

UNIVERSITY OF ULSTER

TUITION FEES REFUND POLICY – ACADEMIC YEAR 2011/12

Any overpayment of fees will only be refunded on receipt of a fully completed refund application form which can be downloaded from the University's website at www.ulster.ac.uk/finance/fees

If a student leaves a programme of study on or before 31 October no fees will be due for that academic year

If a student leaves a programme of study after 31 October, but on or before 28 February, tuition fees will be charged for semester 1 but not for semester 2.

If a student leaves a programme of study after 28 February, tuition fees will be charged in full for the academic year.

Please note that students withdrawing before 1 December will not be eligible for financial support from the SLC and you may become personally liable for semester 1 fees.

Refunds can only be processed if you have followed the correct procedures and your registration record has been updated. For students considering withdrawing from their studies or taking a leave of absence, please seek advice from your course director or refer to section 4 of the University student handbook which can be downloaded at www.ulster.ac.uk/studenthandbook

Note 1: This refund policy does not apply to distance learning students or students who receive tuition by block teaching. Each case will be examined by the fees office based on the teaching provided by the time the refund application is received.

Note 2: Eligible students who receive a bursary and subsequently withdraw from their studies before 1 December will be asked to repay their bursary. No fee refunds will be issued until the bursary is repaid.

If you have a tuition fee refund query, please contact the Fees Office at:

Email: fees@ulster.ac.uk

Fax: +44 (0) 28 70123255

Telephone: +44 (0) 28 70124252

Completed refund application forms should be sent to:

Fees Office
Room X009
University of Ulster
Cromore Road
Co Londonderry
Northern Ireland
BT52 1SA