

# ULSTER UNIVERSITY

## TUITION FEE LIABILITY POLICY

### ACADEMIC YEAR 2023/24

#### 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
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## TUITION FEE LIABILITY POLICY – ULSTER ONLINE STUDNETS ONLY

### ACADEMIC YEAR 2023/24

#### 1 POLICY STATEMENT

This policy applies to Ulster Online students that are studying on any Ulster Online programme and provides guidance on how fees will be calculated if you withdraw from or take on a leave of absence from a course.

#### 2 NEW STUDENTS 14 DAY COOLING OFF PERIOD

New students only with an intake year of 2023/24 will not be liable for any tuition fees for that academic year if they withdraw within 14 days of completing registration or within 7 days from the start date of the initial module, whichever is the latest date to allow a cooling off period.

Any tuition fees paid for in that academic year will be refunded if they withdraw within 14 days of completing registration or within 7 days from the start date of the initial module, whichever is the latest date to allow a cooling off period.

#### 3 FEE LIABILITY

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

Students who withdraw from, 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 4 and 5.

#### 4 EXTENUATING CIRCUMSTANCES

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

Extenuating 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

## **5 REFUND ELIGIBILITY**

Students wishing to be considered for a refund on the basis of extenuating circumstances for each module affected should contact their Student Success Advisor at the earliest opportunity.

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 extenuating circumstances is by panel.

Where a students' extenuating circumstances are accepted, and a student wishes to withdraw from the programme of study and are self-funded they will receive a refund.

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