paid. If the student has paid fees or a deposit, the University will ask the student to complete a 'refund claim' form to ensure the correct amounts are refunded and to ensure compliance with anti-money laundering rules. The refund must be made within 14 days of the cancellation. A copy of the refund claim form is set out in Appendix 2.
- 7.3 The University also allows students to withdraw from or suspend their studies after the 14-day period described above has ended, and before the official start date of their programme. They can tell the University by e-mail, letter, telephone, or by sending the University a cancellation form. If the student has paid fees, the University will ask the student to complete a 'refund claim' form to ensure compliance with anti-money laundering rules. Students who wish to suspend or withdraw after the official start date must inform the University in writing and complete Part One of the University's Suspension or Withdrawal Form. A copy of the Suspension Form is set out in Appendix 3 and a copy of the Withdrawal Form is set out in Appendix 4. The completed Suspension or Withdrawal Form should be handed or emailed to the student's Framework Leader/Programme Administrator. Only once this written notification has been received will the withdrawal or suspension be processed and University records amended. The official withdrawal or suspension date will be recorded as the date on which the written notification was received from the student (or the date on which the University reached its decision to withdraw or suspend the student)

- 7.4 Where a student has withdrawn from or suspended their studies part way through the academic year in accordance with Section 7.3 above, the University will adjust the student's liability for tuition fees on the University records for that student.
- 7.5 For students who have taken a tuition fee loan from the Student Loans Company, the University will notify the Student Loans Company of the adjustment of the student's liability for tuition fees as a result of their withdrawal or suspension. If a refund is payable, the University will pay it to the Student Loans Company. Withdrawing after the official start date of a programme may affect how many years a student can get a student loan for. Students should, therefore, check with the Student Loan Company if they are thinking about withdrawal.
- 7.6 For all students who withdraw from or suspend their studies once the programme has started, the University will refund fees as set out in **the table in Section 7.8 below from the official withdrawal (or suspension) date**. Where the student suspends their studies but returns the following academic year, the University will deduct any fees that were paid for the suspended year's study from the following year's fees.
- 7.7 In order to ensure the correct amounts are refunded and for compliance with anti-money laundering rules, the University needs certain information from a student before refunding fees, as set out in the 'refund claim' form. Students should complete and submit this form as soon as possible and within 60 days of the official withdrawal date. Any claims received by the University after 60 days will be invalid.
- 7.8 The refund due to students undertaking study lasting for one or more academic years shall be calculated in accordance with the following table:

Start	Academic Year	Withdrawal Dates	Liability *	Refund **
Autumn (Sep-Dec)	2015/16	First 14 calendar days from official start date	0%	100%
		From calendar day 15 of start date until 31 st December 2015	25%	75%
		1 st January until 31 st March 2016	50%	50%
		On or after the 1 st April 2016	100%	0%
Winter (Jan-Apr)	2015/16	First 14 calendar days from official start date	0%	100%
		From calendar day 15 of start date until 31 st March 2016	25%	75%
		1 st April until 30 th June 2016	50%	50%
		On or after the 1 st July 2016	100%	0%
Other Start Dates (May-Aug)	2015/16	1 - 14 calendar days	0%	100%
		15 - 90 calendar days	25%	75%
		91 - 180 calendar days	50%	50%
		181 calendar days or more	100%	0%

* Student liability in percentage terms of full fee.

** This is maximum potential refund that will be given, the actual refund will depend on how much has been paid. Deposits will not be refunded.

8. NON-PAYMENT OF FEES AND OTHER MONIES

- 8.1 As set out in Section 1.3, students retain ultimate responsibility for the payment of their tuition fees and all other monies owing to the University regardless of any sponsorship arrangements.
- 8.2 The University will at all times seek to be sympathetic to, and understanding of, each student's financial circumstances. Students experiencing financial difficulties in relation to debts outstanding to the University should inform the University at the earliest opportunity. Unless told otherwise, students experiencing financial issues in connection with library fines and/or charges should visit the Help Zone in the Sir Michael Cobham Library or the Library in Bournemouth House, call the library on 01202 965959 or email LibSupp@bournemouth.ac.uk. Students experiencing financial issues in relation to all other debts due to the University should contact the University's Finance helpline on 01202 961600 or email fees@bournemouth.ac.uk. Wherever possible, the University will work with students to agree a repayment plan.
- 8.3 It should be noted that academic tutors are not in a position to agree to vary fees or agree payment schedules on behalf of the University.
- 8.4 Information on financial support that may be available to students suffering financial hardship can be found at <http://studentportal.bournemouth.ac.uk/help/finance-support/financial-hardship/financial-hardship.html>. Students can also visit askBU at The Base, Fern Barrow, Talbot Campus, Bournemouth, BH12 5BB, telephone askBU on 01202 969696 or email askBU@Bournemouth.ac.uk for further information.
- 8.5 Students requiring advice on how to manage their debts can obtain free, confidential and independent advice from SUBU Advice. They can be contacted on 01202 965779 or by email at subuadvice@bournemouth.ac.uk.
- 8.6 If a student falls into arrears with any fees or charges, the University will take steps to recover the debt. Library staff will be primarily responsible for recovering overdue library fines and/or charges owed by students in accordance with section 8.10 below. For all other overdue fees and charges, Finance staff will issue written reminders to students (or, where appropriate, their sponsor) requesting payment within 7 days. A further written reminder will be sent after 7 days if payment is not received by the date specified in the first letter and no repayment plan has been agreed. If the debt is payable by a sponsor, the student will be informed when the second payment reminder letter is issued so they can contact the sponsor to discuss the outstanding debt. If no response is received within 49 days from the date of the first written reminder or no repayment plan has been agreed, the University may take the action set out in sections 8.8, 8.9, 8.11 and 8.14 below.
- 8.7 It is important that students keep their address details up-to-date, via the student portal, so that they receive communications about outstanding payments. When communicating with a student, the University will normally post letters to the student's term-time address during standard term times and to the student's home address at other times. However, the University may send letters to either or both addresses where it believes this is appropriate. Electronic communications will be sent to the student's University email address however the University reserves the right to send electronic communications to any private email address that the student may have supplied to the University. Students are expected to check for messages on their University email address at regular intervals.
- 8.8 Should students default on, or miss, a payment of tuition fees and ignore requests for payment or fail to agree a repayment plan with the University, the sanctions set out below may be applied:
- Withdrawal of student library borrowing rights; and/or
 - Withdrawal of student IT rights; and/or
 - Withdrawal from programme of study.

Additionally, students will:

- not be permitted to re-enrol; and
- not be issued with a final award certificate.

All tuition fee debts may also be referred to the University's external solicitors and/or debt collection agents to pursue recovery of the debt.

8.9 If a student owes outstanding accommodation fees to the University and has ignored requests for payment or failed to agree a repayment plan, the University may take the following action:

- Give the student four weeks' notice to leave the accommodation following which the University may obtain a court order to evict the student if they fail to leave the accommodation
- Refer the debt to the University's external solicitors and/or debt collection agents to pursue recovery of the debt.

If a debt remains outstanding following debt recovery action, the University may apply the following sanctions to current students:

- Withdrawal of student library borrowing rights and/or
- Withdrawal of student IT rights and/or
- Withdrawal from programme of study or
- Prevention from re-enrolment

8.10 Students should return library books on time to avoid running up library fines. The University will take steps to recover overdue library fines and charges owed by students in accordance with the procedures set out in the University Rules Relating to Library Use which can be found at <http://www.bournemouth.ac.uk/library/local-assets/using-the-library/docs/library-rules.pdf>. In addition to taking steps to recover payment of the debt, the Library will prevent current students from borrowing further items or renewing existing loans if the student has:

- unpaid library fines totalling more than £20 or
- total fines of any amount which have been outstanding for more than two weeks or
- an item which is overdue for eight weeks or more
- been changed the replacement cost for a damaged item

Current students may also be prevented from re-enrolling if they have outstanding library fines and/or charges and have failed to agree a repayment plan with the University.

Students should ensure that when they leave the University, whether they have finished their programme or withdrawn, they return all library books and pay any outstanding library fines and/or charges as soon as possible.

The University may refer outstanding library fines/charges owed by students to the University's external solicitors and/or debt collection agents if a student ignores requests for payment or fails to agree a repayment plan with the University.

8.11 For all other outstanding fees and charges, the University may refer the debt to its external solicitors and/or debt collection agents to pursue recovery of the debt if a student ignores requests for payment or fails to agree a repayment plan with the University. If a debt remains outstanding following debt recovery action, the University may apply the following sanctions to current students:

- Withdrawal of student library borrowing rights and/or
- Withdrawal of student IT rights and/or
- Withdrawal from programme of study or
- Prevention from re-enrolment

8.12 The University will not withdraw a student from their programme of study or prevent a student re-enrolling where the debt is less than £100.

8.13 If the University refers a debt to its external solicitors and/or debt collection agents, this may result in court action being taken against the student to recover the debt. The University prefers not to take such action and urges students with outstanding debts to contact the University's Finance helpline on 01202 961600 or email fees@bournemouth.ac.uk as soon as possible. If the University takes debt recovery action through the courts, students may be required to pay additional costs in the form of interest, legal fees and court costs.

- 8.14 Students with outstanding tuition fees or any other monies owing to the University will not be entitled to any payment in relation to any bursary or scholarship administered by the University unless an acceptable repayment plan is in place.
- 8.15 A student may be allowed to resume their studies after having been withdrawn or prevented from re-enrolling due to an outstanding debt, provided the debt is repaid within a reasonable period and the student has not missed any substantial or critical elements of their programme.
- 8.16 Withdrawal from a programme of study, even for a short period, may lead to students missing essential parts of their programme requiring additional time, possibly as much as an additional year, to complete their studies. This may affect any funding that the student may receive and their student visa (if the student requires one). Additional fees may also be incurred.
- 8.17 If a current student disputes a library fine/charge, they should contact the library as soon as possible by visiting the Help Zone in the Library, calling 01202 965959 or emailing LibSupp@bournemouth.ac.uk. Students who dispute any other debts should contact the University's Finance helpline as soon as possible on 01202 961600 or email fees@bournemouth.ac.uk. If the dispute cannot be resolved, the student may make a complaint under the Students Complaint Policy and Procedure.
- 8.18 Mitigating circumstances will be considered based on individual student circumstance/s and any supporting documentation provided by the student. Any decision made in relation to the payment of outstanding fees is at the discretion of the Executive Director of Finance and Performance and /or delegated officer. The student may make a complaint under the Students Complaint Policy and Procedure if they disagree with any such decision.
- 8.19 Debt recovery action will not be pursued and the sanctions referred to above will not be applied whilst a complaint about an outstanding debt is subject to the Complaints Procedure.

Appendix 1

CANCELLATION DURING COOL-OFF PERIOD AT REQUEST OF STUDENT

You may have a right to cancel your contract with BU. You enter a contract with BU when you accept your offer. You enter an updated contract when you register (enrol) to start your course.

When you enter a contract with us, you have the right to cancel the contract within 14 days without giving any reason.

If you wish to cancel during the 14 days after accepting your offer or registering to start your course, you must tell us. You can tell BU by e-mail, letter, or using the model cancellation form below. You must make it clear you wish to cancel the contract.

If you cancel the contract in the 14 day period and have paid any fees under that contract, BU will refund those fees. Please note that for legal compliance, notably anti-money laundering duties, we will need you to complete a form to verify details before we refund.

If BU has asked you to pay a deposit when you accept your offer, you have 14 days after that acceptance to cancel your contract. If you cancel in the 14 day period, BU will refund your deposit. After the 14 day period, deposits are not refundable.

If you want to cancel your contract more than 14 days after you accepted your offer, but before enrolment, BU will consider your request, but will not refund your deposit.

Model Cancellation Form

To [BU]

I, hereby give notice that I cancel my contract for the supply of the following service:

[name and date of course]

Ordered on*

Name of consumer:

Address of consumer:

Signature of consumer: (only if this form is notified on paper)

Date:

*The date that you entered the contract or accepted the offer. (If you are not sure, you can leave this blank)

Appendix 2

Refund Claim Form

	REFUND CLAIM FORM		(FOR TUITION FEES ONLY)
	<p>1. All refunds will be made to the <u>original payer</u> unless an authorisation declaration is provided. 2. For refunds in connection with student loans please attach the SLC notification letter to this form.</p> <p>IMPORTANT- Fields marked with asterisk * are mandatory and must be completed in full.</p>		
Part One - To be completed by applicant (Student)			
1. Title (Mr/Mrs/Miss/Ms/Other)	2. Surname/ Family name *		
3. First or Given Name/s *	4. Student Number *		
5. The Original payer *	6. Original Payment Receipt Number		
7. Programme (Course) Name *	8. Academic Faculty *		
9. Address for refund cheque to be sent or alternatively please indicate which campus you would like to collect it from *			
Post Code			
10. Date of withdrawal if applicable:		12. Amount of refund claimed *	
13. Reason for claiming reduced liability and/or refund of fees *			
DECLARATION - All the information provided on this form is true and correct			
Signature of applicant *		Date *	
<i>OFFICE USE ONLY</i>			
Part Two - To be Completed by ACADEMIC SCHOOL for WITHDRAWALS ONLY			
AUTHORISED - BUDGET MANAGER		Contact Number.....	Amount of refund approved £
Signature.....		Print.....	
Part Three - Financial and Commercial Services			
Receipt Number		Payment Cleared (Date)	
Refund Ref		Credit note	
General Ledger refunds	Account code	Activity code	
AUTHORISED - FINANCE OFFICE CONTROLLER (Signature)		Amount of refund (Actual) £	
Please return this form to one of these two options:-			
1. If you are claiming a refund, because you have withdrawn from your course, please return this form (together with any relevant documents) direct to the appropriate Academic Faculty, as the claim must be validated before forwarding to Finance and Performance.			
2. If you are claiming a refund because of an overpayment , please either hand it in at the Cash Office (Talbot Campus) or send it direct to Finance and Performance, 2nd Floor Melbury House, 1 - 3 Oxford Road, Lansdowne, Bournemouth.BH8 8JZ.			
<i>Please note - All applications must be completed in full, otherwise the request will be rejected and will result in a delay of refund.</i>			
<u>ORIGINAL FORMS ONLY ACCEPTED</u> <u>PLEASE DO NOT DUPLICATE</u>			
For further information, please refer to the refund policy overleaf.			

REFUND POLICY

Bournemouth University will only refund on an original and fully completed 'REFUND CLAIM FORM' The Form must be signed by the applicant ie the student.

Bournemouth University will only refund on tuition fees paid (less deductions- as per the Student Fees Policy 2014-15, Section 7 Cancellation, Withdrawal & Suspension, subsections 7.1-7.8 inclusive (as below) to the Person / Organisation / Company or Sponsor who paid the original fee.

All payments will be refunded in UK sterling by Cheque (drawn on a UK Bank account) or Credit / Debit Card. Refunds of online receipts made over 180 days before will be refunded by cheque.

Upon receipt of a fully completed form, refunds will normally be validated and processed within four weeks. (In order that the receipt of payment of the student fee has cleared the University Bank Account and that Bournemouth University comply with UK money laundering regulations).

Refund cheques will be mailed out 2nd class post.

7. CANCELLATION, WITHDRAWAL AND SUSPENSION OF STUDIES

- 7.1 Under the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations, Students have the right to change their minds and withdraw within 14 days of accepting their offer from the University or registering for their course. Students must tell the University if they want to withdraw during this 14 day cancellation period:
- they do not have to give a reason;
 - they can give notice of cancellation by e-mail, letter, telephone, or by sending a cancellation form;
 - students can use the model cancellation form (set out in Appendix 1) for this purpose, but they do not have to use it.
- 7.2 If a student cancels during this 14-day period, the University must refund in full any fees or deposits that the student has paid. If the student has paid fees or a deposit, the University will ask the student to complete a 'refund claim' form to ensure the correct amounts are refunded and to ensure compliance with anti-money laundering rules. The refund must be made within 14 days of the cancellation. A copy of the refund claim form is set out in Appendix 2.
- 7.3 The University also allows students to withdraw from or suspend their studies after the 14-day period described above has ended, and before the official start date of their programme. They can tell the University by e-mail, letter, telephone, or by sending the University a cancellation form. If the student has paid fees, the University will ask the student to complete a 'refund claim' form to ensure compliance with anti-money laundering rules. Students who wish to suspend or withdraw after the official start date must inform the University in writing and complete Part One of the University's Suspension or Withdrawal Form. A copy of the Suspension Form is set out in Appendix 3 and a copy of the Withdrawal Form is set out in Appendix 4. The completed Suspension or Withdrawal Form should be handed or emailed to the student's Framework Leader/Programme Administrator. Only once this written notification has been received will the withdrawal or suspension be processed and University records amended. The official withdrawal or suspension date will be recorded as the date on which the written notification was received from the student (or the date on which the University reached its decision to withdraw or suspend the student)
- 7.4 Where a student has withdrawn from or suspended their studies part way through the academic year in accordance with Section 7.3 above, the University will adjust the student's liability for tuition fees on the University records for that student.
- 7.5 For students who have taken a tuition fee loan from the Student Loans Company, the University will notify the Student Loans Company of the adjustment of the student's liability for tuition fees as a result of their withdrawal or suspension. If a refund is payable, the University will pay it to the Student Loans Company. Withdrawing after the official start date of a programme may affect how many years a student can get a student loan for. Students should, therefore, check with the Student Loan Company if they are thinking about withdrawal.
- 7.6 For all students who withdraw from or suspend their studies once the programme has started, the University will refund fees as set out in **the table in Section 7.8 below from the official withdrawal (or suspension) date**. Where the student suspends their studies but returns the following academic year, the University will deduct any fees that were paid for the suspended year's study from the following year's fees.
- 7.7 In order to ensure the correct amounts are refunded and for compliance with anti-money laundering rules, the University needs certain information from a student before refunding fees, as set out in the 'refund claim' form. Students should complete and submit this form as soon as possible and within 60 days of the official withdrawal date. Any claims received by the University after 60 days will be invalid.

7.8 The refund due to students undertaking study lasting for one or more academic years shall be calculated in accordance with the following table:

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		On or after the 1 st April 2016	100%	0%
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		From calendar day 15 of start date until 31 st March 2016	25%	75%
		1 st April until 30 th June 2016	50%	50%
		On or after the 1 st July 2016	100%	0%
Other Start Dates (May-Aug)	2015/16	1 - 14 calendar days	0%	100%
		15 - 90 calendar days	25%	75%
		91 - 180 calendar days	50%	50%
		181 calendar days or more	100%	0%

* Student liability in percentage terms of full fee.

** This is maximum potential refund that will be given, the actual refund will depend on how much has been paid. Deposits will not be refunded.

Appendix 3
Suspension Form

SUSPENSION FORM

IMPORTANT – Fields marked with asterisk* are mandatory and must be completed in full. This form must be handed or emailed to your Programme Administrator once Part One is completed as no refund can be processed without it.

Part One – To be completed by the student	
Title (Mr/Mrs/Miss/Ms/Other):	Surname/Family Name:*
First or given name(s):*	Student Reference Number:*
Address for future correspondence:	
Postcode:	
Programme Name:*	
Reason for suspension: (Only required for students belonging to the Faculty of Health and Social Care)	
Work commitments <input type="checkbox"/>	Financial Reasons <input type="checkbox"/>
Health Reasons <input type="checkbox"/>	Other (please specify) <input type="checkbox"/>
Maternity Leave <input type="checkbox"/>	
Personal reasons <input type="checkbox"/>	
Have you sought advice from your Programme Coordinator? YES/NO	
Date of suspension of studies:(this will be the official suspension date recorded on your student record)*	
Date of anticipated return to your studies:*	
Expected Amount of Liability*	
Signature of Student:*	Date:*
Signature of Framework Leader / Programme Coordinator:*	Date:*
(needed before suspension can be completed)	

WITHDRAWAL AND SUSPENSION OF STUDIES (Extracted from the Student Fees Policy)

- 7.3 Students who wish to suspend or withdraw after the official start date must inform the University in writing and complete Part One of the University's Suspension or Withdrawal Form. The completed Suspension or Withdrawal Form should be handed or emailed to the student's Framework Leader/Programme Administrator. Only once this written notification has been received will the withdrawal or suspension be processed and University records amended. The official withdrawal or suspension date will be recorded as the date on which the written notification was received from the student (or the date on which the University reached its decision to withdraw or suspend the student).
- 7.4 Where a student has withdrawn from or suspended their studies part way through the academic year in accordance with Section 7.3 above, the University will adjust the student's liability for tuition fees on the University records for that student.
- 7.5 For students who have taken a tuition fee loan from the Student Loans Company, the University will notify the Student Loans Company of the adjustment of the student's liability for tuition fees as a result of their withdrawal or suspension. If a refund is payable, the University will pay it to the Student Loans Company. Withdrawing

after the official start date of a programme may affect how many years a student can get a student loan for. Students should, therefore, check with the Student Loan Company if they are thinking about withdrawal.

- 7.6 For all students who withdraw from or suspend their studies once the programme has started, the University will refund fees as set out in **the table in Section 7.8 below from the official withdrawal (or suspension) date.** Where the student suspends their studies but returns the following academic year, the University will deduct any fees that were paid for the suspended year's study from the following year's fees.
- 7.7 In order to ensure the correct amounts are refunded and for compliance with anti-money laundering rules, the University needs certain information from a student before refunding fees, as set out in the 'refund claim' form. Students should complete and submit this form as soon as possible and within 60 days of the official withdrawal date. Any claims received by the University after 60 days will be invalid.
- 7.8 The refund due to students undertaking study lasting for one or more academic years shall be calculated in accordance with the following table:

Start	Academic Year	Withdrawal Dates	Liability*	Refund**
(Sep-Dec)	2015/16	First 14 calendar days from official start date	0%	100%
		From calendar day 15 of start date until 31 st December 2015	25%	75%
		1 st January until 31 st March 2016	50%	50%
		On or after the 1 st April 2016	100%	0%
(Jan-Apr)	2015/16	First 14 calendar days from official start date	0%	100%
		From calendar day 15 of start date until 31 st March 2016	25%	75%
		1 st April until 30 th June 2016	50%	50%
		On or after the 1 st July 2016	100%	0%
Other Start Dates (May-Aug)	2015/16	1 - 14 calendar days	0%	100%
		15 - 90 calendar days	25%	75%
		91 - 180 calendar days	50%	50%
		181 calendar days or more	100%	0%

* Student liability in percentage terms of full fee.

** This is maximum potential refund that will be given, the actual refund will depend on how much has been paid. Deposits will not be refunded.

Part Two – To be completed by the Academic Faculty	
Administration check:	Letter/Email received Form completed and signed <input type="checkbox"/> ID card returned <input type="checkbox"/> Student record system updated or forwarded to Student <input type="checkbox"/> Processes (Enrolments) <input type="checkbox"/>
Confirmed amount of liability:	
Amount to be refunded (if any):	£
Invoice number:	
Programme Administrators Signature:	Date:
Print Name:	
Authorised Budget Manager Signature:	Date:
Print Name:	

Appendix 4
Withdrawal Form

WITHDRAWAL FORM

IMPORTANT – Fields marked with asterisk* are mandatory and must be completed in full. This form must be handed or emailed to your Programme Administrator once Part One is completed as no refund can be processed without it.

Part One – To be completed by student	
Title (Mr/Mrs/Miss/Ms/Other):	Surname/Family Name:*
First or given name(s):*	Student Reference Number:*
Address for future correspondence:	
Postcode:	
Programme Name:*	
Reason for withdrawal:*	
Financial Reasons <input type="checkbox"/>	Course no longer related to plans <input type="checkbox"/>
Health Reasons <input type="checkbox"/>	Work Commitment <input type="checkbox"/>
Transfer to another Institution <input type="checkbox"/>	Personal reasons <input type="checkbox"/>
Accommodation Problems <input type="checkbox"/>	Other (please specify) <input type="checkbox"/>
Placement related reasons <input type="checkbox"/>	
Have you sought advice from your Programme Coordinator? YES/NO	
Date of withdrawal: (this will be the official end date recorded on your student record)*	
Expected Amount of Liability*	
Signature of Student:*	Date:*
Signature of Framework Leader / Programme Coordinator:*	Date:*
(needed before withdrawal can be completed)	

WITHDRAWAL AND SUSPENSION OF STUDIES (Extracted from the Student Fees Policy)

- 7.3 Students who wish to suspend or withdraw after the official start date must inform the University in writing and complete Part One of the University's Suspension or Withdrawal Form. The completed Suspension or Withdrawal Form should be handed or emailed to the student's Framework Leader/Programme Administrator. Only once this written notification has been received will the withdrawal or suspension be processed and University records amended. The official withdrawal or suspension date will be recorded as the date on which the written notification was received from the student (or the date on which the University reached its decision to withdraw or suspend the student).
- 7.4 Where a student has withdrawn from or suspended their studies part way through the academic year in accordance with Section 7.3 above, the University will adjust the student's liability for tuition fees on the University records for that student.
- 7.5 For students who have taken a tuition fee loan from the Student Loans Company, the University will notify the Student Loans Company of the adjustment of the student's liability for tuition fees as a result of their withdrawal or suspension. If a refund is payable, the University will pay it to the Student Loans Company. Withdrawing

after the official start date of a programme may affect how many years a student can get a student loan for. Students should, therefore, check with the Student Loan Company if they are thinking about withdrawal.

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- 7.7 In order to ensure the correct amounts are refunded and for compliance with anti-money laundering rules, the University needs certain information from a student before refunding fees, as set out in the 'refund claim' form. Students should complete and submit this form as soon as possible and within 60 days of the official withdrawal date. Any claims received by the University after 60 days will be invalid.
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		1 st April until 30 th June 2016	50%	50%
		On or after the 1 st July 2016	100%	0%
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		15 - 90 calendar days	25%	75%
		91 - 180 calendar days	50%	50%
		181 calendar days or more	100%	0%

* Student liability in percentage terms of full fee.

** This is maximum potential refund that will be given, the actual refund will depend on how much has been paid. Deposits will not be refunded.

Part Two – To be completed by the Academic Faculty/Faculty	
Administration check:	Letter/Email received
	Form completed and signed <input type="checkbox"/>
	ID card returned <input type="checkbox"/>
	Student record system updated or forwarded to Student <input type="checkbox"/>
	Processes (Enrolments) <input type="checkbox"/>
Confirmed amount of liability:	
Amount to be refunded (if any):	£
Invoice number:	
Programme Administrators Signature:	Date:
Print Name:	
Authorised Budget Manager Signature:	Date:
Print Name:	