



**ULSTER UNIVERSITY**

**TUITION FEES LIABILITY POLICY**

**ACADEMIC YEAR 2025/26**

**ULSTER ONLINE STUDENTS ONLY**

<b>Document Type</b>	Policy
<b>Scope</b>	Ulster Online Students
<b>Purpose</b>	To define Fee Liability Policy for Ulster Online Students
<b>Document Owner</b>	Tuition Fee Office
<b>Reviewed</b>	Deputy Director of Finance
<b>Approver</b>	Director of Finance
<b>Approved Date</b>	24/07/2025

**ULSTER UNIVERSITY**

# TUITION FEES LIABILITY POLICY – ULSTER ONLINE STUDNETS ONLY

## ACADEMIC YEAR 2025/26

### 1 POLICY STATEMENT

This policy applies to students that are studying on any of the programmes below and provides guidance on how fees will be calculated if the student withdraws from or takes a leave of absence from their course.

Programme code	Programme description
8547	MSc Biomedical Science
8548	MSc Health Psychology
8726	MSc Psychology Conversion
8656	MSc Business in Tech
8663	MSc FinTech

### 2 FEE LIABILITY

Your tuition fees will be charged per module as you progress through the programme.

Students who are withdrawn or take a leave of absence from a course, will be charged a tuition fee as detailed below:

- For students registered on 15 and 30 credit modules the liability is 100% of the module fee from the first day of teaching for each module.
- For students registered on a 60-credit module the liability is 50% of the module fee for the first two teaching periods and thereafter 100% from the teaching start date of the third teaching period.
- Students that need to withdraw from a module after the first day of teaching for that module due to extenuating circumstances can request a refund through the extenuating circumstances process. For further detail, see section 3 and 4.

### 3 EXCEPTIONAL CIRCUMSTANCES

Students facing exceptional circumstances, which pose immediate risk to personal, physical psychological wellbeing or safety may be deemed eligible for a refund after the liability date.

Exceptional circumstances may include, but not limited to:

- Severe illness
- Serious accident
- Close family loss

- National/international incident
- Serious mental health crisis
- Being victim of a crime
- Being victim of domestic violence or abuse

## **4 REFUND ELIGIBILITY**

Students wishing to be considered for a refund due to exceptional circumstances should contact their Student Success Advisor at the earliest opportunity for each prepaid module affected.

- Students will need to provide details of the nature of the difficulty and the dates on which they were affected. Please note that you may be required to provide supporting evidence.
- Consideration of the exceptional circumstances is by panel.

Where a student wishes to withdraw from the programme of study having prepaid for the module and the students' exceptional circumstances are accepted, they will receive a refund.

Where a student wishes to continue with their studies and can return within three teaching periods, their module payment will be held on account.