



## ULSTER UNIVERSITY

### TUITION FEE LIABILITY POLICY

### ACADEMIC YEAR 2024/25

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| <b>Document Type</b>  | Policy   |
| <b>Scope</b>          | Ulster Students  |
| <b>Purpose</b>        | To define Tuition Fee Liability Policy for Ulster Students:<br>Academic Year 2024/25 |
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## **ULSTER UNIVERSITY**

### **TUITION FEE LIABILITY POLICY – ACADEMIC YEAR 2024/25**

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## 1 Scope of Policy

If you withdraw, are withdrawn or take a leave of absence from your programme of study you will still be required to pay your tuition fee.

To complete your withdrawal / leave of absence, you need to follow the steps detailed in [Leave the University - Ulster University](#).

**Failure to comply with the Deregistration policy (Completion of Withdrawal Form) in a timely manner will result in additional tuition fees being accrued.**

This Policy:

- provides guidance on how your tuition fees will be calculated if you withdraw, are withdrawn, discontinue or take a leave of absence from your course.
- should be read in conjunction with the deregistration policy [Leave the University - Student Guide \(ulster.ac.uk\)](#).
- should be read in conjunction with your Terms and Conditions. You will be asked to agree to the policy as part of your annual registration.
- does not apply to Global Online Students, Queen Anne's Higher Education (QAHE), or College of Medicine and Dentistry (COMD)
- is reviewed and updated annually.

## 2 Tuition Fee Liability

- 2.1** Where a student withdraws from, is withdrawn by the University, discontinues their studies, or is granted a leave of absence from their studies, the date of withdrawal/discontinuation/leave of absence or date withdrawn is used by the University in calculating the tuition fee liability.
- 2.2** The exception is that new students with an intake year of 2024/25 will not be liable for any tuition fees for that academic year if they withdraw within 14 days of completing registration or within 14 days from the first day of term whichever is the latest date, to allow a cooling-off period.
- 2.3** If your tuition fees are being paid via a student loan, the University will be required to notify Student Finance NI of your revised fee liability so that you can borrow the correct amount in each academic year.

### 3 Full-Time Home / Rol / GB - Undergraduate/PGCE/Postgraduate Taught/ MPhil and MRes

The withdrawal / discontinuation / withdrawn or leave of absence date as recorded on your withdrawal form will be used to calculate your tuition fee liability as per Table in Section 3.1.

#### 3.1 September Enrolment

| Withdrawal Dates                             | Fee Liability                |
|--|------------------------------|
| From first day of term until 01 January 2025 | 25% of the full annual fee*  |
| From 2 January 2025 until 5 May 2025         | 50% of the full annual fee*  |
| From 6 May 2025                              | 100% of the full annual fee* |

\*The fee liability is in percentage terms of the full annual fee. Please refer to student guide for fee pricing.

### 4 Part-Time Home/Rol /GB - Undergraduate/Postgraduate Taught/MPhil and MRes

The withdrawal / discontinuation / withdrawn dates or leave of absence date as recorded on the Withdrawal form will be used to calculate your tuition fee liability as per Table in Section 4.1.

#### 4.1 September Enrolment

| Withdrawal Dates                             | Fee Liability  |
|--|--|
| From first day of term until 31 October 2024 | 25% of the full annual fee or 50% of the semester one fee (whichever is the higher amount)   |
| From 1 November 2024 until 3 January 2025    | 50% of the full annual fee or 100% of the semester one fee (whichever is the higher amount)* |
| From 4 January 2025 until 28 February 2025   | 75% of the full annual fee   |
| From 1 March 2025                            | 100% of the full annual fee  |

\*Semester one fees will vary depending upon modules registered.

\*\*The fee liability is in percentage terms of the full annual fee. Please refer to student guide for fee pricing

## 5 Overseas Full-Time and Part-Time

### 5.1 14 Day Cooling Period

Overseas students with an intake year of 2024/25 who withdraw within 14 calendar days of completing registration or within 14 days from the first day of term whichever is the latest date, to allow a cooling-off period will have tuition fees paid for in that academic year refunded.

### 5.2 Non-refundable deposit

International students studying on campus and commencing their programme in September 2024 / January 2025 will be required to pay a deposit of £4,000 before a Confirmation of Acceptance for Studies (CAS) can be issued, which is a requirement for your student visa.

Deposits are non-refundable, except under the following circumstances:

- You are not issued with a student visa by UKVI (unless the refusal by UKVI is for reasons of fraud or misrepresentation).
- You are not issued with a Confirmation of Acceptance of Studies (CAS) in line with our student visa CAS issuing procedure.
- If the University is unable to offer you a place.
- Where the applicant has personal circumstances such as illness, bereavement or other family situations that has prevented them from coming to the UK. These will be considered on a case-by-case basis and supporting documentation will be required to provide verification.
- If the University cancels or suspends the programme for which the applicant has accepted an offer, then all fees paid will be refunded, (unless the applicant accepts an alternative programme).
- You invoke your right to cancel under the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013, if this Agreement is a 'distance contract' or/and 'off premises contract', you have the right to cancel your acceptance of it within a period of 14 days after you have accepted the terms of this Agreement without giving us any reason. To meet the cancellation deadline, it is sufficient for you to have sent your cancellation to us before the 14-day period has expired.

### 5.3 September Enrolment

If you enrolled in September 2024 and have decided to withdraw, are withdrawn, discontinue or take a leave of absence, the withdrawal dates/discontinuation or leave of absence date approved by the University on your Withdrawal Form (not last date of attendance) will be used to calculate your tuition fee liability as per Table below.

| Withdrawal Dates                              | Fee Liability  |
|---|--|
| From first day of term until 14 February 2025 | 100% of semester one fees*   |
| From 15 February 2025                         | You will be liable for 100% of any modules commenced as part of the programme. |

\*Semester one fees will vary depending upon modules registered.

### 5.4 January Enrolment

If you enrolled in January 2025 and have decided to withdraw, are withdrawn discontinue or take a leave of absence, the withdrawal dates/discontinuation or leave of absence date approved by the University on your Withdrawal Form (not last date of attendance) will be used to calculate your tuition fee liability as per Table below.

| Withdrawal Dates                            | Fee Liability  |
|---|--|
| From first day of term until 31 August 2025 | 100% of semester one fees*   |
| From 01 September 2025                      | You will be liable for 100% of any modules commenced as part of the programme. |

\*Semester one fees will vary depending upon modules registered.

### 5.5 Overseas Distance Learning



**5.5.1** Overseas Distance Learning students with an intake year of 2024/25 who withdraw within 14 calendar days of completing registration in year 1 or within 14 days from the first day of term whichever is the latest date, to allow a cooling-off period will have tuition fees paid for in that academic year refunded.

**5.5.2** Fee Liability is determined by withdrawal date and is calculated as per point 5.3 and 5.4.

## **6 Full-Time and Part-Time Postgraduate Research excluding MPhil and MRes**

Postgraduate Research students fee liability will be calculated monthly in accordance with their date of withdrawal. Where a student is still registered after the 7th day of a month, tuition fees are chargeable for that month.

## **7 Students in Receipt of US Federal Aid**

Students in receipt of US Federal Aid shall be liable for overseas tuition fees in line with the US Department of Education Title IV Funds return calculation [Federal and Private US loans - Ulster University](#) and in line the University policy stated in Section 5 above.