

Calculation of Tuition Fees for Students who Withdraw or take a Leave of Absence

Further Education:

FT & PT – UK, EU and Channel Isle students:

For all Further Education courses at UCB, if you are charged tuition fees, the amount owed to UCB will be calculated on a monthly (pro-rata) basis using the last date of attendance*.

For Level 3 courses only:

The first 14 day cooling off period (starting from the official start date of the course) will be discounted from the fee calculation.

If you have Student Finance or your tuition fees are being paid for by a sponsor, the appropriate sponsor will be notified of your withdrawal, the tuition fee charged and your last date of attendance. If you do not have a Student Finance tuition fee loan, or sponsor who has paid your tuition fees, you are responsible for paying any monies owed to UCB.

International students:

Tuition fees will be charged based on your last date of attendance*, and will be calculated on a week-by-week (pro-rata) basis, however, if the tuition fee charge is less than the non-refundable international student tuition fee deposit, UCB will retain the full amount of the tuition fee deposit.

*Last date of attendance is determined by the Registers (or lecturer information).

Higher Education:

FT & PT Undergraduate courses and PGCE courses – UK, EU & Channel Isle students:

Tuition fees will be charged based on date of withdrawal/deferral* and calculated on a termly basis. This termly basis is determined by your start date for the year you have begun, as recorded on your Student Record.

Last date of attendance is in:	Percentage of the year's tuition fee charged:
Term 1	25%
Term 2	50%
Term 3	100%

FT undergraduate courses where the year comprises of one semester on placement and one semester at university – UK, EU & Channel Isle students:

A semester crosses two terms. If your date of withdrawal/deferral* is in the first term of your taught semester you will be charged 50% of the fee, if it is in the second term you will be charged 100% of the fee. You will not be charged any fee for the placement part of the course.

FT & PT Undergraduate or PGCE study which only lasts one semester (e.g. repeat study, returning from deferral, special timetable) – UK, EU & Channel Isle students:

A semester crosses two terms. If date of withdrawal/deferral* is in the first term of your study you will be charged 50% of the fee, if it is in the second term you will be charged 100% of the fee.

FT & PT Undergraduate Distance-learning courses (online programmes) – UK, EU & Channel Isle students:

These courses will be charged in the same way as FT & PT Undergraduate courses (see above).

If you have Student Finance or your tuition fees are being paid for by a sponsor, the appropriate sponsor will be notified of your withdrawal, the tuition fee charged and your last date of attendance. If you do not have a Student Finance tuition fee loan, or sponsor who has paid your tuition fees, you are responsible for paying any monies owed to UCB.

International students:

Tuition fees will be charged based on your date of withdrawal/deferral*, and will be calculated on a week-by-week (pro-rata) basis, however, if the tuition fee charge is less than the non-refundable international student tuition fee deposit, UCB will retain the full amount of the tuition fee deposit.

*Date of withdrawal/Deferral is determined by the date you submitted your withdrawal request/deferral request, or the date your Year Manager notifies the Student Records team of your withdrawal.

Postgraduate

FT & PT Postgraduate students – UK, EU and Channel Isle students

Students completing taught modules:

Fees will be based on your date of withdrawal/deferral* and will be calculated pro-rata, on a week-by-week basis.

Students completing dissertation:

Students embark on the dissertation or research project immediately following their results. Their start date is therefore assumed to be the day after the results are published and the student is deemed to 'progress to dissertation'.

Where the student takes up an optional placement following their results, their dissertation or research project start date will be assumed to begin the day after the student returns from their placement.

The fee policy assumes that the dissertation or research project lasts for 24 weeks (6 months) from the start date.

We will use the date that UCB is officially notified of the student's intention to withdraw or defer, as the official withdrawal or deferral date. This is taken as either the date that the student submits their deferral application to the Registry department, OR the date that the student's year manager submits a withdrawal form to the Finance and Information Services Unit.

Fees will be based on your official withdrawal or deferral date, and will be calculated pro-rata, on a week-by-week basis.

The fee policy does not take into consideration the volume of work the student has undertaken on his or her dissertation or research project. It takes into account only the amount of time elapsed between the start of the dissertation and the official withdrawal or deferral date. Students are therefore reminded that it is imperative to notify the relevant parties as soon as possible if they decide to withdraw from or take a leave of absence from their studies, in order to avoid incurring additional fee liability.

International students

Fees will be based on your date of withdrawal/deferral* and will be calculated pro-rata, on a week-by-week basis. However, if the tuition fee charged is less than the non-refundable international student tuition fee deposit, UCB will retain the full amount of tuition fee deposit.

*Date of withdrawal/Deferral is determined by the date you submitted your withdrawal request/deferral request, or the date your Year Manager notifies the Student Records team of your withdrawal.